

# NAPERVILLE CENTRAL HIGH SCHOOL BAND BOOSTER ASSOCIATION BYLAWS

---

## Article I - NAME and ORGANIZATION

### Section 1

The organization shall be known as the **Naperville Central High School Band Booster Association of Naperville Community Unit School District #203**. It shall also be known as the **Band Booster Association (BBA)** for general publication and publicity purposes.

### Section 2

The BBA shall be a non-profit organization, recognized as exempt under Section 501(c)(3) of the IRS code in a determination letter issued in August, 2003, Tax ID # 36-4512708.

## Article II - PURPOSES

The purposes of this organization are:

- a) To promote and support the Naperville Central High School band program and its' directors through the interaction and cooperation of students, school administration, parents, and the community.
- b) To provide supplemental material and financial support for those activities of the bands that are not included in School District 203 appropriations, moral support, and public recognition to the band program.
- c) To encourage parental involvement and attendance in all band program activities, and to enlist the aid of community resources in support and recognition of the band program.
- d) To provide opportunities for all students to participate in band programs regardless of financial means.

## Article III - MEMBERSHIP

### Section 1

Membership shall be open to all parents and persons interested in supporting the purposes of the organization and who agree to abide by the bylaws of the organization. ("Members")

### Section 2

The NCHS Principal, the Chairperson of the Humanities Department, and the Dean of Student Activities shall be non-voting ex officio members and shall receive all official minutes of meetings. Their attendance at meetings and musical functions is welcomed and encouraged.

### Section 3

The membership year of this organization shall begin on July 1<sup>st</sup> and end on the following June 30th.

#### *Section 4*

The BBA is a service organization. Members are strongly encouraged to volunteer a modest amount of time in fundraising activities.

### **Article IV – OFFICERS, THEIR ELECTION AND REPLACEMENTS**

#### *Section 1*

The **Officers** of this organization shall be President, Vice President, Treasurer, Secretary, and Volunteer Coordinator.

#### *Section 2*

Each officer of this organization shall be a member of this organization at the time of election.

#### *Section 3*

All members are eligible to nominate another member for office. Intended nominees for officers must be submitted in writing to the BBA Secretary at a meeting in January for review and approval by the BBA Executive Board. Notwithstanding any other provisions contained in these bylaws, the Band Directors have the right to veto any nominee for officer.

#### *Section 4*

Upon approval of nominees, nominations for officers will be announced at a regular meeting in February.

#### *Section 5*

Officers shall be elected by ballot of the members at a regular meeting in March.

#### *Section 6*

In order to be elected to an office, a nominee must receive a majority of votes cast by the members at a March regular meeting. In the event of a tie or if no nominee receives a majority, a runoff vote will be conducted between the two highest vote recipients.

#### *Section 7*

Officers shall assume their official duties on July 1<sup>st</sup> and shall serve for a term of two (2) years. The time between the close of the regular meeting in March and July 1<sup>st</sup> shall serve as a transition time during which the outgoing and incoming officers shall work together to fulfill the duties of their respective offices.

#### *Section 8*

Two (2) members of the same family shall not hold officer positions concurrently.

#### *Section 9*

Officers shall serve without compensation for their services.

### *Section 10*

A member shall not be eligible to serve more than two (2) consecutive terms in the same office. The exception would be if no other person desires an office, the current officer may continue to serve with an affirmative majority vote of the membership at the March meeting.

### *Section 11*

If any officer is absent for three (3) consecutive regular meetings of this organization without prior notice having been given to the President (or to the Secretary when the officer is President), he/she shall automatically forfeit his/her office and be so notified.

### *Section 12*

Any officer not performing duties as outlined in the bylaws may be removed upon a majority vote of the Executive Board.

### *Section 13*

An officer may resign his/her position by giving written notice to the Executive Board.

### *Section 14*

If a vacancy occurs in an office, it shall be temporarily filled by a member selected and approved by a majority vote of the Executive Board.

## **Article V - EXECUTIVE BOARD AND THEIR DUTIES**

### *Section 1*

The **Executive Board** shall consist of the **Directors of the Band Program**, as advisories, and the **Officers** of this organization.

### *Section 2*

The **Executive Board** shall fulfill the following duties:

- 1) Attend all meetings of this organization.
- 2) Ensure that a quorum is present before calling to order any regular meeting or special meeting.
- 3) Approve the draft annual budget for presentation and final approval by the members no later than the regular meeting in May.
- 4) Approve appointments of all members to committees.
- 5) Participate in preparation of amendments to or revisions of the bylaws.
- 6) Present reports and/or recommendations at all meetings of this organization.
- 7) Submit articles related to the business of said office for publication in the newsletter and/or website.
- 8) Transact business in the intervals between meetings of this organization.
- 9) Submit funding needs to the Treasurer for consideration of inclusion in the annual budget.
- 10) Keep adequate records of said office to pass on to future officers.
- 11) Maintain an annual calendar of BBA fundraising events and meetings.
- 12) Maintain and publish the Operating Procedures Manual

13) Executive Board members are expected to fill any volunteer voids of BBA sponsored events.

### **Section 3**

All votes by the Executive Board must be conducted during a regular meeting or special meeting. A simple majority of the Executive Board (greater than 50%) is required to pass any motion.

### **Section 4**

The **President** shall fulfill the following duties:

- 1) Preside at all meetings of this organization, or designate a representative from the Executive Board to preside on his/her behalf.
- 2) The rules of order for all meetings of this organization shall consist of but are not limited to the following:
  - a) The President shall set and regulate the agenda for each meeting of this organization.
  - b) The President shall acknowledge members' requests for agenda items up to one (1) week in advance of meetings of this organization.
  - c) The President shall communicate the agenda to all members prior to each meeting of this organization.
  - d) All members present may address the group during their allotted agenda time, or during unfinished business or new business.
  - e) The President shall abstain from voting on all motions and decisions made by the Executive Board, unless a tiebreaking vote is required.
- 3) Oversee and delegate the business and activities of this organization.
- 4) Serve as *ex officio* member of all committees.

### **Section 5**

The **Vice President** shall fulfill the following duties:

- 1) Coordinate and assist in research and development of all fundraisers.
- 2) Submit to the Dean of Student Activities any needed applications for permission to hold fundraisers for the upcoming membership year with the assistance of the directors of the Band Program.
- 3) Publish current information about fundraisers in the newsletter and/or on the website.
- 4) Obtain volunteers for fundraiser committees with the assistance of the Volunteer Coordinator.
- 5) Explain monetary responsibilities to fundraiser coordinators and ensure funds are turned in to the Treasurer promptly and accurately.
- 6) Collect committee reports from all fundraiser coordinators to pass on to future fundraiser coordinators.
- 7) Coordinate all corporate fundraising in conjunction with the directors of the Band Program and other Executive Board Members.
- 8) Stand in for the President if the President is unavailable.

## *Section 6*

The **Secretary** shall fulfill the following duties:

- 1) Collect regular and special meeting reports from each Officer and Committee Chair, and prepare minutes of all meetings of this organization in a permanent book and/or data file. A copy must be published on the website no later than 5 days after the meeting.
- 2) Take attendance at all meetings of this organization.
- 3) Assist the President to maintain rules of order during all meetings of this organization.
- 4) Be responsible for external correspondence as it relates to the BBA sponsored events.
- 5) Keep a current copy of the bylaws of this organization on file.
- 6) Prepare ballots and administer elections.
- 7) Accept information from student representatives, coordinators, officers, and directors of the Band Program for the newsletter/website. Information for newsletters/website shall include but are not limited to:
  - a. Student recognition
  - b. News and reminders of upcoming BBA sponsored events/activities/fundraisers/meetings
  - c. Calendar of events of this organization.
- 8) Maintain and disseminate important historical and traditional information to help continue the legacy and recognize the accomplishments of the band program.
- 9) Ensure minutes from regular meetings are posted on the website no later than 5 days after each meeting (including the Treasurer's financial summary).

## *Section 7*

The **Treasurer** shall fulfill the following duties:

- 1) Receive all monies of this organization and keep an accurate record of income and expenses.
- 2) Place all monies in a depository approved by an affirmative vote of the majority of the Executive Board.
- 3) Disburse funds in accordance with the annual budget and ensure proper documentation exists for all vouchers
- 4) The Treasurer or President shall approve all payment requests in accordance with the annual budget before disbursement is made.
- 5) The Treasurer or President shall sign all checks approved for disbursement. All checks exceeding \$1,000 shall require the approval of both the Treasurer and the President.
- 6) Communicate a written financial summary to all members at each regular meeting of this organization, and at other times as requested by the Executive Board. A copy shall also be sent to the Dean of Student Activities.
- 7) Assist in the development of the annual budget with other members of the Executive Board.
- 8) Present an annual unaudited financial statement at the regular meeting in August.

- 9) Provide the checkbook, all bank statements, voided checks and deposit slips, Treasurer's records, vouchers and invoices for all disbursements to the President for approval that are requested by the outside auditor.
- 10) Coordinate the preparation and submission of taxes and other state/federal filings.

### *Section 8*

The **Volunteer Coordinator** shall fulfill the following duties:

- 1) Compile volunteer sheets for BBA sponsored events and distribute categorized volunteer information to officers and coordinators.
- 2) Assist officers and coordinators in obtaining volunteers.
- 3) Obtain volunteers for all band activities and BBA sponsored events.
- 4) Work with NCHS to maintain accurate records of all members
- 5) Send out invitations for parental involvement
- 6) Track volunteer requirements for all band students, as outlined in the Band Handbooks

## **Article VI - MEETINGS**

### *Section 1*

**Regular Meetings** of this organization shall be held monthly at the school. The Executive Board shall schedule the meetings in advance annually based on the calendar of events for each school year and has discretion to select an alternate date if the normally scheduled date is unavailable. Notice will be communicated to the members no later than 5 days before the regularly scheduled meeting.

### *Section 2*

**Special Meetings** of this organization may be called by the President.

### *Section 3*

A quorum of no less than 3 elected officers and no less than one band director must be present for any regular meeting or special meeting to be called to order.

## **Article VII - CONTRACTS and RECORDS**

### *Section 1*

The Executive Board must authorize any contract or execute and deliver any instrument in the name of and on behalf of this organization greater than \$500.00.

## **Article VIII - FUNDS and ACCOUNTS**

### *Section 1*

The **Directors' Discretionary Fund** is a line item in the annual budget. The directors of the Band Program shall determine utilization of this fund. The Executive Board shall determine the amount to be budgeted for this fund each membership year.

### ***Section 2***

Any additional discretionary funds may be reserved and allocated as defined by the Executive Board during the annual budgeting process

### ***Section 3***

The auxiliary savings account is a fund that shall be kept for emergency purposes. It is locked and shall not be included as part of the annual budget. The auxiliary savings account is a safeguard against exceeding the annual budget and not having funds in the event of a major shortfall or emergency. The Executive Board shall determine the balance to be maintained in this account each membership year. Any loans against this account must be repaid as quickly as possible. Any expenditure from the auxiliary savings account shall be approved by an affirmative vote of a majority of the Executive Board. There is no set balance requirement.

### ***Section 4***

A hardship fund may be allocated by the Executive Board during the annual budgeting process to provide financial support to eligible students.

## **Article IX - FISCAL YEAR**

The fiscal year of this organization shall begin on July 1st and end on the following June 30th.

## **Article X – OPERATING PROCEDURES MANUAL**

The Executive Committee is required to maintain and publish the Operating Procedures Manual containing additional documented rules and procedures, authorizations and role descriptions for the creation and operation of individual coordinator roles and/or committees, or any another other official policy.

### ***Section 1***

The Operating Procedure Manual must be approved by a majority of the Executive Committee.

### ***Section 2***

Approved Operating Procedure Manual revisions are not effective until formally published on the website and notification has been provided to all members.

### ***Section 3***

The Operating Procedures Manual may not contain any procedure that modifies, is in conflict with, or supersedes any provision as outlined in these bylaws.

## **Article XI - AMENDMENTS**

### ***Section 1***

These bylaws may be revised or amended at any regular meeting of this organization by an affirmative vote of two thirds (2/3) of the Executive Board present, provided notice of the proposed amendment shall have been given to the Executive Board at least ten (10) days prior to the date of the regular

meeting at which the amendment is to be considered. Amendments to these bylaws shall become effective immediately upon adoption, unless otherwise specified.

## **Article XII – EFFECTIVE DATES**

The Effective Date of these bylaws, with the exception of Article IV (Officers, Their Election and Replacement), Sections 3 through 6, is March 14, 2011.

The Effective Date of Article IV (Officers, Their Election and Replacement), Sections 3 through 6, is July 1, 2012.

\*\*\*\*\*

***The following Sections 3 through 7 temporarily replace Article IV (Officers, Their Election and Replacement), Sections 3 through 7 for the transition period effective March 14, 2011 and expiring June 30, 2012:***

### ***Section 3***

All members are eligible to nominate another member for office. Intended nominees for officers must be submitted in writing to the BBA Secretary at the regular meeting in April, 2011 for review and approval by the BBA Executive Board. Notwithstanding any other provisions contained in these bylaws, the Band Directors have the right to veto any nominee for officer.

### ***Section 4***

Nominations for Officers shall occur at the regular meeting in May, 2011.

### ***Section 5***

Officers shall be elected by ballot of the members annually at the regular meeting in June, 2011.

### ***Section 6***

In order to be elected to an office, a nominee must receive a majority of votes cast by the members at the June, 2011 regular meeting. In the event of a tie or if no nominee receives a majority, a runoff vote will be conducted between the two highest vote recipients.

### ***Section 7***

Officers elected in June, 2011 shall assume their official duties on January 1, 2012 and shall serve for a term through June 30, 2013. The time between the close of the regular meeting in June, 2011 and December 31, 2011 shall serve as a transition time during which the outgoing and incoming officers shall work together to fulfill the duties of their respective offices.