

BY-LAWS
OF
SHS BAND BOOSTERS, INC.

1100 West Schaumburg Road
Schaumburg, Illinois 60194

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SHS BAND BOOSTERS INC.

ARTICLE I

NAME

- Section 1. The official name of this organization shall be SHS Band Booster, Inc. It is hereinafter referred to in these by-laws as the “Band Boosters”.

ARTICLE II

PURPOSES

- Section 1. To promote the education of students at Schaumburg High School, Schaumburg, Illinois, in the field of instrumental music.
- Section 2. To receive and maintain a fund or funds to use and apply for such educational purposes either directly or indirectly or to contribute to other organizations set up for similar purposes and which qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code and it’s regulations.
- Section 3. No part of net earnings shall inure to the benefit of any member, director, officer or corporation, or any private individual except that reasonable compensation may be paid for services rendered to or for the corporation in carrying out any one or more of its purposes.

ARTICLE III

MEMBERSHIP

- Section 1. The Band Boosters will have only regular members, i.e., any individual over nineteen (19) years of age, who is a parent or guardian of a current or past member of the Schaumburg High School Band.

ARTICLE IV

FISCAL YEAR, FINANCE AND REPORTS

- Section 1. Fiscal Year. The Band Boosters shall operate on a fiscal year beginning August 1st through July 31st.
- Section 2. Budget. A budget shall be developed for the fiscal year and presented to the members at their first meeting of each school year.
- Section 3. Reports. A financial statement showing the financial condition of the Band Boosters shall be prepared each month and submitted to the President and Secretary. An

annual statement shall be made available to the members after the close of each fiscal year.

Section 4. Audits. The Board of Directors, at their discretion, shall have the Band Boosters financial records audited and shall report to the members at the next general meeting.

Section 5. Fundraising Revenue. The Treasurer will deposit any monies received through fundraising into the Band Boosters General Account. When cash revenues are collected the proceeds will be counted with two non-related members of the Band Boosters present. The funds will be utilized for the day-to-day operations of the Band. Exceptions to this are outlined below.

- a. The funds raised by the annual Band Aid concert are completely donated to the Band's designated recipient for that year.
- b. During "trip years" (Trip Years are outlined in Section 6a below) at General Meetings when fundraising activities are presented, it will be determined whether the Band Members will retain all, or a portion, of the revenue the Band Member generated from the fundraising activity in their student account.
 - i. The Board of Directors will present a percentage to be voted on by the Band Booster members in attendance. A majority vote determines if the amount is accepted.
 - ii. If a percentage is kept, it will be from the gross proceeds of the fundraising activity before the funds are distributed amongst the participating Student's accounts.

Section 6. Student Accounts. During "trip years" student accounts will be created and maintained by the Treasurer. The purpose of these accounts is to keep track of any revenue that a student has generated through fundraising activities in which they have participated. It is also used to hold deposits made by the Student that intend to participate in a trip. With advance notice, a Parent or Guardian may request to see the balance of their Student's account.

- a. Trip Years. Trips are generally planned to take place approximately every other year. However, the Band Directors have complete discretion of when trips are to take place.
- b. Student Deposits. During Trip years, Students wishing to participate in a trip are required to make deposits, at regular intervals, into their account via the Treasurer.
- c. Refunds. In the event that a Student is not able to participate in a trip, only the money that they deposited will be refunded to them. Revenue generated from fundraising activity will revert to the Band Boosters General Band account subject to the trip contract.

- d. Trip cancellations. If a trip is cancelled, any fundraising monies will revert to the Band Boosters General Account unless another trip or a new trip is planned for the same fiscal year. Any student deposits will be refunded.
- e. End of fiscal year. Student accounts should be zeroed no later than July 31st. Any Student deposited money refunded. Any fundraised revenue reverted to the Band Boosters General account. No monies shall be carried over from year to year.

ARTICLE V

OFFICERS, ELECTIONS, AND DUTIES

- Section 1. Officers of the Band Boosters shall be elected from the voting membership.
- Section 2. The President shall appoint a nominating committee. This committee will present a slate of candidates at the next to the last meeting of the current school year.
- Section 3. The officers shall be elected annually at the last scheduled meeting of the Band Boosters of the current school year by a majority of the voting members present.
- Section 4. The officers shall assume their duties effective August 1st.
- Section 5. The elected officers of the Band Boosters shall be a President, Vice-President, Treasurer and Secretary, each of which shall also be a member of the Board of Directors.
- Section 6. Any officer may resign by submitting his/her resignation in writing to the Secretary.
- Section 7. The duties of the officers shall be those usual to such officers in similar organizations except as otherwise expressly provided herein.
- Section 8. The President shall preside at all meetings of the Band Boosters, appoint all committee chairpersons and shall be ex-officio member of all committees excepting the nominations committee.
- Section 9. The Vice-President shall assume the duties of the President in his/her absence, and shall assume the office of President of the balance of any unexpired term. The Vice-President shall also be the chairperson of any scholarship committee.
- Section 10. The Treasurer shall collect all funds due the Band Boosters and deposit them in the bank chosen by a majority vote of the Board of Directors and disburse same with the approval of the majority of the Board. The bank account of the Band Boosters may be referred to as the Band Boosters General Account or General Account in this document.
- Section 11. The Secretary shall keep records and minutes of all meetings, attend to all official correspondence and shall assume other responsibilities assigned by the Board. The Board of Directors may appoint one or more Assistant Secretaries and one or more Assistant Treasurers. Each Assistant Secretary and each Assistant Treasurer shall hold office for such period as designated by the Board. Any Assistant Secretary may perform any of the duties or exercise any of the powers of the Secretary. Any

Assistant Treasurer may perform any of the duties or exercise any of the powers of the Treasurer at the request or in the absence or disability of the Treasurer or otherwise as occasion may require.

ARTICLE VI COMMITTEES

- Section 1. Uniform Committee shall be a standing committee.
- Section 2. Fund Raising Committee Chairman shall be responsible for coordinating one fund raising event, with the approval of a majority of the Board of Directors.
- Section 3. The Uniform Committee Chairman shall be responsible for fitting/assigning a uniform to each band member. The committee chairman will be responsible for maintaining a list of assigned uniforms and for checking the uniform of each member prior to each performance. They will also make arrangements for uniform dry cleaning after the end of the school year.
- Section 4. The President may appoint other Standing or Special Committees deemed necessary by the membership or Board of Directors to carry out the work of the Band Boosters. Examples include, but are not limited to: website, newsletter, bake sale, raffles, concessions, dine-out events, social media

ARTICLE VII GOVERNMENT

- Section 1. A Board of Directors shall manage the business and affairs of the Band Boosters.
- Section 2. The membership of the Board of Directors shall consist of the four elected officers. The appointed Chairpersons of the Standing Committees and non-voting members, consisting of the Director(s) of Instrumental Music and the Principal of the Schaumburg High School who shall act in an advisory capacity.
- Section 3. The Director(s) of Instrumental Music shall serve in an advisory capacity for the officers. He/she and the Principal shall make all final decisions as to the appearance of the Schaumburg Band personnel to participate in those appearances, and establish the rules and regulations for the instrumental program and will assist in all project decisions.
- Section 4. Any elected member of the Board of Directors may be removed from his/her position because of failure for any reason to perform his/her duties. Such removal shall be made and approved by a two-thirds majority vote of the remaining Directors at a special meeting duly called for that purpose.
- Section 5. Vacancies on the Board of Directors, however arising, may be filled for any unexpired portion of a term by majority vote of the Directors present and constituting a quorum at any regular Board meeting or at a special Board meeting called for that purpose.

- Section 6. Committee members must get pre-approval of any expenses to be incurred.
- Section 7. Except as otherwise expressly provided herein, all resolutions, appointments, appropriations, directions or other acts of the Board of Directors shall be by a majority of those voting members present.

ARTICLE VIII MEETINGS OF THE BOARD OF DIRECTORS

- Section 1. Meetings of the Board of Directors shall be held at least two (2) weeks prior to a scheduled general membership meeting.
- Section 2. Special meetings of the Board of Directors may be called at any time by the President or by any two (2) members of the Board.
- Section 3. A majority of the authorized number of voting members of the Board of Directors shall constitute a quorum for the transaction of business at meeting of the Board.
- Section 4. At all meetings of the Board of Directors, the President, Vice-President, or Treasurer in the order named shall preside if present. If none of them is present, any other Director may be designated to preside.

ARTICLE IX MEETINGS OF THE BAND BOOSTERS

- Section 1. All general meetings of the Band Boosters shall be called as whenever deemed necessary. Special meeting may be called by the President as the need arises
- Section 2. Voting members present shall constitute a quorum.
- Section 3. At every meeting, each voting member present shall be entitled to one vote.
- Section 4. At all meetings of the Band Boosters, the President, Vice-President, or Treasurer, in the order named, shall preside. If none of them is present, any other Board member may be designated to preside.

ARTICLE X DISSOLUTION OF THE BAND BOOSTERS

- Section 1. Upon the dissolution of the Corporation, the Board of Directors shall, after paying or making provision for the payment of all liabilities of the corporation, dispose of all the assets of the corporation in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 (c) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall

determine. Any such assets not so disposed by the Court of Common pleas of the county in which the principal offices of the corporation is then located exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE XI
AMMENDMENTS

Section 1. These By-laws may be amended at any regular meeting of the Band Boosters by a majority vote of the voting members present provided that the amendment has been presented at the preceding regular meeting of the Association.

Revised on: **October 6, 2015**