



Plainfield Band

**PLAINFIELD HIGH SCHOOL
RED PRIDE BAND**

**BAND BOOSTER
BYLAWS**

AMENDED 4-18-17

BYLAWS OF THE RED PRIDE BAND BOOSTERS OF PLAINFIELD HIGH SCHOOL

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BYLAWS OAF THE RED PRIDE BAND BOOSTERS OF PLAINFIELD HIGH SCHOOL

ARTICLE 1 NAME

The name of the organization shall be the Plainfield Red Pride Band Boosters (“Boosters”).

ARTICLE 2 PURPOSE AND FUNCTION

The purpose of the Plainfield Red Pride Band Boosters is to support all of the programs that fall under the guidance and instruction of the Band Director(s) of Plainfield High School.

The Boosters will operate exclusively for charitable and educational purposes as defined in Section 501(c) (3) of the Internal Revenue Code, Article 5, not for profit organizations.

The Boosters are dedicated to providing supplemental financial support for the Plainfield High School (PHS) band programs, communicating with band students, band parents, Band Director(s), school administrators, and the community; working in conjunction with the Band Director(s) to develop and improve the band program, organize and oversee various band activities; providing fund raising activities for band students and Booster members; assisting in the maintenance of band equipment, supplies and uniforms; chaperoning and supervising band students during band related activities; advocating for the best interests of PHS students and the PHS Band Program; and facilitating other activities that the PHS Band Director(s), Boosters, and/or the Board of Directors deem necessary or advisable to further the PHS Band Program.

ARTICLE 3 PERIOD OF EXISTENCE

The period during which the Boosters shall continue is Perpetual.

ARTICLE 4 MEMBERSHIP

4.1 Voting Members. All parents and legal guardians of PHS Band Students or Middle School students, who are currently participating in the PHS Band Program, are voting members of the Boosters for the duration of their student’s participation in the PHS Band Program.

4.2 Associate Members. Any friend or relative of any student currently participating in the PHS Band Program, any student alumnus of the PHS Band Program and their parents or legal guardians, relatives, or friends, and any other interested individual may participate as non-voting, associate members of the Boosters. Associate members do not pay membership fees and may not serve as an officer on the Board of Directors.

4.3 Meetings. Regular meetings of the Boosters will be held on the third Tuesday of each month, unless cancelled or rescheduled by the President. Other meetings will be held at any time upon the call of the President, or upon a majority vote of the Board of Directors. A minimum of ten (10) meetings per year is required.

A representation of ten voting member families or more at any Booster meeting will constitute a quorum at such meeting. A quorum must be present in order for the Boosters to vote on any issues brought before the membership.

ARTICLE 5 **BOARD OF DIRECTORS**

5.1 Board of Directors (“Board”). The Board of Directors will provide general supervision over the affairs and activities of the Booster Organization. The Board will work in conjunction with the PHS Band Director(s) to further the goals of the organization and prepare for the Booster Board and Booster Organization meetings. The Board’s duties include, but are not limited to, establishing policy and procedure for various Booster activities and functions, developing an annual budget, designating Team chairs, overseeing Team activities, overseeing Booster finances, and delegating tasks to other Booster members. All information concerning the financial accounts of specific students will be kept confidential by the members of the Board.

5.2 Composition. The Board of Directors will consist of a President, a Vice President, a Secretary, a Treasurer (collectively, the “Officers”); and five Directors. Any voting member of the Boosters is eligible for election to the Board. The immediate past President will serve a term of one (1) year as an *ex officio*, non-voting member of the Board.

5.3 Board Meetings. A meeting of the Board will be held prior to each regular Booster meeting. Special meetings of the Board may be held at any other time upon the call of the President or at the request of a majority of the members of the Board.

A majority of the Officers and Directors of the Board present at any scheduled Board meeting will constitute a quorum. At any Board meeting where a quorum is present, the Board may take any action with the approval of a simple majority of the Board members present. If necessary or expedient to further the interests of the Boosters, the Board may approve any action by email if a majority of the members of the Board email their approval of the action to both the President and the Secretary.

ARTICLE 6
DUTIES OF OFFICERS

All Officers and Directors must be in good financial standing with the Boosters, and have a valid criminal background check on file with PHS. It is the responsibility of all Officers and Directors to self-report any change in financial status.

6.1 EXECUTIVE TEAM The “Executive Team” consists of the President, Vice President, Treasurer and Secretary. The Board has the option to include an Administrative President as deemed necessary

6.1(a) President.

The President will preside at all Board meetings and Booster meetings. The President may call a special meeting of the Board at any reasonable time. The President will provide, at least one (1) week prior to each meeting, a written agenda to any eligible member.

The President is authorized to sign checks, for appropriate expenses, and to approve and sign all other documents requiring a signature on behalf of the Boosters or Board. Such documents include, but are not limited to, contracts, correspondence, tax returns, legal or business related filings, and documents required for any other necessary purpose or transaction.

The President can authorize unbudgeted expenditures up to and including \$500 without prior Board approval. The President will present this expenditure at the next Board meeting so the Board will be aware of the expenditure.

In the years that an Administrative President is deemed necessary, the President role shall be called the Executive President. The Executive President’s responsibilities will include the business operations of the organization including but not limited to all legal and financial aspects of the organization, revenue community relationships, school relationships and alumni relationships.

The President or Executive President will serve as an *ex officio* member of all Teams.

6.1(b) Administrative President.

In the years the board deems this position necessary, the Administrative President will preside at all Board Meeting in the Executive President’s absences.

The Administrative President will be responsible for the operational aspects of the Organization including but not limited to band operations and all band events including invitationals and special events.

The Administrative President will serve as ex officio member of all Teams.

6.1(c) Vice President.

The Vice President will preside at all Board meetings and Booster meetings in the President's absence.

The Vice President will assume the duties of the President if the President is unable or unwilling to perform his or her duties for any reason.

The Vice President will perform any tasks delegated by the President.

The Vice President will serve as an *ex officio* member of all Teams.

6.1(d) Treasurer.

The Treasurer will promptly pay, upon receipt of appropriate invoices or receipts, all expected, budgeted bills presented for payment.

The Treasurer will promptly pay any unbudgeted or unexpected bills over \$500 presented for payment with appropriate invoices or receipts, but only after such payment has been approved by the Board. The Treasurer will promptly pay any unbudgeted or unexpected expenses not exceeding \$500 as approved by the President.

The Treasurer will promptly deposit all receipts in the Booster's bank account and maintain an accurate balance of that account at all times.

The Treasurer will prepare and sign financial statements and reports for each Board meeting and monthly Booster meeting, a year-end financial statement and Treasurer's report, annual tax returns, annual 501 (C)(3) filings, and 1099's.

The Treasurer will promptly produce the bank account statements and supporting documentation for review or audit at any time it is requested by the Board.

The Treasurer is authorized to sign all checks payable from the Booster's bank account.

The Treasurer is authorized to sign any other document which requires a second signature in addition to that of the President.

Excluding emergency situations, the Treasurer will make certain that any check or reimbursement payable to any Board member is approved and is subject to either verbal or written approval by at least two (2) non-interested Board members.

The Treasurer will assist in the preparation of an annual budget, after obtaining an estimate of fees and costs from the PHS Band Director(s).

The Treasurer will select and supervise a bookkeeper to assist the Treasurer in his/her work.

6.1(e) Secretary.

The Secretary will keep minutes of all Board and Booster meetings, publish those minutes within three business days after each meeting, and present those minutes for approval at subsequent Board and Booster meeting.

The Secretary will maintain a permanent file of all official Board or Booster correspondence, minutes, reports, financial statements, budgets, and other documents for a minimum of three (3) years.

The Secretary will be responsible for all official correspondence from the Board and the Boosters.

6.2 DIRECTORS. There are five Directors, and they are, respectively, the Director of Events, the Director of Revenue, the Director of Operations, the Director of Communications and the Director of Athletic Concessions. The Directors will attend and participate in Board meetings and vote on issues brought before the Board.

Each Director will direct a Team and be an ex officio member of that Team.

6.2(a) Director(s) of Events.

The Director(s) of Events will be responsible for the Band Camp Care Team and the Band Invitational Team, as well as other activities, such as banquets, senior night, invitational(s), travel, hospitality, ticket sales, etc. In the years were deemed necessary by the Board, two people may fill this position.

6.2(b) Director of Revenue.

The Director of Revenue will be responsible for the Fundraising Team and the Audit Team, as well as other activities, such as fundraising, corporate sponsors, etc.

6.2(c) Director(s) Operations.

The Director(s) of Operations will be responsible for the Chaperone Team, the Uniform Team, and the Equipment and Props Team, as well as other activities, such as equipment, props, uniforms, chaperones, loading and unloading of trailer(s), etc. In the years were deemed necessary by the Board, two people may fill this position.

6.2(d) Director of Communications.

The Director of Communications will be responsible for the Publicity/Communications Team, as well as, other activities such as newsletter, website, alumni coordinator, publicity/marketing, middle school liaison, etc.

6.2(e) Director(s) of Athletic Concessions.

The Director(s) of Concessions Management will be responsible for the financial and operational management of all concession stands for all athletic events as contracted with the Athletic Department of Plainfield High School. This position(s) maintains a seat on the board due to the overall responsibility of the position; however, the director(s) is a non-voting member. Due to the sensitive nature of this position, a yearly mandatory review of the position and its positioning in the organization

structure is required.

ARTICLE 7
ELECTION OF OFFICERS AND DIRECTORS
OF THE BOARD OF DIRECTORS

7.1 Election Process. Each January, the President of the Board will solicit nominations for any vacant positions on the Board. Any voting member of the Boosters may be nominated. Officers will be elected in odd years and Directors will be elected in even years unless a vacancy exists. Each elected Officer or Director will be ratified annually with a two-thirds (2/3) majority vote of the eligible voting members in attendance. If not ratified by the two-thirds (2/3) majority in attendance, a nominee must be selected and the election process shall be followed as outlined in the Bylaws.

The President of the Board will present the slate of nominees to the Boosters at the February and March regular meetings. Nominations will be accepted from the floor during these two (2) meetings. Nominees for the positions of President and Treasurer are recommended to have at least one (1) year experience on the Board.

A final slate of nominees will be presented in the April regular meeting. At this meeting each candidate will be given an opportunity to make a short statement regarding his or her candidacy. The candidates will then be voted on by paper ballot. A simple majority vote of the members that attend the meeting will be sufficient to elect any Officer or Board Member. If no candidate for a position obtains a simple majority, then the two (2) candidates who received the most votes will be presented for re-casting of votes for that position.

New Officers or Directors will assume their respective offices on June 1.

7.2 Length of Service. For purposes of continuity, it is preferred that all Officers and Directors serve for a period of no more than two (2) years. No person shall hold the same position for more than two (2) years unless the additional length of service is expressly approved by a two-thirds (2/3) majority vote of the eligible voting members in attendance.

7.3 Resignation or Removal. An Officer or Director may be removed from the Board by a majority vote of the other voting members of the Board. Criteria for removal may include, but is not limited to, misfeasance, neglect of duty, attendance at less than eighty percent of Board meetings, dishonesty, or any other action which is regarded as detrimental to, or reflects poorly on, the Board, the Boosters, or the PHS Band.

Vacancies in an Office or on the Board will be filled for the unexpired term by a special election held during a regularly scheduled Booster meeting. The Board will recommend a qualified candidate, and nominations of qualified candidates will be accepted from the floor. A simple majority vote of the members attending the meeting shall be sufficient to fill

the vacancy.

ARTICLE 8 **TEAMS**

8.1 Support Teams. Each Support Team will be chaired by a Booster member. The chairs shall be designated by the President, Board, or by nomination from the floor during the April Booster meeting. Team members will be selected from volunteers by the Team chair and the President. Team chairpersons shall report to the Boosters during regular meetings.

All Team members (including the chair) must be in good financial standing with the Boosters and have a valid criminal background check on file with PHS.

The Support Teams will consist of the following:

8.1(a) Chaperone Team: Supervises and chaperones all band students activities (other than band camp) which occur outside of the PHS band room, including, but not limited to, all marching band practices, band concerts, marching band performances, ISSMA performances, winter percussion performances, winter guard performances, etc.

8.1(b) Equipment and Props Team: Is responsible for building, storing, loading, and transporting all band equipment and props to various performance sites as needed.

8.1(c) Band Camp Care Team: Organize and assist in providing special care to PHS marching band members during summer marching band camp(s).

8.1(d) Fundraising Team: Solicit contributions, grants and funding from private or public sources for the financial support of the PHS Band Program and its general fund.

8.1(e) Band Invitational Team: Organizes, manages, promotes, and supervises all tasks associated with hosting the PHS Marching Band Invitational.

8.1(f) Publicity/Communications Team: Communicates all necessary information and announcements regarding the PHS Band Program to Booster members, PHS Band Students, PHS Administration, school district, local media and other interested parties. This will be accomplished by email, newsletter, website, or other appropriate mechanism.

8.1(g) Uniform Team: Maintains (cleans, repairs, etc.), sizes, stores, and transports all band uniforms, gloves, hats, and shoes. Assists with outfitting band students at band competitions.

8.1(h) Audit Team: Consists of three Booster members appointed by the President to audit the Booster's financial books in July, at the end of each fiscal year. A

representative of the Team will prepare a report and present it to the Boosters at the August Booster meeting.

8.1(i) Ad Hoc Team: The Board may create temporary Teams or designate individuals to undertake any other activity that supports the PHS Band Program.

8.2 Team Oversight. All Teams shall report their activities to the Board on a regular basis. The Team Leader or a representative of each Team will report its activities at the Booster's monthly meetings, as long as that Team remains active.

ARTICLE 9 **DISSOLUTION**

In the event the Boosters cease operation for any reason, the existing Officers or Directors, or if there are none, the PHS Band Director(s), shall pay any outstanding expenses, sell any unnecessary equipment, and pay any requested refunds in accordance with the existing version of the Student Accounts Policy. After all collections and payments have been made, the existing Officers or Directors, or the PHS Band Director(s) will turn any remaining funds over to the PHS Band Department.

ARTICLE 10
AMENDMENTS

Amendments to these Bylaws may be proposed by any member of the Boosters. Any proposed amendment must be submitted to the Board in writing for consideration. The proposed amendment will be read to the Booster membership and written copies made available in the next regularly scheduled meeting. All Boosters will be notified of the proposed amendments through email or newsletter or both. The proposal will be discussed and voted on in the subsequent regular meeting and an affirmative vote of two-thirds (2/3) of the voting members present will be required for the proposal to be approved. Once approved, the amendment will become effective immediately.

Any proposed amendment must be submitted to the Board in December for consideration by the Board in January of each year except for those amendments of a critical nature.

ARTICLE 11
FISCAL YEAR

The fiscal year of the Boosters shall be from June 1 to May 31.

Article 12
Financial Operations- Designated Funds

The Treasurer is directed to establish and maintain an "Emergency Fund" ("Fund") in an account designated the "Emergency Fund Account" ("Account") on the books and records of the Boosters. The purpose of the Fund is to provide a reserve separate from other Booster funds to be used only for extraordinary purposes.

Establishment and Funding

The Account is to be funded by periodic transfers from other Booster accounts. Deposits to the Account are to be made upon the recommendation of the Treasurer, but only to the extent reasonably necessary to accomplish the purposes of the Fund and only after the prior approval by a simple majority of the voting members of the Board of Directors and a simple majority vote of the eligible voting Booster members in attendance at a Booster meeting where a quorum is in attendance at the time of the vote.

Definition of Usage

Emergency Funds are intended to be used only (a) to provide operating funds needed because of an unanticipated loss of budgeted income during an operating year, or (b) to pay for unanticipated and unbudgeted expenses, such as (1) the cost of replacing equipment after a catastrophic loss, and (2) the cost of unanticipated security services or

unanticipated legal or professional services.

Distribution

Distributions from the Fund may be upon the recommendation of the Treasurer for extraordinary purposes, but only after prior approval by two-thirds (2/3) of the voting members of the Board of Directors and a two-thirds (2/3) majority vote of the eligible voting Booster members in attendance at a Booster meeting where a quorum is in attendance at the time of the vote.