

# Lincoln-Way Central Music Boosters Constitution

Mission Statement - To promote excellence and maintain the superior quality of the Lincoln-Way Central High School music program through moral and financial support of the music students and music staff.

## CONSTITUTION of the LINCOLN-WAY CENTRAL HIGH SCHOOL MUSIC BOOSTERS

### Article 1: Name

The name of this organization shall be the Lincoln-Way Central High School Music Boosters.

### Article 2: Purposes

Section 1 - To instill and maintain an enthusiastic interest in the various needs of the Lincoln-Way Central High School Music program.

Section 2 - To lend all possible support, both moral and financial, to the Music program and related activities.

Section 3 - To cooperate with those in charge of the Music program and with the School Board to the end that this program be at a level, comparable to and in accordance with all other activities as set forth by this school.

### Article 3: Membership

Section 1 - The membership of this organization shall not be limited. Anyone interested in the progress of the Lincoln-Way Music program is eligible for membership. All parents/guardians of the members of the Music programs are to be considered as active members of this organization.

Section 2 - Paid membership qualifies members for IBA fundraisers conducted by the Music Boosters organizations and paid membership also entitles members to additional privileges offered through the Music Boosters organization.

Section 3 - At least half of the dues paid by the membership will be deposited in a scholarship fund in accordance to Article 15.

Section 4 - All information gathered in the membership registration process, including but not limited to address, phone number, E-mail address, etc. is the property of the Lincoln-Way Central Music Boosters and will not be used or made available for use outside of this organization.

### Article 4: Officers

Section 1 - The officers of this organization shall be a President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Ways and Means Director, Ways and Means Director-Elect and Communication Coordinator.

Section 2 - The elected officers of this organization shall serve for a term of one (1) year and may succeed themselves in the positions of Secretary and Communications Director only for a maximum of two terms (2 years). Individuals that serve one term as President-Elect and Treasurer-Elect and Ways and Means Director-Elect will assume the responsibilities of President, Treasurer and Ways and Means Director respectively for the following term. If a position on the Executive Board becomes vacant during the year and the vacancy is filled according to Article 11, Section 5, Section 6 and Section 7, their respective term can be extended for the following term, one (1) year, upon the recommendation of the Executive Board and the approving vote of the membership.

Section 3 - The chairperson of the music department or his/her designee shall serve in an advisory role on the executive board.

Section 4 - A non-elective position may be added for a student representative. The position will be selected by the Department Chair with the advice of staff and will be a Senior with a wide range of experience in the department of Music.

Section 5 - In the year prior to a split of the school district, the organization may add an additional officer position for President- Elect, Treasurer-Elect and Ways and Means Director-Elect to represent the new school. This will facilitate the split of the Booster organization as the school district splits.

#### Article 5: The Executive Board

Section 1 - To be eligible to serve on the Executive Board you must be a parent or guardian of a student enrolled in the music program as well as a dues paying Music Booster member.

Section 2 - The officers of this organization shall constitute its Executive Board.

Section 3 - The Executive Board shall have general supervision of the affairs of this organization.

Section 4 - Only one parent/guardian of a student may serve on the Executive Board during a given term.

Section 5 - Executive Board decisions are governed by a simple majority of the entire board.

Section 6 - Regular meetings of the Executive Board shall be held once a month. The time and place will be designated by the Executive Board.

Section 7 - All Executive Board Officers shall make every attempt to attend all Executive Board and General Booster meetings.

#### Article 6: Duties of the Officers

Section 1 - The President shall preside at all meetings of the organization, appoint/approve all committee chairpersons and shall be ex-officio, a member of all committees.

Section 2 - The President-Elect shall assume all the duties of the President in his/her absence and shall assume the office of the President the following term.

Section 3 - The Secretary shall keep all official records, record and distribute minutes of all general meetings, record minutes of Executive Board meetings, and attend to correspondences as needed.

Section 4 - The Treasurer shall receive all receipts, make all disbursements with the approval of the Executive Board, make all deposits, and keep an accurate record of each financial activity and total funds. The Treasurer shall provide a current and accurate statement of accounts at all Executive Board and general meetings.

Section 5 - The Treasurer-Elect is responsible for assisting the Treasurer as well as managing all Individual Bank Accounts, here after referred to as (IBAs), and assists the treasurer. He/she shall assume the office of Treasurer the following term.

Section 6 - The Ways and Means Director is responsible for organizing and supervising all fund raising committees, securing all committee chairpersons, and presenting a monthly activity report at all executive and general meetings.

Section 7 - The Ways and Means Director-Elect is responsible for assisting the Ways and Means Director, and shall assume the office of Ways and Means Director the following term.

Section 8 - The Communications Coordinator is responsible for setting up and maintaining the "Phone Tree" or e-mail system communicating music program events with the Lincoln-Way Central High School Administrative Assistant as needed.

Section 9 - An Executive Board member may be removed from his/her Board position by a majority vote of the Executive Board.

## Article 7: Meeting

Section 1 - The regular meetings of this organization shall be held once a month. The time and place will be designated by the Executive Board.

Section 2 - Special meetings may be called by the President and the Executive Board and they may cancel regular meetings.

## Article 8: District 210 Steering Committee

Section 1 - A steering committee will be established to maintain continuity, communication and set direction between the 2 District Music Booster Organizations. The committee will consist of nine individuals as follows:

- One District Representative (chosen by the District Administration)
- Two Department Chairs - one from each school
- Two Presidents - one from each Music Booster Organization
- Two-President-Elects - one from each Music Booster Organization
- Two Treasurers - one from each Music Booster Organization

Ad-hoc (non-voting members) members will be added to provide support and information as needed.

There will be semi-annual meetings held in January and June on dates to be mutually agreed upon. Additional meetings can be called as needed by the District Representative or either President.

The District Representative responsibilities are to oversee the district music booster holding account and act as an unbiased mediator between all Lincoln-Way High School District 210 Music Booster organizations.

A district music boosters holding account will be established to deposit all money associated with district fund raisers as listed in Article 16. As money is collected, it will be placed into the district account. Distribution of profits will be completed after expenses for the corresponding fund-raiser are recouped by the organization providing the bank. The District Representative will transfer said money equally into Central's and East's Music Booster organization's general fund in \$1000.00 increments, the minimum amount to be transferred is \$1000.00 to each organization. Interest gained by the district music boosters holding account will be kept in the account and become part of the total funds used to calculate the transfer of funds as mentioned above.

## Article 9: Dues

Section 1 - The dues shall be established by the Executive Board at its first meeting of the new term.

## Article 10: Quorum

Section 1 - A majority of the members of the Executive Board shall constitute a quorum.

Section 2 - The number of members, as defined in Article 3, Section 1, present at a regular meeting constitutes a quorum.

## Article 11: Elections

Section 1 - A Nominating Committee shall be comprised of the President, President-Elect, Treasurer-Elect.

Section 2 - This committee will convene in February and present the slate of new officers at the general March meeting. After the slate is presented, nominations will be accepted from the general membership. Those persons nominated from the floor shall be present at that time to accept the nomination. Nominations will be closed at the conclusion of the March general meeting.

Section 3 - Election of Officers will be held at the general April meeting.

Section 4 - Newly elected officers shall begin their term at the June Executive Board meeting and continue through the general May meeting the following year.

Section 5 - In the event the President-Elect can not complete his/her term, or can not fulfill his/her commitment the following term, the Executive Board at that time, shall elect a new President-Elect from the current Executive Board. Should a President-Elect candidate be unavailable from the current Executive Board, a candidate may be obtained from the general booster membership. The newly elected President-Elect will then follow the guidelines of Article 6, Section 2.

Section 6 - If the President, Treasurer or Ways and Means Director can not complete their terms, the President-Elect, Treasurer-Elect and Ways and Means Director-Elect respectively, will assume the responsibilities of the high office.

Section 7 - If the positions of President-Elect, Treasurer-Elect, Secretary, Ways and Means Director Elect or Communication Coordinator shall become vacant during a term, the Executive Board will solicit a new officer from the membership. The new officer candidate will be presented to the membership at the next general meeting, where a general vote will confirm or not confirm the candidate. If confirmed, the newly elected officer will immediately assume his/her responsibilities. If the candidate is not confirmed, the process will begin again and a new candidate will be presented at the next general meeting.

#### Article 12: Authority

Section 1 - The rules contained in Robert's Rules of Order, Revised, shall govern this organization in cases in which they do not conflict with the rules of the organization.

#### Article 13: Amendments

Section 1 - The Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting, providing the proposed amendments or amendments have been duly presented to the members at the preceding regular meeting of the organization.

#### Article 14: Termination Of This Organization

Section 1 - All properties and funds of this organization shall become the property of Lincoln-Way Central High School, for the sole purpose of the Lincoln-Way Central Music Program, under the direction of the Board of Directors at the time of termination.

#### Article 15: Scholarship Award

Section 1 - This organization has established and will collect moneys to fund a perpetual Robert Taylor Memorial Scholarship Fund, This Scholarship Fund will be used as described in Section 2 thru Section 7 in this Article.

Section 2 - The Robert Taylor Memorial Scholarship will be awarded to a graduating senior(s) music student who is pursuing his/her further education in music and who's parent/guardian is a current paid Music Booster member.

Section 3 - Various scholarships issued at the discretion of the Music Department, with the approval of the Music Boosters Executive Board, to supplement Music Camp Programs. These scholarships shall be known as the 'Charles Stark Music Camp Scholarships' to honor former music director and long time music educator, Charles Stark.

Section 4 - The number of Scholarships and monetary amounts will be determined annually based on the Robert Taylor Memorial Scholarship Fund balance. The said balance shall never be less than \$2000.00.

Section 5 - All Scholarship candidates must submit a formal application to be provided by the Music Department Chair.

Section 6 - The selection of all Scholarship recipients will be made by the Music Department.

Section 7 - All moneys collected on a yearly basis as dues from the general membership of the Lincoln-Way Central Music Boosters commencing with the 1990-1991 school year , and for each school year thereafter, shall be used to fund the annual scholarships.

#### Article 16: Fund Raisers and Events

Section 1 - All current and proposed fundraisers that would benefit the general fund of the booster organization or the Student IBA will be reviewed and authorized by the Executive Board and the administration of Lincoln-Way Central High School prior to assigning chairpersons and dates. At the conclusion of an event all committee chairpersons shall submit a written report summarizing their activity, including financial information to the Ways and Means Director, Additionally, if the fundraiser involves student IBA's, a summary of the monetary distribution to each involved student is to be presented to the Treasurer-Elect for posting. The written report and IBA summaries are to be submitted within a timely manner from the conclusion of the event.

Section 2 - Fundraisers and events will be categorized in three ways; district, separate but simultaneous and independent. All income/profits stay within each respective organization.

\*A district fundraiser or event is defined as a jointly operated function where all Lincoln-Way District 210 Music Booster organizations share the labor with the income/profit being split according to established guidelines.

\*Examples of district fundraisers and events are but not limited to:

SIAM card and Lincoln-Way Home Field Show

\*A separate but simultaneous fundraiser or event is defined as a function that is operated at exactly the same time using the same pricing guidelines and order forms or booklets. Each booster organization will handle it's own funding, labor and guidelines. All income/profits stay within each respective organization.

\*Examples of separate but simultaneous fundraisers are but not limited to:

Car Wash, Wreath Sale and Flower Sale.

\*An independent fundraiser or event is defined as a function that is coordinated by the individual booster organization utilizing their respective funds, labor and establishing their own guidelines. Dates, timing and operation decisions are strictly left up to the particular booster organization. All income/profits stay within that respective organization.

\*Examples of independent fundraisers are but not limited to: Avon, Winter Guard Show, Parent Raffle, and Market Days.

Section 3 - *SIAM Card Sale (District)* - The SIAM Card Sale will be operated as a district fundraiser. There will be one district chairperson, and each booster organization will identify a co-chairperson. The district chairperson will oversee the entire operation whereas the co-chairs will be responsible for obtaining the required manpower for their particular campus organization. Profits for the first year (2001-2002) of the split will be divided equally between organizations. After that, the Steering Committee will analyze the data from the previous year to determine if the 50/50 split should be retained or modified. The goal is to split the profit on a 50/50 basis. Any after event expense or loss will be split 50/50 between the organizations.

Section 4 - *Field Show (District)* - The Field Show will be operated as a district fundraiser. This function will alternate annually between each campus. The organization from the campus hosting the field show will provide the bank to cover all expenses for this function. Income/profits will be disbursed after expenses are recouped by the organization that is providing the bank. There will be a chairperson from each organization. Sign-up sheets, with a 50/50 split of labor opportunity between organizations, will be used to identify labor needs. If members of one booster organization do not *secure* all allocated time slots, it will be opened to the other booster group to provide the needed manpower. Profits will be allocated by the District Representative according to the % of labor reflected on the Sign-in sheets used during the function. The Chairperson's and other identified functions time will not be computed in the allocation of profits unless they perform labor (defined labor function) during the actual event. The goal is to split the profit on a 50/50 basis. Any after event expense or loss will be split 50/50 between the organizations. (NOTE: Both marching bands will perform in exhibition during the field show.)

Section 5 - *Holiday Wreath Sale (Separate but simultaneous)* - The Holiday Wreath Sale will be held in the fall by mutual agreement using the same supplier, order forms and prices. Pick up of wreaths will be the 3rd weekend of November. Orders to the supplier will be combined with the possibility of separate delivery and pick up points for each campus. Each organization is responsible for their respective funding and labor. The Executive Board of each respective booster organization determines general fund expense allocation. This fundraiser continues to be operated for the benefit of the Students IBA.

Section 6 - *Flower Sale (Separate but simultaneous)* - The Flower Sale will be held in the spring by mutual agreement using the same supplier, order forms and prices. Pick up of flowers will be the 2nd weekend of May. Orders to the supplier will be combined with separate delivery and pick up points for each campus. Each organization is responsible for their respective funding and labor. The Executive Board of each respective booster organization determines general fund expense allocation. This fundraiser continues to be operated for the benefit of the Students IBA.

Section 7 - *Independent Fund Raisers* - All other fundraisers not listed in the above sections will be categorized as Independent. When operating an independent fundraiser, the respective booster organization will handle all associated tasks necessary to make that function profitable. The respective Executive Board will authorize additional independent fundraisers and approve schedules as necessary.

Section 8 - *Independent events* - All other events will be considered independent and be planned and operated by each individual booster organization.

#### Article 17: General Information

Section 1 - At the conclusion of an event all committee chairpersons shall submit a written report summarizing their activity, including financial information to the Ways and Means Director. Additionally, if the fund raiser involves student IBA's, a summary of the monetary distribution to each involved student is to be presented to the Treasurer-Elect for posting.

Section 2 - Individual Bank Accounts (IBA) - Opportunities are provided for individual members to earn money through both Music Department and Music Boosters fundraisers. After the cost of the product and an administrative fee that goes into the booster's general account, profits are put into the student's WA. This account, which is non-interest bearing, may be drawn upon for any music related expense. In order to withdraw funds from an account to pay for an expense, a completed IBA Transfer Form is required. This form can be obtained in three ways; from the Treasurer-Elect, the band room, or printed of the Website. Funds are always transferred from account to account for the student, cash is never handled or transferred out of an IBA to a student. Any funds left in a senior's IBA after graduation is available to be 'willed' to another music student member at either of the Lincoln-Way Campuses providing all outstanding balances due the Music Boosters and/or the Lincoln-Way Central Music Department have been Paid in full. However, 'willed' funds must be put in writing and completed prior to graduation. Funds not used or 'willed' cannot be refunded and will be transferred to the booster general account.

Section 3 - The constitution and by-laws of this organization shall be reviewed, revised and updated as necessary every two years beginning with the 2000-2001 school year. The President will appoint a committee to complete his task. Article 13, Section 1. dealing with Amendments will govern all changes.

Approved and Signed by the President, President-Elect, Secretary, Treasurer, Treasurer-Elect, Ways and Means Director and Communication Coordinator.

The above Constitution was revised and accepted by the general membership on this 7<sup>th</sup> day of May, 2007.