



Plainfield
BANDS

**PLAINFIELD RED PRIDE BAND BOOSTERS, INC.
OF PLAINFIELD HIGH SCHOOL**

BYLAWS

Amended February 21, 2023

BYLAWS OF THE RED PRIDE BAND BOOSTERS, INC.

Table of Contents

ARTICLE 1	Name	1
ARTICLE 2	Purpose and Function	1
ARTICLE 3	Period of Existence.....	1
ARTICLE 4	Membership.....	1
Section 4.1.	Voting Members.....	1
Section 4.2.	Associate Members	2
Section 4.3.	Meetings.....	2
ARTICLE 5	Board of Directors	2
Section 5.1.	Board of Directors	2
Section 5.2.	Composition	2
Section 5.3.	Board Meetings	2
Section 5.4.	Board Member Discounts.....	3
ARTICLE 6	Duties of Board	3
Section 6.1.	Officers.....	3
(a)	President or Executive President	4
(b)	Administrative President	4
(c)	Vice President	5
(d)	Treasurer.....	5
(e)	Secretary.....	5
Section 6.2.	Directors.....	6
(a)	Director(s) Operations	6
(b)	Director of Communications	6
(c)	Director of Revenue	6
(d)	Director(s) of Events	7
(e)	Director of Alumni Relations	7
ARTICLE 7	Election of Officers and Directors	7
Section 7.1.	Election Process	7
Section 7.2.	Length of Service	7
Section 7.3.	Resignation or Removal	7
Section 7.4.	Vacancies on the Board.....	8
ARTICLE 8	Support Teams.....	8
Section 8.1.	Support Teams.....	8

(a)	Chaperone Team.....	8
(b)	Food Team.....	8
(c)	Equipment Team	8
(d)	Props Team.....	9
(e)	Spirit Committee	9
(f)	Band Camp Care Team	9
(g)	Fundraising Team.....	9
(h)	Outside Fundraising Opportunities.....	9
(i)	Band Invitational Team	9
(j)	Publicity/Communications Team	9
(k)	Uniform Team	9
(l)	Audit Team.....	9
(m)	Athletic Concessions Operations Management	10
(n)	Athletic Concessions Financial Management.....	10
(o)	Charms Processing Coordinator	10
(p)	Ad Hoc Team	10
Section 8.2.	Support Team Oversight.....	10
ARTICLE 9	Financial Guidelines.....	10
Section 9.1.	Revenues/Deposits	11
Section 9.2.	Disbursements	11
ARTICLE 10	Tax Filings	12
ARTICLE 11	Audit Team.....	12
Section 11.1.	Committee Composition.....	12
Section 11.2.	Duties	12
ARTICLE 12	Budget Committee.....	13
Section 12.1.	Establishing	13
Section 12.2.	Duties	13
ARTICLE 13	Dissolution	13
ARTICLE 14	Amendments.....	14
ARTICLE 15	Fiscal Year.....	14
ARTICLE 16	Financial Operations-Designated Funds.....	14
Section 16.1.	Establishment and Funding	14
Section 16.2.	Definition of Usage	14
Section 16.3.	Distribution.....	15

**BYLAWS OF THE RED PRIDE BAND BOOSTERS, INC. OF
PLAINFIELD HIGH SCHOOL**

ARTICLE 1

NAME

The name of the organization shall be the Plainfield Red Pride Band Boosters, Inc. ("Boosters").

ARTICLE 2

PURPOSE AND FUNCTION

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

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

The Boosters are dedicated to providing supplemental financial support for the PHS Band Programs, communicating with band students, band parents, Band Director(s), Plainfield Community School Corporation ("PCSC") administrators, and the community; working in conjunction with the PHS Band Director(s) to develop and improve the PHS Band Programs, organize and oversee various band activities; providing fundraising activities for band students and Booster organization; 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 any PHS Band Programs, such as marching band, color guard, wind ensemble, jazz band, winter percussion, winter guard, pep band (the "PHS Band Programs"); and facilitating other activities that the PHS Band Director(s), Boosters, and/or the Booster's Board deem necessary or advisable to further the PHS Band Programs.

ARTICLE 3

PERIOD OF EXISTENCE

The period during which the Boosters shall continue is Perpetual.

ARTICLE 4

MEMBERSHIP

Section 4.1. Voting Members. All Current Members parents and legal guardians of PHS band students, who are currently participating in any PHS Band Programs, are voting members of the Boosters for the duration of their student's participation in the PHS Band Programs ("Voting Members"). Current dues paying members ("Current Members") are those

individuals that have paid all dues or are paying their dues according to the published schedule or are current with a written scheduled payment plan on file with the Treasurer.

Section 4.2. Associate Members. Any friend or relative of any student currently participating in the PCSC Band Programs, any student alumnus of the PHS Band Programs 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"). Associate members do not pay membership fees and may not serve on the Board, with the exception of Director of Alumni Relations. To be eligible for Director of Alumni Relations, the individual must have been in good standing while at PHS and have graduated from PHS five years prior to applying for the position.

Section 4.3. Meetings. Regular meetings of the Boosters will occur when required to conduct booster business and may include, but is not limited to, election of board members, applying for and/or amending the budget, or exception meetings called 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. A minimum of ten (10) meetings per year is required.

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

The PHS Director of Bands shall be considered a voting member of the Board.

ARTICLE 5

BOARD OF DIRECTORS

Section 5.1. Board of Directors. The Board 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 Booster organization and prepare for the Board and Booster 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 Support Team chairs, overseeing Support 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. The Board is required to sign a confidentiality agreement and failure to adhere makes them removable from their position.

Section 5.2. Composition. The Board of Directors will consist of a President/Executive President, Administrative President (optional), a Vice President, a Secretary, a Treasurer (collectively, the "Officers"); and five Directors (which with Officers, the "Board"). Any Voting Members 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.

Section 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 the Board Facebook group, by the Board's prescribed email or any common electronic means being used at the time. If a majority of the members of the Board email their approval of the action it will need to be sent to both the President and the Secretary.

Section 5.4. Board Member Discount. Active board members including co-directors and all appointed members will receive a single 10% discount for one student's dues upon successful completion of the associated season (marching and/or winter season). The board member receiving the discount must be in good standing and have successfully completed their duties as outlined in Section 7.3. The board member must have a child participating in the associated season to receive the discount.

ARTICLE 6

DUTIES OF BOARD

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

All Officers and Directors are required to attend Board meetings and Booster meetings. It may be necessary to transact business in intervals between board meetings. They shall present reports at regular meetings of the organization. They are required to keep detailed records of their activities in a procedure manual or on-line storage (Drop Box, Google Drive, or replacement program thereof) to be handed down each year to their successor. Each Officer and Director shall deliver all official documentation and any materials or supplies to his/her successor during the May transition meeting.

Only Voting Members with a student actively enrolled in the PHS Band Programs the current school year may hold a Board position on and participate in business meetings with the exception of the Director of Alumni Relations. In the event a student leaves the PHS Band Programs for any reason, the Voting Member serving in an Officer position will relinquish their position immediately.

For good financial operating procedures and IRS Code (Form 990), the Treasurer and the President or Executive President cannot be related.

Section 6.1. Officers. The Officers consists of the President/Executive President, Vice President, Treasurer and Secretary. The Board has the option to include an Administrative President as deemed necessary.

All staff contracts need to be signed by at least two Officers and PHS Band Director(s). Each Officer will verify the dollar amounts are within budget.

Officers shall ensure that the Booster organization, through its practices and policies, does not violate such rules and regulations that would jeopardize the organization's tax-exempt or non-profit status.

(a) **President or Executive 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 primarily responsible for planning, identifying, and maintaining mission, financial goals, and projections.

The President will regularly meet with the Treasurer to review the organization's financial position.

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. This expenditure will be presented at the next Board meeting so the Board will be aware of the expenditure.

The President will appoint and coordinate the work of the Board, Support Team, or Team Chair; in order that the objectives of the Booster organization may be promoted.

The President will assemble the Audit Team that will audit the Treasurer's yearly activities and the Concessions yearly activities.

The President will serve as an *ex officio* member of all Support Teams if the Administrative President is not utilized, except any Nominating Committee; on which the President shall serve in an advisory capacity.

(b) **Administrative President.** In the years that an Administrative President is deemed necessary, the President's 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 Administrative President will preside at all Board meetings in the Executive President's absences.

The Administrative President role is very hands on with people involved with the Booster organization. This position will be responsible for the operational aspects of the Booster organization, including but not limited to band operations and all band events, including any invitational and special events, oversight of events, oversee Hospitality committee duties and budget, coordinate volunteers to help with uniform fittings, events,

and chaperoning trips.

The Administrative President will be responsible for making sure the Support Teams are on task and have resources available from the Board.

The Administrative President shall assist the Executive President in his or her responsibilities as deemed necessary and perform duties as assigned by the Executive President.

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

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

In the event that any President leaves office, whether from resignation, incapacitation, abandonment, or any other non-temporary reason, the Vice President will assume the role of President for the remainder of the term. The Board will then name a qualified candidate for the now vacant Vice President position and a special election will take place at the next regularly scheduled booster meeting.

The Vice President will be responsible for the Chaperone Team, the Uniform Team, and the Food Team.

The Vice President will perform any tasks delegated by the President(s). The Vice President will also serve as an *ex officio* member of all Support Teams.

(d) **Treasurer.** The Treasurer is the authorized custodian of the funds of the organization. The Treasurer receives and disburses all monies indicated in the budget and maintains accounting support for all transactions providing clear audit trails.

The Treasurer will prepare and sign financial statements (income/expense statements, including transactional detail) 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 is authorized to sign any other document which requires a second signature in addition to that of the President.

See Article 9 for more details on the Booster Finances.

The Treasurer may select and supervise a **bookkeeper** to assist the Treasurer in their work. At the direction of the Treasurer may oversee input of Charms Student Financial Account entries. The work will be distributed by the Treasurer, as needed. The bookkeeper will be held by the same confidentiality as the Board as they may be handling sensitive information. They will sign a confidentiality agreement.

(e) **Secretary.** The Secretary is responsible for keeping accurate records of the proceedings of the organization and reporting to the membership. The Secretary must

ensure the accuracy of the minutes of all Board meetings and Booster meetings, those minutes will be publicized (on the website, emailed and in Charms) within three business days after each meeting, and present those minutes for approval at subsequent Board and Booster meetings.

The Secretary shall contact all Board and Boosters to remind them of all monthly board meetings and booster meetings through email. Other duties include but are not limited to a) maintaining records of attendance of each member in all meetings. b) maintaining records of meeting minutes, financial and other documentations and reports presented at the meetings.

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.

Section 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 Alumni Relations ("Directors"). The Directors will attend and participate in Board meetings, Booster meetings and vote on issues brought before the Board.

Directors shall never commit organization funds, resources or contracts during the selection and procurement of activities. Only Officers can sign agreements or contracts.

Each Director will direct a Support Team and be an *ex officio* member of that Support Team. The Board may use the below as a guide for distributing duties, but it may change from year to year according to the Booster needs.

(a) **Director(s) Operations.** The Director(s) of Operations will be responsible for the securing rental trucks as needed, the Equipment Team and Props Team, as well as other activities, such as equipment, props, stagecraft, loading and unloading of trailer(s), etc. In the years where deemed necessary by the Board, two people may fill this position.

(b) **Director of Communications.** The Director of Communications will be responsible for the Publicity/Communications Team, as well as newsletter, website, publicity/marketing, middle school liaison, etc. They will provide oversight to Publicity/Communications Team Chair, Social Media Team Chair, and Webmaster. The idea is to brainstorm creative, effective, and efficient avenues to bolster awareness of the PHS Band Programs. They will ensure compliance with state and federal confidentiality laws prior to actual publications.

(c) **Director of Revenue.** The Director of Revenue shall administer oversight of fundraising initiatives. They work with the Officers in fundraising efforts for the year for Booster fundraising, corporate fundraising and donations and will be responsible for the Fundraising Support Team. They shall be responsible for the selection, ordering,

processing of orders and delivery of merchandise items to students.

(d) **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 where deemed necessary by the Board, two people may fill this position.

(e) **Director of Alumni Relations.** This position is ideally for an alumnus of the PHS Band Program, but not a requirement. This position will be responsible for keeping the alumni engaged and involved in the program. This position is a non-voting position. To be eligible for Director of Alumni Relations, the individual must have been in good standing while at Plainfield High School and have graduated from Plainfield High School five years prior to applying for the position.

ARTICLE 7

ELECTION OF OFFICERS AND DIRECTORS

Section 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 of Voting Members of the Boosters that attend the meeting will be sufficient to elect any Officer or Director. 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.

Section 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.

Section 7.3. Resignation or Removal. An Officer or Director may be removed from the Board by a majority vote of the other members of the Board. Criteria for removal may include, but is not limited to, misfeasance, not maintaining their status as a Current Member, neglect of duty, attendance at less than eighty percent (80%) 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 Programs.

A Special Board Meeting shall be set up to discuss his/her case and the individual be given the reasons for the removal request and the individual given the opportunity to be heard. A written or electronic notification of the board's intention of removal must be sent to the Board, PHS Band Director and to the individual five (5) days prior to any special meeting.

Section 7.4. Vacancies on the Board. Vacancies will be filled for the unexpired term by a special election held during a regularly scheduled Booster meeting excluding President, Executive President, or Administrative President, *see* Section 6.1(c). The Board will recommend a qualified candidate, and nominations of qualified candidates will be accepted from the floor. A simple majority vote of the Voting Members attending the meeting shall be sufficient to fill the vacancy.

ARTICLE 8

SUPPORT TEAMS

Section 8.1. Support Teams. Each Support Team will be chaired by a Booster member that reports to a Board Member ("Team Chair"). The chairs shall be designated by the President, Board, or by nomination from the floor during the April Booster meeting. Support Team will be selected from volunteers by the respective Team Chair and the President. Support Team Chairs shall report to the Board during regular meetings. Associate Members may serve on a Support Team.

All Support Teams, including the Team Chairs, must be a Current Member of the Boosters and have a valid criminal background check on file with PHS or any requirement requested by PCSC.

All teams will present ideas, activities, and costs to the Board for approval prior to any expenditures are incurred.

The Support Teams will consist of, but not be limited to, the following:

(a) **Chaperone Team.** Supervises and secures adult chaperones for events. Shall be responsible for updating, maintaining, and transporting Health Forms and first aid kits. Must keep current with security procedures and protocols 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. This team reports to the Vice President.

(b) **Food Team.** Is responsible for purchasing and feeding the students and volunteers within budget during specified events. They purchase, organize, prepare, if necessary, distribute and transport food. This team reports to the Vice President.

(c) **Equipment Team.** For all PHS Band Programs, shall be responsible for on-site building, storing, loading, and transporting all band equipment and props to various performance sites as needed. Shall manage equipment budget and report status at

monthly meetings. This team reports to the Director of Operations.

(d) Props Team. For all PHS Band Programs, shall be responsible for designing and building props as well as Stagecraft maintenance. Shall manage props budget and report status at monthly meetings. This team reports to the Director of Operations.

(e) Spirit Committee. Shall be responsible for decorating the band and locker rooms and arranging for the sendoff committee. This team reports to the Director of Communications.

(f) Band Camp Care Team. Organize and assist in providing special care to PHS band members during summer marching band camp(s). This team reports to the Director of Events.

(g) Fundraising Team. Solicit contributions, grants, and funding from private or public sources for the financial support of the PHS Band Programs and its general fund. This team reports to the Director of Revenue.

(h) Outside Fundraising Opportunities. Runs events that bring money to the organization through volunteering. Any money brought in from tips and/or bonuses always go to the general fund. Parking and gas money will not be reimbursed. This team reports to the Director of Revenue.

(i) Band Invitational Team. Organizes, manages, promotes, and supervises all tasks associated with hosting the PHS Marching Band Invitational. This team reports to the Director of Events.

(j) Publicity/Communications Team. The Publicity Team shall be responsible for keeping the events of the PHS Band Programs before the eye of the public, to promote goodwill and community involvement. They shall communicate all necessary information and announcements regarding the PHS Band Programs to Booster members, PHS Band Students, PCSC Administration, school district, local media, and other interested parties. This will be accomplished by email, newsletter, website, or other appropriate mechanism. This team reports to the Director of Communications.

(k) Uniform Team. Assists in the sizing, fitting, cleaning, repairing, distributing, and returning of uniforms as well as their transportation. Shall conduct an annual inventory of uniforms at the conclusion of each school year once all uniforms have been cleaned and returned. Maintains inventory in Charms (or replacement thereof) program. They will provide names to the PHS Band Director(s) to assess charges to students and parents who fail to return the uniforms or fail to return uniforms in the condition they were distributed. Shall report the status at monthly meetings. This team reports to the Vice President.

(l) Audit Team. Consists of three voting Booster members appointed by the President to audit the Booster's financial books in June, at the end of each fiscal year. A representative of the Audit Team will prepare a report and present it to the Boosters at the August Booster meeting. The Audit Team will need to also review and sign off on the

Athletic Concessions Financial Management yearly financials and review and suggest improvements for money handling procedures. This team reports to the President.

(m) Athletic Concessions Operations Management. The Athletic Concessions Operations Management will be responsible for the operational management of all concession stands for all athletic events as contracted with the Athletic Department of Plainfield High School. Due to the sensitive nature of this position, a yearly mandatory review of the position and its positioning in the organization structure is required. This team reports to the President or Administrative President if enacted.

(n) Athletic Concessions Financial Management. The Athletic Concessions Financial Management will be responsible for the monetary management of all concession stands for all athletic events as contracted with the Athletic Department of Plainfield High School. Due to the sensitive nature of this position, a yearly mandatory review of the position and its positioning in the organization structure is required. This team reports to the President or Administrative President if enacted.

(o) Charms Processing Coordinator. The Boosters use Charms, a third-party organization and financial system, specifically designed to help school organizations manage the needs of their students and booster organization. The Charms Coordinator shall: a) Act as the focal point for general and specific information for Charms instruction and input; b) Maintain knowledge of transaction processing of student personal and financial payments; and e) Be knowledgeable of the Charms on-line store software and be able to coordinate the listing of items to sell. This position will also be the keeper of the information in Google by updating and entering information as needed. The Charms will be held by the same confidentiality as the Board as they may be handling sensitive information. They will sign a confidentiality agreement. This team reports to the Presidents.

(p) Ad Hoc Team. The Board may create temporary Support Teams or designate individuals to undertake any other activity that supports the PHS Band Programs.

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

ARTICLE 9

FINANCIAL GUIDELINES

The Treasurer and bookkeeper shall follow cash accounting principles. This organization uses cash method accounting and reports income in the tax year receive and deducts expenses in the year paid.

All bank accounts will have authorized signature cards from only the President and Treasurer. They will oversee cash processing activities and ongoing fees.

All bank checking accounts will have authorized credit card use from only the President and the Treasurer.

The President shall be authorized to sign checks in the absence of the Treasurer.

The bookkeeper will not be a signatory on the bank account.

The organization shall not use any Employer Identification Number ("EIN") other than its own. The EIN for the Plainfield Red Pride Band Boosters, Inc. is not to be used for any purpose except those allowed by IRS Code.

Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts, and canceled checks.

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 will process funds transfer if organization is using a separate bank account for financial transactions such as (PayPal, RevTrak or related software).

Section 9.1. Revenues/Deposits.

All funds input into Charms (or replacement program) shall be entered on a timely basis.

If funds are not entered into Charms (or replacement program thereof) a detailed documentation (excel report) will be created listing all checks and cash retained.

All funds must be deposited in the bank within fifteen (15) business days and shall tie back to Charms data or other detailed documentation.

Section 9.2. Disbursements.

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 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.

Estimates are required from any party prior to purchasing items for the organization. The Treasurer is required to sign off on any such estimate and 1) verify we have the funds and 2) it is a justifiable expense.

Supporting documentation in the form of receipts and/or invoices must be submitted prior to the disbursement of funds.

All bills shall be paid by check, debit or on-line, never cash.

ARTICLE 10

TAX FILINGS

The Treasurer shall be responsible for filing the following government forms on time to ensure compliance with government reporting requirements and to not incur penalties.

- (i) 1099 for contractors (annually)
- (ii) Annual tax returns
- (iii) annual 501(c)(3) filings
- (iv) 990-N (ePostcard) (Return of Organization Exempt from Income Tax) (annually by the 15th day of the fifth month after the end of the organization's annual fiscal accounting period).
- (v) Quarterly Sales Tax shall be filed following the end of the quarter
- (vi) An outside contract accountant may be used to file tax forms with the approval of the Board.

ARTICLE 11

AUDIT TEAM

Section 11.1. Composition.

At the end of the fiscal year, the financial books of the organization shall be audited by an independent outside source, preferably with a financial background ("Audit Team").

The Audit Team shall consist of three Voting Members who are not on the Board.

The Treasurer's accounts and the Athletic Concessions Financial Management accounts may be audited at the Board's discretion.

The Treasurer shall submit financial records to the Audit Team as requested.

Section 11.2. Duties.

The Audit Team shall be responsible for conducting an annual audit of the financial books and bank statements after the end of the organization's fiscal year May 31.

After completing the audit, the Audit Team will present its reports for both the Treasurer accounts and the Athletic Concessions Financial Management accounts at the next Board meeting and then at the following Booster meeting.

All documentation and pertinent information related to the audit process is to be given to the Secretary for filing and retention.

ARTICLE 12

BUDGET COMMITTEE

Section 12.1. Establishing.

In February of each year, the Treasurer and President will draw up a proposed budget to be approved on a yearly basis ("Budget Committee"). Any Board member may be involved in Budget Committee.

The Budget Committee shall be responsible for presenting a budget to the Board no later than March 31 for the Board's approval. The Budget approval will be by a two-thirds (2/3) majority vote of the Board present.

The President and Treasurer shall serve on the Budget Committee and work closely with the PHS Band Director(s) regarding expenditures or income as well as use the prior year's actual budget as a to set a realistic budget.

Section 12.2. Duties.

The President, after consultation with the PHS Band Director(s), will submit a budget to the Board for approval prior to the April parent meeting.

Before the end of each fiscal year, an annual budget should be developed as a financial guide for the next fiscal year. The budget should outline sources of income and the general purpose for which the funds will be expended.

When there are additional expenses or changes to expenditures or income, the budget can be amended with the approval of two-thirds (2/3) majority vote of the Board members present.

All documentation and pertinent information related to the budget process is to be given to the Secretary for filing and retention.

ARTICLE 13

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 oversee the distribution of the remaining Boosters funds to pay any outstanding expenses, sell any unnecessary equipment, and pay any requested refunds in accordance with the existing version of the PCSC Student Accounts Policy. After all collections and payments have been made, the existing Officers, Directors, or the PHS Band Director(s) will turn any remaining funds over to the PHS Band Department.

ARTICLE 14

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. 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 15

FISCAL YEAR

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

ARTICLE 16

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.

Section 16.1. 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 and a simple majority vote of the eligible Voting Members in attendance at a Booster meeting where a quorum is in attendance at the time of the vote.

Section 16.2. Definition of Usage.

The 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.

Section 16.3. 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 Board and a two-thirds (2/3) majority vote of the Voting Members in attendance at a Booster meeting where a quorum attends the time of the vote.

Defined terms

"Account" shall mean the Booster's Emergency Fund Account.

"Associate Members" shall mean any friend or relative of any student currently participating in the PCSC Band Programs, any student alumnus of the PHS Band Programs and their parents or legal guardians, relatives, or friends, non-Current Members, and any other interested individual.

"Audit Team" shall mean three, non-Board Voting Members that will inspect the Treasurer's accounts at the end of each fiscal year and the Athletic Concessions Financial Management accounts.

"Board" shall collectively mean the Officers and Directors.

"Boosters" shall mean Plainfield Red Pride Band Boosters, Inc.

"Budget Committee" shall mean any Board member involved in drawing up a proposed budget to be approved on a yearly basis.

"Current Members" are defined as having paid or are paying their dues according to the published schedule or having a written scheduled payment plan on file with the Treasurer.

"Directors" shall mean Director of Events, the Director of Revenue, the Director of Operations, the Director of Communications, and the Director of Alumni Relations.

"EIN" shall mean Employer Identification Number given to the organization by the Internal Revenue Service

"Fund" shall mean an emergency fund maintained by the Treasurer.

"IRS Code" shall mean Section 501(c)(3) of the Internal Revenue Code

"Officers" shall mean President (Executive President and Administrative President, is used), a Vice President, a Secretary, a Treasurer.

"PCSC" shall mean Plainfield Community School Corporation.

"PHS" shall mean Plainfield High School.

"PHS Band Programs" shall mean any PHS Band Programs, but not limited to, marching band, color guard, wind ensemble, jazz band, winter percussion, winter guard and pep band.

"Team Chair" shall mean a Booster member that serves as chairperson for each Support Team that reports to their respective member serving on the Board.

"Voting Members" shall mean all Current Members parents and legal guardians of PHS band students, who are currently participating in any PHS Band Programs, are voting members of the Boosters for the duration of their student's participation in the PHS Band Programs.



Plainfield

B A N D S

**PLAINFIELD RED PRIDE BAND BOOSTERS, INC.
OF PLAINFIELD HIGH SCHOOL**

BYLAWS

Amended February 21, 2023