

Lincoln Way North High School

Music Boosters

Proposed Constitution

Mission Statement: The Lincoln-Way North High School Music Boosters are committed to providing the experiences and resources necessary to maintain excellence in the Lincoln-Way North Music programming.

Article 1: NAME

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

Article 2: Purposes

Section 1: To instill and maintain an enthusiastic interest in the various needs of the Lincoln Way North High School Music Program.

Section 2: To lend all possible support - informational, 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 Lincoln Way 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 North 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 entitles members to additional privileges offered through the Music Boosters organization.

Section 3: Dues paid by the membership will be deposited in a scholarship fund in accordance to Article 15, until said time and conditions under Section 2 Article 14 are satisfied, at that time consideration will be given to establish an additional scholarship.

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 not succeed themselves. Individuals that serve one term as President-Elect and Treasurer-Elect and Ways and Means –Elect will assume the responsibilities of President, Treasurer, and Ways and Means Director respectively 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: 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.

Section 5: Up to four non-elective non-voting positions will be added (such as Choral, Orchestra, Marching Band, Madrigals, Social) to attend Executive Board meetings, work with the communications and assist in getting parents involved. **These positions will be appointed by the Executive Board as recommended by the music staff.** Criteria for the appointed positions will follow Article 5: The Executive Board Section 1 and Section 4. Length of the appointment may vary according to the position identified and season.

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.

Section 2: The officers of this organization shall constitute the Executive Board.

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

Section 4: Only one parent/guardian per student may serve on the Executive Board during a given term unless recommended by the music staff and executive board.

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

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 an ex-officio 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 make available a statement of accounts at all Executive Board and general meetings.

Section 5: The Treasurer-Elect is responsible for managing all Individual Bank Accounts, here after referred to as (IBA's) , and collecting payments for major travel and band camp. 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 the 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** to communicating music program events with the Lincoln Way High School Administrative Assistant as needed.

Article 7: Meetings

Section 1: The regular meetings of this organization shall be held once a month. The Executive Board will designate the time and place of the meeting.

Section 2: The President and the Executive Board may call special meetings and they may cancel regular meetings.

Article 8: District 210 Steering Committee

A steering committee will be established to maintain continuity, communication, and set direction between the 3 District Music Booster Organizations. The committee will consist of nine individuals as follows:

One District Representative (chosen by the District Administration)

Three Department Chairs – one from each school

Three Presidents – one from each Music Booster Organization

Three President-Elects – one from each Music Booster Organization

Three Treasurers – one from each Music Booster Organization

Ad-hoc (non-voting 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 the Central, the East, and the North Music Booster organizations.

A district music boosters holding account will be established to deposit all money associated with district fundraisers 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 fundraisers are recouped by the organization providing the bank. The District Representative will transfer said money equally into Central's, East's, and North'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 music boosters holding account will be kept in the account and become part of the total funds used to calculate the transfer of funds mentioned above.

Article 9: Dues

Section 1: The dues shall be established by the Executive Board and administration 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: A majority of members 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, and two (2) members at-large appointed by the President.

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. Article 10, Section 2 relating to Quorums will govern when an election is held.

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. 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 will assume the responsibilities of the high office.

Section 7: If the positions of the 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 this 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 amendment 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 North High School, for the sole purpose of the Lincoln –Way North 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 monies to fund two scholarships to be awarded to two graduating senior music students. One scholarship will be awarded to a graduating senior music student who is pursuing his/her further education in music. The second scholarship is to be awarded to a graduating senior music student who is pursuing a college education.

Section 2: This fund shall consist of a minimum of \$5,000 in principal. Scholarships awarded will come from annual membership dues and interest earned in this account. The number of scholarships and the amount of each will be determined annually by the Music Booster Executive Board.

Article 16: Fundraisers 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 prior to chairperson and dates.

Section 2; Fundraisers and events will be categorized in three ways: district, separate but simultaneous, and independent.

A **district fundraiser** or event is defined as a jointly operated function where all school district booster organizations share the labor with the income/profit being split according to established guidelines.

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 its own funding, labor, and guidelines. All income/profits stay within each respective organization.

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.

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 where as the co-chairs will be responsible for obtaining the required manpower for their particular campus organization. Profits for the first year (2008-2009) of the split will be divided equally between organizations. After that, the Steering Committee will analyze the data from the previous year to determine the appropriate split of monies.

Section 4: Guidelines on other fundraisers will be determined as necessary at the semi-annual District 210 Steering Committee meetings.

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 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.

Section 2: The Executive Board will appoint a sub-chair position, “Purchasing Agent”, under the direction of the Ways and Means, and the individual event's chairperson. This position will ensure better prices of purchases, and limit the number of people involved with businesses.

Section 3: The constitution and by-laws of this organization shall be reviewed, revised, and updated as necessary every two years beginning with the 2008-2009 school year. The President will appoint a committee to complete this task. Article 13, section 1 dealing with Amendments will govern all changes.

The above Constitution was revised and accepted by the general membership on this 9th day of December 2008.

