

Bylaws for the DeKalb Music Boosters
A not-for-profit organization supporting
DeKalb Community Unit School District 428
DeKalb, Illinois
Adopted October 2001
Amended: October 2021

Article I: Mission Statement: The DeKalb Music Boosters' mission, as the primary advocate for the music performance programs at the elementary school, middle school and high school levels of the DeKalb Community Unit School District 428, is to serve and assist the music performance programs and their directors. (Amended: October 2021)

As Music Boosters our overall purpose is to bring students an appreciation and enjoyment of listening to and making music as a lifelong activity.

Article II: Membership: The membership of DeKalb Music Boosters consists of parents and legal guardians of students currently participating in a District 428 music program. Other persons interested in supporting music programs in District 428 (including directors and teachers, extended family of current students, alumni and alumni parents) may join Music Boosters as voting members with a minimum annual donation of \$25 or a commitment of a minimum three volunteer hours. It is not necessary to be a member to participate in meetings, discuss issues, and serve as a volunteer, but only members may vote on issues and policies. At no time may more than 50% of the Executive Board consist of non-parent members. (Amended: September 2021)

Article III: Officers: A President, Vice President, Secretary, and Treasurer are elected for two-year terms, with a maximum tenure of four consecutive years. Elections are held in May, with the slate of officers being presented at the April meeting. Two officers are replaced each year to avoid 100% turnover and to maintain continuity. (Amended: October 2021)

President: The President is responsible for convening the monthly meetings. The President, in consultation with the Vice President, Treasurer, and Secretary, writes the agenda and makes it available to the Secretary 3 days prior to the meeting to send to the membership via email.

The President is an *ex facto* member of all Music Boosters committees. The President, in consultation with the music directors and Boosters' officers, identifies music performance needs and presents them to the membership for discussion, planning, and approval.

Vice President: The Vice President is responsible for filling in for the President in the President's absence. The Vice President consults with the President, Treasurer, and Secretary regarding the monthly agenda and music performance needs. The Vice

President will act as Publicity Coordinator and is responsible for organizing, editing, and submitting publicity materials as directed by the Boosters.

Treasurer: The Treasurer consults with the President, Vice President, and Secretary regarding the monthly agenda and music performance needs. At the first meeting of the academic year, the Treasurer presents the budget priorities to the participating membership for approval. The Treasurer prepares and maintains the budget; presents the financial report at each meeting; and consults with the membership regarding the availability of funds. The Treasurer is responsible for maintaining the financial accounts of the organization. The Treasurer shall disburse funds to pay all approved financial obligations; disbursement requires the signature of any two Boosters officers. The Treasurer will provide a detailed report of all financial transactions at the end of the fiscal year for audit by the officers.

Secretary: The Secretary consults with the President, Vice President, and Treasurer regarding the monthly agenda and music performance needs. The Secretary takes and prepares the minutes at the monthly meetings. The minutes will be posted in a timely manner, and will be distributed via email to all members who request them. The Secretary is responsible for maintaining the contact information of the membership.

Article IV: Meeting Times: The DeKalb Music Boosters meet monthly throughout the school year, with the meeting dates being established by the officers at the first meeting of the year. Meeting times are posted on the district's website.

Article V: Meeting Procedure: Monthly meetings will begin promptly at 7:00 PM and last approximately one hour. An agenda is presented by the President at the beginning of each meeting and a request is made for any additions to that agenda. The minutes of the previous meeting are to be read and approved or amended at the beginning of each meeting.

Article VI: Voting: Votes are taken after a motion and a second has been made. Discussion will be held on each motion. A motion will be carried if it receives a simple majority vote among members in attendance at the meeting. Each member receives one vote, and members must be present to vote, except as described in the following paragraph. Voting by email may take place between meetings, if an urgent decision is deemed necessary by the officers. Email motions to be voted on will be sent, by the Secretary, to all members. To be counted, voters must respond within 48 hours of the time on the dated email request. In this manner, a motion will be approved if it receives simple majority.

Article VII: Funding: The fiscal year for the Music Boosters is from July 1 through June 30. DeKalb Music Boosters' fund-raising priorities, fund-raising activities, and the distribution of funds are approved by a majority vote of members at the monthly meetings. All income will be allocated to a general fund, except as noted in Article IX: Ad Hoc Committees. Spending priorities are determined by the DeKalb Music Boosters, with

consideration given to the needs identified by each music director. The treasurer will prepare and present a yearly budget that reflects the funding priorities.

In order to receive funds from the Music Boosters, a music director or Booster member must submit a funding request form to the organization via the President.

Article VIII: Committee Coordinators: Committee Coordinators organize committees and plan events that support the efforts of the Music Boosters. No event shall be added without a designated Coordinator.

Documentation will be maintained by each Coordinator and passed on to the following year's Coordinator.

Coordinators may include:

- Pumpkin Parade Lunch Coordinator
- Fruit Sale Coordinator
- Membership Coordinator
- Grant Coordinator
- Scholarship Coordinator

Article IX: Ad Hoc Committees: As needs arise, Music Boosters may organize ad hoc committees to spearhead fundraising for specific ensembles, subject to the following guidelines:

- An ad hoc committee is dedicated to raising money for one or more ensembles for a single specific event (such as a trip or competition) and is dissolved when such event is completed.
- Each ad hoc committee must have, as part of its leadership, a Music Boosters liaison. A Music Boosters board member would be preferred as liaison, but other active members may be approved as liaisons at the discretion of the Music Boosters President. This liaison will be responsible for securing Music Booster approvals when needed and will report regularly to Music Boosters on the progress of the committee. The liaison is responsible for ensuring that committee activities do not harm Music Boosters reputation or finances.
- Other members of the ad hoc committee do not need to be active members of Music Boosters.
- An ad hoc committee may function autonomously. The committee may plan events without the approval of Music Boosters as a whole, provided they are considerate of and avoid competition with general Music Boosters events. Any efforts that invoke the Music Boosters name or require Music Boosters financing must be approved by Music Boosters in advance.
- All funds raised by the ad hoc committee will go toward the indicated event.
- A committee may use the Music Boosters checking account for deposits, and fundraiser checks may be written to the Music Boosters account (with advance approval). The Music Boosters treasurer will keep track of the ad hoc committee's

funds as separate from the general fund. An ad hoc committee may request a loan from the Music Boosters general fund for specific costs (such as deposits) that need to be paid before the committee has raised its own money. Such loans will be repaid from fundraising proceeds.

- Any excess funds left after the event revert to the general Music Boosters general fund, although the ensemble(s) involved may request that money from Music Boosters for another purpose.

Article X: Amendments to Articles and Bylaws: Any amendments or additions to the by-laws require two readings at two separate meetings and distribution to the email membership list prior to coming to a vote. In order to call a vote regarding the bylaws a quorum of seven members must be present.

Article XI: Organization Purpose: As described in Article One of Bylaws adopted in November, 2017, the DeKalb Music Boosters is organized exclusively for charitable and educational purposes under Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Article XII: Dissolution of the DeKalb Music Boosters: Following a unanimous vote by the members of the Board of the DeKalb Music Boosters to dissolve the DeKalb Music Boosters, the Board of the DeKalb Music Boosters will bring to the membership a motion for dissolution of the organization. If the dissolution of DeKalb Music Boosters be deemed necessary by a vote held under the procedure created in Article Ten of the Bylaws adopted in November, 2017, assets shall be distributed for one or more exempt purposes with the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, to be used at the discretion of the music coordinator of School District 428 to benefit music programs in the schools of School District 428 to allow each program to achieve its public purpose of educating children in the disciplines of music.