

District 66 Music Boosters

Constitution Bylaws

Article I

Name and Purpose

Section I

The official name of this organization is “District 66 Music Boosters”.

Section II

The purpose of this organization is:

1. To promote the music programs of District 66 through the cooperation between music students, the music staff, the school administration, parents, and the community.
2. To provide supplemental material, financial, and moral support as well as recognition to the music program.
3. To encourage parental involvement and attendance in all music program activities, and to enlist the aid of community resources in support and recognition of the Music Program.

Article II

Membership

Section I

Anyone who is the parent of a current music student in District 66 is a member. Meetings will be scheduled monthly (September – May). Meeting dates will be posted to the District website. All Music Booster members are invited to attend.

Article III

Executive Board Officers and Duties

Section I

Officers will be appointed by the music directors. Officers shall assume their duties at the end of the school year and shall serve for (1) year or until their successors are appointed.

Section II

All members will serve without compensation for their services.

Section III

The officers of the Executive Board of the District 66 Music Boosters, hereafter referred to as Executive Board and their duties shall be as follows:

A. President

The President shall fulfill the following functions:

1. Preside at all Board meetings of the organization, or shall designate a replacement from the Executive Board.
2. Shall use Robert Rules of Order as deemed appropriate.
3. Oversee the affairs of the organization.

4. Maintain, with the assistance of the Recording Secretary, annual committee reports.

B. Treasurer

The Treasurer shall fulfill the following functions:

1. Will deposit all money received into District 66 Music Boosters bank account.
2. Shall oversee deposits made for all accounts and maintain accurate account records.
3. Pay out funds as requested. All requests must have the appropriate documentation (receipts).
4. All checks approved for disbursement must be signed by the treasurer, President, or Director. All checks in the amount over \$5,000.00 require the signature of the director and one executive board member.
5. Present a statement of funds on hand and disbursed at all Executive Board Meetings and include balance of funds.
6. At the final meeting of the year (May) or the request of an Audit Committee:
 - a. Will make available a copy of most recent bank statement reconciled to statement of funds as described above.
 - b. Will present an annualized statement of funds including itemization of expenditures by event as listed in prior year's fall budget.
 - c. A summary yearend report will be available at the May general meeting.

C. Ways and Means Coordinator

The Ways and Means Coordinator shall fulfill the following functions:

1. Coordinate and assist in research and development of all fundraisers for the general fund and student fund accounts.
2. Secure committee chairpersons for fundraisers as needed.
3. Explain monetary responsibilities to each committee chairperson and will be certain funds are turned in promptly and accurately.
4. Collect reports from all fundraising chairpersons. Procedural reports are due as early as possible after each fundraiser is completed.

D. Recording Secretary

The Secretary shall fulfill the following functions:

1. Keep minutes of all Board meetings in a permanent book which shall be the property of the organization and available to the inspection of members upon a reasonable time request.
2. Take attendance at all meetings.
3. Work with the President to maintain a file of committee reports. These reports are to be collected from all heads of standing committees at the end of the school year. They are to be collected from all special committee heads as soon as possible after the work of the committee is completed. Copies of these reports are to be given to new committee heads as soon as possible at the start of the next school year.
4. Will be responsible for external correspondence as required, such as letters of recognition for non-monetary contributions.
5. Communicate and publicize music activities to local media and the school.

E. Vice President/Uniforms Coordinator

The Vice President shall act as an aide to the president and shall perform the duties of the president in the event of the absence or inability of that officer to act. They will also coordinate a committee to:

1. Coordinate the distribution of all band uniforms.
2. Maintain an accurate inventory of all uniform components.
3. Coordinate needed repairs of any uniform.
4. Inform the Executive Board of any shortages or need to replace any uniforms.
5. Inform the Director of Bands and/or Executive Committee when any students fail to return uniform or loses/damages any portion of the uniform.
6. Coordinate hand washing of Color Guard Uniforms with Dreft.

F. Director of Bands

The Director of Bands shall fulfill the following functions:

1. Attend Executive and general meetings.
2. Assist in preparation of the annual master calendar, noting expectations for support.
3. Confer with the Executive Board concerning use of all funds.
4. Communicate or interpret information from the school administrations that is pertinent to our organization.

G. Prairieview Representative

The Prairieview Representative shall fulfill the following functions:

1. A parent of a 5th Grade Music student will act as a liaison between the Executive Board and music directors at the Elementary Schools.
2. This is a one-year position.

H. Director's Assistant

I. The Director's Assistant shall fulfill the following functions:

1. Assist the director with music filing, mailings, copying, inventory, and any other services that the directors may need assistance.

Article IV

Accounts

Section I

General Fund

The General Fund will be used for income and expenditures as listed below:

1. Any monies collected from fundraising, performance events, field trip/tour payments, and miscellaneous donations will be deposited in this account.
2. Expenditures will be approved by the Executive Board including, but not limited to, repair or replacement of instruments and equipment, clinicians fees, tour fees, supplies/music, and other miscellaneous items as needed.

Article V

Constitution and By-Laws

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a two-thirds vote of the members present at any regular or special meeting of the organization, provided any proposed amendments shall have been presented at least (10) days prior to the date of voting.

Adopted and amended 1998-1999 School Year

Adopted and amended 2007-2008 School Year