

Approved by Board Vote on 05.16.11

COMMUNITY HIGH SCHOOL DISTRICT 99 SOUTH HIGH SCHOOL

MUSTANG BAND BOOSTERS

BYLAWS

As Amended and Restated

on

May 16, 2011

ARTICLE I

NAME AND MISSION

1.1 Name. The official name of this Organization is “**Community High School District 99 South High School Band Boosters.**” This Organization may also be known as the “**Mustang Band Boosters**” or the “**South Band Boosters**”, and is referred to herein as the “**Organization**”.

1.2 Mission. The Organization was formed and exists to serve the needs of the students enrolled in the wind and percussion curriculum of the Fine Arts Department and related extra curricular activities, such as Marching Band, Winter Guard and various chamber ensembles (the “**Band Program**”) of Community High School District 99 South High School (the “**School**”) in Downers Grove, Illinois serving a portion of Illinois School District 99 (the “**District**”). This Organization coordinates with the School’s Director of Student Activities and the School’s Department of Fine Arts Chairperson (collectively, the “**School Administration**”). The mission and purpose of this Organization is:

(a) To expand opportunities for students to participate in the Band Program, enhance their skills, and to make the most of their Band Program experience;

(b) To promote the Band Program through the interaction and cooperation of students, Directors of the Band Program, School Administration, other school booster groups, parents and the community;

(c) To support and encourage musical excellence and growth through the Band Program;

(d) To provide financial assistance and moral support to the Band Program;

(e) To promote and encourage student participation in the Band Program;

(f) To encourage parental involvement in and attendance at all Band Program activities and performances, and to arrange for volunteers to assist with Band Program events;

(g) To enlist community resources in support of the Band Program; and

(h) To enhance the reputation and public recognition of the Band Program in the School, the District and the community, as well as with colleges, universities and other institutions of higher education and state associations of music educators.

1.3 Supervision. Fundraising and other activities conducted by this Organization in the School's name shall be under the supervision of the School Administration.

1.4 Calendar. A master calendar of events of this Organization and the Band Program shall be prepared by the Directors of the Band Program, School Administration and Fine Arts Department for publication, including posting on this Organization's website. The calendar for the upcoming membership year shall be prepared during the spring of the current membership year.

ARTICLE II

MEMBERSHIP

2.1 Membership Year. The fiscal year of this Organization, which shall also be the membership year, shall begin on June 1st and end on the following May 31st.

2.2 Members. Each parent or legal guardian of a student enrolled in the Band Program shall be considered a member of this Organization for the current membership year.

2.3 Contributing Members. The parents or legal guardians of a student enrolled in the Band Program shall be asked to make an annual monetary contribution to this Organization. The contribution will be by family unit and not by student or member. At its regularly scheduled meeting in May, the Executive Board (as defined in Section 3.1) shall set the amount of the suggested contribution for the upcoming membership year. Members who make the suggested contribution shall be referred to as contributing members. A parent or legal guardian who does not make a contribution shall still be a member of this Organization.

2.4 Inspection. Upon request, the School Administration, any Director of the Band Program and any contributing member may inspect the books and records of this Organization, including any minutes of meetings of the Executive Board, the General Board (as defined in Section 3.1), committee reports, financial reports and budgets.

ARTICLE III

EXECUTIVE BOARD AND GENERAL BOARD

3.1 General Powers. The activities and affairs of this Organization shall be managed by or under the direction of the Executive Board with the advice of the General Board. The "**Executive Board**" shall consist of the Directors of the Band Program and the Executive Officers of this Organization. Each Executive Officer of this Organization shall be required to be a contributing member for the membership year that an office is held. All Directors of the Band Program may attend meetings of the General Board. However, the Directors of the Band

Program collectively may cast only one vote on any matter put to a vote of the Executive Board. The “**General Board**” shall consist of the Executive Board, the Coordinators, any Assistant Vice President, Assistant Treasurer or Assistant Secretary, the Chair of any Committee and any member of a Committee. Only contributing members may be on the General Board.

3.2 Meetings. Regular meetings of the General Board shall be held on the first Monday of each month at the School. Special meetings of the General Board may be called by the President, any Director of the Band Program, or any three officers of the Executive Board. Special meetings may be held following three days advance notice to the members of the General Board. Meetings shall be open to all members of the Organization. Directors of the Band Program may designate up to two students to attend meetings of the General Board as nonvoting Student Representatives. Meetings of the members of this Organization may be called by the Executive Board for the purpose of sharing information or education.

3.3 Special Meetings of the Executive Board. Special meetings of the Executive Board may be called by the President, any Director of the Band Program, or any two Executive Officers. Special meetings of the Executive Board may be held following 24 hours advance notice to all of the members of the Executive Board. Special meetings of the Executive Board shall be called when action is required on an emergency or expedited basis and there is no time to call a special meeting of the General Board. Special meetings of the Executive Board may be held by telephone or other means of communication which allow the participant to hear and be heard. When a quorum is present at any special meeting of the Executive Board, the vote of a majority of the members of the Executive Board present shall decide any question before the special meeting and constitute approval by the Executive Board. Notwithstanding the foregoing, matters requiring approval by a percentage of the entire Executive Board or requiring a vote of the General Board under these Bylaws may not be approved at a special meeting of the Executive Board. Action taken at a special meeting of the Executive Board shall be recorded in the minutes of the proceedings of this Organization and shall be reported on and discussed at the next meeting of the General Board.

3.4 Quorum. A quorum for the transaction of business at all meetings of the General Board or any Special Meeting of the Executive Board shall consist of a minimum of seven Executive Officers and one Director of the Band Program.

3.5 Voting. When a quorum of the Executive Board is present at any meeting of the General Board, the vote of a majority of the members of the Executive Board present shall decide any question before the meeting and constitute approval by the Executive Board, unless a different percentage or a vote of the General Board is otherwise required by these Bylaws. The twelve (12) Executive Officers shall be entitled to one (1) vote each (provided, however, that if an office is shared, those sharing the office shall be entitled to one vote among all of them), and the Directors of the Band Program shall be entitled to one (1) vote among all of them. If a vote of the General Board is required, the vote of a majority of the officers on the General Board voting at a meeting at which a quorum is present shall decide any question before the meeting and constitute approval by the General Board. Members and the Student Representatives shall not be entitled to vote.

The following items shall require approval by the Executive Board during a duly called and held meeting of the General Board at which a quorum is present.

- (a) Approval of the annual budget (for Marching Band) presented at the regular meeting in January with a final total budget approved by the March meeting of the General Board;
- (b) Approval of appointments of all members of Special Committees;
- (c) Approval of any expense exceeding the amount specified in the annual budget;
- (d) Approval of any expenditure not included in the annual budget which exceeds \$500, except for expenditures made on an emergency basis with the authorization of a Director of the Band Program;
- (e) Approval of funding by the Organization of any purchase or repair of School instruments and other equipment (Equipment purchases above \$1,000 shall require three bids from separate vendors);
- (f) Approval of any amendments to the approved budget; and
- (g) Approval of any amendments to or revisions of the Bylaws.

Notwithstanding the restrictions of subparagraphs (c) and (d) above, expenditures required on an emergency basis may be authorized by a special meeting of the Executive Board pursuant to Section 3.3 of these Bylaws.

3.6 Rules of Order. The President shall preside at all meetings or shall designate another Executive Officer to do so. The rules of order for all meetings of the General Board and of the Executive Board of this Organization shall consist of, but are not limited to, the following:

- (a) The President shall set and regulate the agenda and establish the order of business for each meeting;
- (b) The President shall acknowledge a member's or officer's request for agenda items submitted up to one week in advance of each meeting;
- (c) The President or Secretary shall communicate the agenda to all Executive Board and General Board members prior to each meeting;
- (d) Each Executive Officer (or an officer designated by such Executive Officer) in consultation with the appropriate Coordinators may present a report at each meeting of the General Board;
- (e) All members, Directors of the Band Program, the Student Representatives, and officers present at a meeting of the Executive Board may address the group only during their

allotted agenda time, unfinished business, new business, or when recognized by the President or other officer conducting the meeting; and

(f) The officer conducting the meeting may limit the time allotted for discussions, questions or comments by participants.

3.7 Contracts and Payments. The Executive Board must authorize any officer, coordinator or committee chair to enter into any contract or execute and deliver any instrument in the name of and on behalf of this Organization. Such authority shall be limited to specific instances. The Treasurer or President shall approve all payment requests. The Treasurer or President shall be given seven (7) days prior notice to write checks needed in accordance with the annual budget. All checks and other disbursements shall require two (2) signatures from among the President, the Treasurer and a Director of the Band Program designated by the Executive Board as an authorized signer. The Executive Board may also designate another Executive Officer as an authorized signer.

3.8 Directors of the Band Program. The “**Directors of the Band Program**” shall be designated by the School. The Directors of the Band Program shall fulfill the following duties with respect to the Organization:

(a) At least one Director of the Band Program shall attend each meeting of the General Board;

(b) Develop and maintain a calendar of events of this Organization and the Band Program with the approval of the School Administration, the School’s Director of Student Activities and Fine Arts Department Chairperson;

(c) Assist in the development of the annual budget of this Organization;

(d) Confer with the President and Treasurer concerning use of funds and student accounts and the awarding of scholarships;

(e) Communicate with the School’s Fine Arts Department Chairperson on matters pertinent to this Organization and the Band Program;

(f) Assist with developing and maintaining a website, a newsletter and other forms of communication to students and parents;

(g) Prepare monthly reports, articles and other informational materials from the Directors of the Band Program for publication in the Fanfare newsletter or other publications.

(h) Assist the Organization in complying with District policies and School regulations;

(i) Assist the Vice President of Ways and Means with sponsorship planning and fundraisers, including submitting to the School Administration any applications, forms or other fundraising requests for permission to hold fundraisers;

(j) Assist the Vice President of Music Bowl and the Music Bowl Finance Committee as needed with event planning and budget development;

(k) Assist the Nominating Committee and other committees of this Organization, as needed; and

(l) Negotiate, execute and implement those agreements or other arrangements for staff or clinicians for the Band Program, which are to be funded in whole or in part by this Organization.

ARTICLE IV

OFFICERS

4.1 Officers. The twelve (12) Executive Officers of this Organization shall be a President, a Treasurer, a Comptroller, a Secretary, a Vice President of Communications and Public Relations, Vice President of Hospitality, Vice President of Membership, Vice President of Music Bowl, Vice President of Student Accounts, Vice President of Volunteers, Vice President of Uniforms, and a Vice President of Ways and Means. The Executive Board shall appoint other officers to serve as Coordinators, such as those listed in Appendix A. The number, duties and responsibilities of the Coordinators set forth in Appendix A may be revised from time to time by the Executive Board, and such revision shall not constitute an amendment to these Bylaws. The Executive Board may appoint such assistant officers to any Executive Officer and such assistant coordinators to any Coordinator as the Executive Board deems appropriate. Officers shall serve without compensation for their services.

4.2 Nominations. More than one person may be nominated for each office, in which case, the Nominating Committee shall place multiple names on the election ballot. During the regular meeting of the General Board in March, an opportunity shall be given for nominations from the floor. Only those who have consented to serve if elected shall be eligible for nomination either by the Nominating Committee or from the floor.

4.3 Election. Officers shall be elected annually at the regular meeting of the General Board in April. In order to be elected to an office, a nominee must receive a majority of the votes cast by the General Board at a meeting at which a quorum is present. Absentee votes shall be allowed, if requested by the President. The President shall abstain from voting, unless a tie-breaking vote is required to elect a nominee, other than President, to a specific office.

4.4 Term. Officers shall assume their official duties at the close of the regular meeting in May and shall serve for a term of one (1) year, with the exception of the Vice President of Music Bowl (see Section 4.15). The time between the close of the regular meeting in April and the regular meeting in May shall serve as a transition time during which the outgoing officer shall work with the incoming officer to fulfill the duties of that office. Incoming officers shall not have a vote on the Executive Board until the close of the regular meeting in May.

4.5 Eligibility. Two persons may hold any office of this Organization. However, they shall share one Executive Board or one General Board vote. Members of the same family

may not hold the following Executive Officer positions in this Organization concurrently: President, Vice President of Membership, Vice President of Music Bowl, Vice President of Student Accounts, Vice President of Ways and Means, Comptroller or Treasurer. An individual holding more than one office shall only be entitled to one Executive Board and one General Board vote. A person shall not serve more than two consecutive terms in the same office; provided, however, that, if no other person desires an office, the current officer may continue to serve with an affirmative vote of a majority of the remaining members of the General Board.

4.6 Removal. Any officer not performing duties as outlined in the Bylaws may be recommended for removal. Any officer may be removed at any time, with or without cause, by a vote of the majority of the entire Executive Board; provided, however, that the removal of an Executive Officer shall require the vote of a majority of the General Board acting at a meeting at which a quorum is present. If any Executive Officer is absent for three consecutive meetings of the General Board without prior notice having been given to the President, he/she shall automatically forfeit his/her position as an Executive Officer and shall be so notified.

4.7 Vacancy. If a vacancy occurs in an office for an Executive Officer, it shall be filled for the remaining term by appointment and approved by an affirmative vote of a majority of the General Board acting at a meeting of the General Board at which a quorum is present.

4.8 President. The President shall be the chief executive officer of this Organization. The President shall have executive authority to see that all orders and resolutions of the General Board and Executive Board are carried into effect and, subject to the control vested in the Executive Board by these Bylaws, shall administer and be responsible for the overall management of the business and affairs of this Organization. The President shall preside at all meetings of the members, the General Board and the Executive Board. The President shall perform all duties and have all powers which are commonly incident to the office of the chief executive, including general supervision and direction of all of the other officers, coordinators, committee chairs, agents and representatives of this Organization. The President shall perform such other duties as from time to time may be delegated or assigned by the Executive Board. The President shall also fulfill the following duties:

(a) Serve as an ex officio member of all committees, except the Nominating Committee and the Audit Committee;

(b) Create additional positions and delegate duties as needed to promote the mission and purpose of this Organization and to carry on the business and activities of this Organization;

(c) Maintain communication and interaction with the Friends of Fine Arts and the Choir Booster organization and the School's Fine Arts Department Chairperson;

(d) Assist the Directors of the Band Program and the Treasurer and/or the Comptroller with communication and interaction with other officers, regarding the maintenance and accountability of their budgets, and the development and revision of pertinent forms, when applicable, including the forms listed on Appendix B;

(e) Abstain from voting on all motions and decisions made by the Executive and General Boards, unless a tie-breaking vote is required;

(f) Appoint a Vice President to assume the President's duties in the event of a short-term absence;

(g) Submit articles, reports and other informational materials to the Vice President of Communications and Public Relations for publication in the newsletter and/or website; and

(h) Collect descriptions, materials and reports to pass along to future Presidents.

4.9 Secretary. The Secretary of this Organization shall fulfill the following duties:

(a) Record minutes of all meetings of this Organization in a permanent book and/or data file;

(b) Take attendance at all meetings of this Organization;

(c) Assist the President to maintain rules of order during all meetings of this Organization;

(d) Provide minutes of the prior meeting of this Organization to all General Board members no less than three (3) days in advance of an upcoming meeting, so the minutes of the prior meeting may be reviewed and approved at each meeting of the General Board.

(e) Send a copy of the minutes as approved to the Director of Student Activities;

(f) Keep a current copy of the Bylaws of this Organization on file; and

(g) Collect descriptions, materials and reports to pass along to future Secretaries.

4.10 Treasurer. The Treasurer shall be responsible for maintaining the Organization's accounting records and statements, shall keep complete and accurate records of receipts and disbursements in books belonging to the Organization, and shall deposit or cause to be deposited monies in the name and to the credit of the Organization in such depositories as may be designated by the Executive Board. The Treasurer also shall maintain adequate records of all assets, liabilities and transactions of the Organization, and shall assure that adequate audits thereof are made annually. In general, the Treasurer shall perform all the duties incident to the office of treasurer and such other duties as from time to time may be delegated or assigned by the Executive Board or by the President. The Treasurer shall also fulfill the following duties:

(a) Receive all monies of this Organization and keep an accurate record of income and expenses;

(b) Submit all monies for deposit into the appropriate Organization account monitored by the School's Director of Student Activities;

(c) Disburse funds in accordance with the annual budget and as authorized by properly signed vouchers and receipts;

(d) Present a financial report, including status of funds, receipts, disbursements and balances, at every regular meeting of the General Board, and at other times as requested by the President or the Executive Board;

(e) Prepare an annual budget to be first presented at the regular meeting of the General Board in January for Marching Band and approved at the April meeting; and for General Budget at the April meeting and approved at the May meeting;

(f) Present an annual financial report for the year ended May 31 at the regular meeting of the General Board in the following September;

(g) Assist with communication and interaction regarding the maintenance and accountability of budgets, funds and accounts;

(h) Provide checkbook, bank statements, copies of voided checks, deposit slips, records, vouchers, invoices and receipts for all disbursements and any other work papers or financial information to the Audit Committee and the Executive Board;

(i) Work with the Vice President of Ways and Means and the Vice President of Student Accounts regarding fundraising expectations and proper accounting of monies directed to student accounts;

(j) Participate as a member of the Music Bowl Finance Committee;

(k) Assist with setting guidelines and regulations regarding utilization of student accounts and requests for withdrawals; and

(l) Collect descriptions, materials and reports to pass on to future Treasurers.

The Treasurer shall also fulfill the followings duties related to student accounts:

(m) Work with the Vice President of Ways and Means and the Vice President of Student Accounts to determine amounts to be credited to each student's student account;

(n) Approve all requests for disbursements from the student accounts;

(o) Assist with setting guidelines and regulations regarding utilization of student accounts, including credits made to student accounts and requests for withdrawals;

(p) Track student participation in service activities with the assistance of the Directors of the Band Program and the Vice President of Membership to facilitate the equitable

distribution of scholarship awards in conjunction with the Directors of the Band Program and the Vice President of Ways and Means;

(q) Keep records of student account balances and activity from the prior four membership years on file;

(r) Post current student account balances in a prominent location for students;

(s) Report the status of student accounts and all requests from students for monies to be taken from student accounts at regular meetings of the Executive Board;

(t) Submit requests approved by a Director of the Band Program for student account disbursements on at least a monthly basis;

(u) Create an annual report of activity in each student account, including receipts, disbursement and balances;

(v) Provide a written financial statement to all members of the General Board at every regular meeting of this Organization and at other times as requested by the Executive Board, with a copy to the Student Activities Director;

(w) Assist the Directors of the Band Program, the President and the Comptroller with communication and interaction with other members of the Band Program staff regarding the maintenance and accountability of their operating budgets; and

(x) Collect descriptions, materials and reports to pass along to future Treasurers, including with respect to the Music Bowl Finance Committee and student accounts.

4.11 Comptroller. The Comptroller shall be responsible for reviewing the expenditure of funds under the annual budget. The Comptroller shall also fulfill the following duties:

(a) Work with the Directors of the Band Program and Executive Officers who are responsible for specific budget line items to maintain consistency and compliance with such budget;

(b) Communicate with President and Treasurer as to activity related to the budgets and request checks for approved budget expenditures;

(c) Assist with the maintenance and accountability of budgets, funds and accounts;

(d) Monitor and confirm expenses incurred by Vice Presidents and Coordinators in connection with activities of the Band Program; and

(e) Collect descriptions, materials and reports to pass along to future Comptrollers.

4.12 Vice President of Communications and Public Relations. The Vice President of Communications and Public Relations in partnership with the President shall be responsible for all internal and external correspondence, notices and other communication made by or in the name of this Organization. Certain of these duties may be delegated to a Coordinator, such as the Fanfare Coordinator or the Website and Email Coordinator. The Vice President of Communications shall also manage and/or fulfill the following duties:

- (a) Disseminate information on the Band Program by website, newsletter or otherwise;
- (b) Submit newsletters to the Fine Arts Department Chairperson for review according to District policy before publication;
- (c) Arrange for publication and distribution of the newsletter;
- (d) Coordinate the design, graphics and production of the website, all newsletters and other printed matter to ensure a consistent presentation of the Band Program;
- (e) Communicate and publicize activities of this Organization and the Band Program to local media and the School in conjunction with the President;
- (f) Coordinate all communications on fundraising with the Vice President of Ways and Means and the Directors of the Band Program;
- (g) Coordinate communications with members and students, as requested by other officers;
- (h) Maintain records and documents, newspaper articles and other publications, trophies and other awards, and any other materials or reports reflecting the history and traditions of the Band Program to help continue the legacy and recognize the accomplishments of the Band Program; and
- (i) Collect descriptions, materials and reports to pass along to future Vice Presidents of Communications and Public Relations.

4.13 Vice President of Hospitality. The duties of the Vice President of Hospitality may be split into the activities related to Marching Band and Concert Band. The Vice President of Hospitality shall fulfill the following duties:

- (a) Provide refreshments and/or meals at parades, marching band camps, football games, competitions and concerts;
- (b) Obtain volunteers for marching band or concert band activities with the assistance of the Vice President of Volunteers;
- (c) Work with the Jazz Coordinator and other Coordinators to provide refreshments or meals, as needed; and

(d) Collect descriptions, materials and reports to pass along to future Vice Presidents of Hospitality.

4.14 Vice President of Membership. The Vice President of Membership shall encourage members to become active contributing members of this Organization. The Vice President of Membership shall also fulfill the following duties:

(a) Maintain accurate records and collect all membership contributions and pertinent forms from all contributing members of this Organization;

(b) Provide updated paid membership contributions information to the Fine Arts Department for publication in each concert program;

(c) Initiate communication with families who have not paid the membership contributions and/or returned pertinent forms;

(d) Submit all monies collected from members to the Treasurer promptly, along with a proper accounting and any related records of receipts;

(e) Work with the President, Vice President of Communications and Public Relations, and the Directors of the Band Program to maintain current contact information on all members;

(f) Maintain accurate records and collect all monies and pertinent forms for all participants in band trips;

(g) Maintain accurate records and collect all monies and pertinent forms for Band Program activities;

(h) Work with the President and Vice President of Communications and Public Relations, the Fanfare Coordinator and the Website and Email Coordinator to maintain current information about payment deadlines in the newsletter and/or on the website;

(i) Work with the Vice President of Student Accounts on authorizing deductions from student accounts for payment of any membership contributions, marching band fundraising expectations, band trip costs and other monies due from Band Program participants;

(j) Assist in the development of the annual budget with other members of the Budget Committee;

(k) Track student participation in Service Credit activity with the assistance of the Director, President or Vice President of Ways and Means to facilitate eligibility for the distribution of scholarship awards;

(l) Publish and distribute rosters to the Executive Board, the General Board, members and students, as appropriate; and

(m) Collect descriptions, materials and reports to pass along to future Vice Presidents of Membership.

4.15 Vice President of Music Bowl. The Vice President of Music Bowl shall fulfill the following duties:

(a) Appoint Music Bowl Committee chairs to fulfill the responsibilities of each aspect of the competition, including the following Music Bowl Committees: Finance, Program Ad Sales, Stadium, Concessions, Parking, Publicity/Marketing, Hospitality, Volunteers, Sponsorship, Tickets, Video, Music Bowl Website and Unit Movement;

(b) Participate as a member of the Music Bowl Finance Committee;

(c) Work with the Music Bowl Finance Committee chair to develop an annual budget for the event;

(d) Work with the Directors of the Band Program, President and Vice President of Volunteers to keep the event on track;

(e) Maintain communication with Music Bowl Committee chairs to meet deadlines and financial obligations according to the Music Bowl calendar and budget;

(f) With the assistance of the Music Bowl Finance Committee chair, submit a monthly financial statement of the event's budget progress to the Treasurer for inclusion in the Treasurer's report at the monthly General Board meetings;

(g) Assist in the development of the annual budget with the other members of the Budget Committee;

(h) Submit all monies collected to the Treasurer promptly, along with a proper accounting and any related records of receipt; and

(i) Collect descriptions, materials and reports to pass along to future Vice Presidents of Music Bowl and Music Bowl Committee chairs.

The incoming Vice President of Music Bowl shall assume office by December 1st of the prior year in order to fulfill the responsibilities of the office. All Music Bowl committee chairs shall assume office effective March 1st.

4.16 Vice President of Student Accounts. The Vice President of Student Accounts shall establish and maintain student accounts for students in the Band Program. The Vice President of Student Accounts shall keep accurate records of credits to and disbursements from Student Accounts. The Vice President of Student Accounts shall also fulfill the following duties:

(a) Track all student account activities:

(1) Post current student account balances in prominent location for students;

(2) Report the status of student accounts and all requests from students for monies to be taken from student accounts at each regular meeting of this Organization;

(3) Work with the Treasurer, Comptroller and Vice President of Ways and Means regarding proper accounting of funds generated from fundraisers; and

(4) Work with the Vice President of Membership regarding proper accounting of deductions for Band Program membership charges, marching band participation/fundraising expectations, and band trip costs;

(b) Assist with setting guidelines and regulations regarding utilization of student account transactions and requests for withdrawals;

(c) Serve on any committee that involves student accounts;

(d) Keep records of student account balances from the prior four years on file;
and

(e) Collect descriptions, materials and reports to pass along to future Vice Presidents of Student Accounts.

4.17 Vice President of Uniforms. The Vice President of Uniforms shall be responsible for maintaining the uniforms of the Marching Band. The Vice President of Uniforms shall fulfill the following duties:

(a) Oversee the uniform budgets for Marching Band;

(b) Distribute and check in uniforms;

(c) Clean and repair uniforms;

(d) Assemble drum major uniforms and any uniform accessories needed under the direction of the President and the Directors of the Band Program;

(e) Work with the Vice President of Volunteers to staff the distribution and check in of uniforms, as needed;

(f) Maintain an accurate inventory of all components of uniforms;

(g) Work with the Vice President of Membership and Comptroller to manage the collection of payments for extra uniform components;

(h) Work with the Comptroller on all uniform related expenses;

(i) Inform the Executive Board when any student fails to return uniform, make payment or loses/damages any portion of uniform;

(j) Inform the Executive Board of any shortages or the need to replace any uniforms; and

(k) Collect descriptions, materials and reports to pass along to future Vice Presidents of Uniforms.

4.18 Vice President of Volunteers. The Vice President of Volunteers shall be responsible for contacting members to provide chaperones, pit crew, refreshments and services as needed by the Band Program. The Vice President of Volunteers shall also fulfill the followings duties:

(a) Obtain volunteers for competitions and other Band Program events;

(b) Work with the Directors of the Band Program, Vice President of Hospitality and Coordinators to cover other staffing needs;

(c) Compile volunteer sheets and distribute categorized volunteer information to the Executive Board; and

(d) Collect descriptions, materials and reports to pass on to future Vice Presidents of Volunteers.

4.19 Vice President of Ways and Means. The Vice President of Ways and Means shall fulfill the following duties:

(a) Coordinate and assist in research and development of all fundraisers for the income/expense fund and student accounts;

(b) Submit to the Directors for processing through the Student Activities office any needed applications for permission to hold fundraisers for the upcoming membership year with the assistance of the directors of the Band Program;

(c) Work with the Vice President of Communications and Public Relations Fanfare Coordinator, the Website and Email Coordinator, and the Directors of the Band Program to maintain current information about fundraisers in the newsletter and/or on the website;

(d) Work with the Vice President of Volunteers to staff fundraising activities;

(e) Submit all monies collected to the Treasurer, along with a proper accounting and any related records of receipt;

(f) Ensure that individual student account totals are submitted to the Vice President of Student Accounts, the Treasurer and the Comptroller;

(g) Assist in the development of the annual budget with the other members of the Budget Committee;

(h) Assist the Vice President of Membership in tracking student participation in Service Credit activities to facilitate the eligibility for the distribution of scholarship awards; and

(i) Collect descriptions, materials and reports to pass along to future Vice Presidents of Ways and Means.

ARTICLE V

COMMITTEES

5.1 Committees. The Executive Board may designate one or more committees, consisting of at least one individual who is a member of the Executive Board and such other individuals as may be appointed by the President and approved by a vote of the Executive Board. Any member of any committee may be removed from such committee either with or without cause, at any time, by a vote of the Executive Board. Each Committee shall keep minutes of its proceedings, provide copies of the same to the Executive Board and shall report to the Executive Board when required or requested. The Secretary of this Organization shall place committee minutes and reports in the records of this Organization.

5.2 Audit Committee. The Audit Committee is a special committee, which shall be formed each year at the regular meeting of the General Board in May to review the financial reports, fund balances, receipts and disbursements of the Organization following the close of each membership year or when the need for audit occurs or when the office of Treasurer and/or President changes hands. The President shall appoint three (3) committee members, who are not signers on the checking account, are not authorized to approve disbursements, and are approved by an affirmative vote of a majority of the members of the entire Executive Board. The members of the Audit Committee shall choose a chair before the close of the meeting at which they are appointed.

5.3 Budget Committee. The Budget Committee shall be formed at the regular meeting of the General Board in December to develop the annual budget for the upcoming membership year. The annual budget for Marching Band shall be proposed at the regular meeting in January and approved by an affirmative vote of two-thirds (2/3) of the entire Executive Board at the regular meeting of the General Board in February. The annual budget for the balance of the Band Program shall be proposed at the meeting in March and approved by an affirmative vote of two-thirds (2/3) of the entire Executive Board at the regular meeting of the General Board in June. Members of the Budget Committee shall include, but need not be limited to, the Directors of the Band Program, incoming and outgoing Presidents, incoming and outgoing Treasurers, incoming and outgoing Vice Presidents of Ways and Means, incoming and outgoing Vice Presidents of Membership, incoming and outgoing Comptroller and incoming and outgoing Vice Presidents of Music Bowl along with any other member the President deems necessary or desirable to be involved with the budget process. The members of the Budget Committee shall choose chair before the close of the regular meeting in December.

5.4 Bylaws Committee. The Bylaws Committee is a special committee, which may be formed when a need to review the current Bylaws of this Organization occurs. The President shall appoint no less than three (3) committee members, who are approved by an affirmative vote of the Executive Board at a regular meeting of the General Board. The members of the Bylaws Committee shall choose a chair before the close of the regular meeting at which they are appointed. A Bylaws Committee shall be appointed and convene not less than biennially. Any

revisions shall be provided to Executive Board members ten (10) days prior to the regular meeting of the General Board at which they are to be considered. Revised Bylaws shall be approved at a meeting of the General Board by an affirmative vote of two-thirds (2/3) of the entire Executive Board and by an affirmative vote of a majority of the General Board at a meeting at which a quorum is present.

5.5 Nominating Committee. The Nominating Committee shall be formed at the regular meeting of the General Board in January to create a slate of Executive Officers for the next Membership Year. Members of the Nominating Committee shall consist of one Director of the Band Program and three other members appointed by the President and approved by an affirmative vote of a majority of the General Board at a meeting at which a quorum is present. The Nominating Committee shall choose a chair before the close of the regular meeting in January. The Nominating Committee shall present a slate of Executive Officers to the General Board at the meeting in March. The Nominating Committee shall also advise the Executive Board of members interested in serving as Coordinators or Music Bowl Committee Chairs.

5.6 Strategy Committee. The Strategy Committee shall be formed when a need to determine monetary and non-monetary long-term goals occurs. The Strategy Committee shall coordinate general procedures and fundraising efforts with projected needs as determined by the Executive Board. The President shall appoint no less than one Director of the Band Program and three other members, who are approved by an affirmative vote of a majority of the Executive Board at a meeting of the General Board. The members of the Strategy Committee shall choose a chair before the close of the meeting at which they are appointed.

5.7 Scholarship Committee. The Scholarship Committee shall be formed at the regular meeting of the General Board in March and shall be comprised of one Director of the Band Program, the President and three other members appointed by the President and approved by an affirmative vote of the Executive Board at the regular meeting. The Scholarship Committee will review and assist with scholarships and other awards for musical education of students. The Scholarship Committee shall be responsible for all awards from the Don Wilson Scholarship Fund. Members of this Committee shall serve a one (1) year term during the membership year.

ARTICLE VI

FUNDS AND ACCOUNTS

6.1 Income/Expense Fund. The Income/Expense Fund, also referred to as the annual budget, shall record monies received by this Organization and shall be used pay the expenses of this Organization. The Income/Expense Fund shall be used for any expense contemplated by the annual budget or any expense that is approved at a regular meeting of the General Board by an affirmative vote of two thirds (2/3) of the Executive Board. All monies received by this Organization shall be allocated to a line item in the Income/Expense Fund, and treated for accounting purposes as described below:

(a) If the monies received are from band membership payments or other contributions from Contributing Members, the monies shall be recorded in the Income/Expense Fund to offset expenses associated with the Band Program as represented in the annual budget;

(b) If the monies received are from a fundraiser, a portion of the profits shall be accounted for in the Student Accounts Fund made available to the student who raised the money to reimburse approved expenses (as contemplated by Section 6.3(a)), and the balance shall be placed in the Income/Expense Fund, unless other arrangements have been made; and

(c) If the monies received are for a specific fund, the monies shall be accounted for in that fund, including monies designated for the Don Wilson Scholarship Fund, the Percussion Fund, the Jazz Band Fund, the Music Bowl Fund, the Color Guard Fund, the Chamber Music Fund, the Winter Guard Fund and the Marching Band Fund, or the applicable special events and needs fund.

The total of all of the funds shall be reported each month as separate line items in the Treasurer's report.

6.2 Directors' Discretionary Fund. The Directors' Discretionary Fund is a line item in the annual budget and is part of the Income/Expense Fund. The Directors of the Band Program shall determine utilization of this Fund. The Budget Committee shall determine the amount to be budgeted for this Fund each membership year.

6.3 Student Accounts Fund. The Student Accounts Fund shall consist of monies received by this Organization arising from a student's participation in fundraisers or such other events as may be designated by this Organization. The Student Accounts Fund shall be broken down into amounts attributable to individual students. Each student may request reimbursement for eligible expenses incurred by the student that are related to the Band Program or other activity approved by the Fine Arts Department, by providing appropriate request forms, receipts and other documentation to the Vice President of Student Accounts. The following guidelines have been established regarding the use of monies in the Student Accounts Fund:

(a) The Student Account monies may be used to reimburse approved music-related expenses pertaining to the student's participation in the Band Program or other music activity associated with the School's Fine Arts Department, or to reimburse private lessons, required apparel, instrument purchase, instrument repairs, instrument accessories, reeds, sheet music, band banquet tickets, music camp tuition and band trip costs (including meal expenses up to \$25 per day). Any request for current music-related expenses, other than for the items listed above, is subject to approval by the Executive Board. Requests for reimbursement must be made for an expense that has occurred during the current Membership Year.

(b) A student may request a transfer of monies to a sibling who will be enrolled in the Band Program or other activity associated with the School's Fine Arts Department in the upcoming Membership Year. Requests for such transfers of monies must be made by May 15th of the student's graduation year.

(c) Student Account monies may not be transferred from one account to another in the Fine Arts Department, unless the transfer is to a sibling who is not enrolled in the program where the Student Account monies are held.

(d) If a graduating student has not requested reimbursement by May 15th of the student's graduating year, either for an approved music-related expense or for a transfer to an eligible sibling who will be enrolled in the Band Program or other activity associated with the School's Fine Arts Department in the upcoming Membership Year, any monies remaining in the Students Account shall be transferred to the Don Wilson Scholarship Fund.

6.4 The Don Wilson Scholarship Fund. The Don Wilson Scholarship Fund^d shall be maintained with monies generated from proceeds from various sources which may include monies remaining in graduating senior Student Accounts after the designated annual date of May 15th, and a budgeted line item amount as approved by an affirmative vote of two-thirds (2/3) of the Executive Board at a regular meeting of the General Board. This Fund shall be used to assist students who attend various band related private lessons, camps, marching band seminars and other learning opportunities. The Scholarship Committee will be responsible for reviewing all of the applications, awarding of^f scholarships and notifying the students of the award.

(a) *Application Process.* Subject to Section 6.4(d), students are eligible for only one (1) Don Wilson Scholarship per school year up to a maximum amount of \$200 and the Scholarship Application must be sub^mitted during the dates listed below.

September 1 – October 1	Application window for 1st semester private lesson scholarships
January 15 – February 15	Application window for 2nd semester private lesson scholarships
March 15 – May 15	Application window for Marching Band and summer camp scholarships
May 1	Deadline for reimbursement requests for the current Membership Year
May 16	Don Wilson Scholarship Fund receives yearly income

(b) *Fee Waivers.* Any student that is a candidate for the School fee waiver program will be automatically eligible for a full or partial waiver to participate in the Marching Band. Applications for School fee waivers may be obtained from the Associate Principal for Operations and Technology located in the Administration Office. An approved application with documentation for School fee waivers must be on file with the School office before a student will be allowed to participate in Marching Band. The Organization will endeavor to keep students' names and families anonymous. Any student granted a School fee waiver may apply for a Don

Wilson Marching Band Scholarship, but will be required to complete the fund raising expectation and Service Credit requirements.

(c) *Service Credits.* To be eligible for a scholarship, the student must have fulfilled a minimum of three (3) volunteer opportunities, i.e. “**Service Credits**” as indicated on the Mustang Band Booster Scholarship Options for Band Students form. Students applying for summer camps and/or marching band scholarships must complete these Service Credits during the school year prior to the summer camp or by the payment deadline for the marching band season. Students applying for private lesson scholarships must complete these Service Credit requirements by the end of the semester of application. Such Service Credits will be tracked by the Vice President of Membership with input provided by the Vice President of Ways and Means. Service Credits will be posted on the Mustang Band Booster Website by student ID number, along with the student account balance information.

(d) *Award Amounts.* The aggregate amount available for scholarships in each school year shall be part of the annual budget of this Organization and shall be determined and administered by the Scholarship Committee. Available scholarship funds will be allocated approximately equally among the four (4) categories (marching band, summer camps, and fall and spring private lessons). Therefore, in order for students to receive awards within each category, the number and amount of scholarships available may be adjusted accordingly to include eligible students who have applied.

(e) *Award Distribution.* After Service Credits have been completed, distribution of awards from the Don Wilson Scholarship Fund will be handled as follows:

(1) *Marching Band:* Funds will be transferred to the marching band payment line item in the name of said student.

(2) *Private Lessons:* Funds will be reimbursed to the student’s parent by check upon presentation of paid receipt from private lesson instructor.

(3) *Summer Camps:* Funds will be credited to the student’s account upon presentation of paid receipt from the camp the student attended.

6.5 Extra Curricular Activity Funds. This Organization manages six specific extra curricular activity funds. The monies are intended to be used solely for the benefit of the students in each specific activity. The Organization is entrusted with the safekeeping of the monies for purposes of continuity and convenience. The extra curricular funds shall be self-generated from the participants involved in each activity and may carry over from one fiscal year to the next. Various fund-raising activities may be designated for a particular extra curricular activity or for allocation to a particular extra curricular activity fund by an affirmative vote of the Executive Board at a regular meeting of the General Board. They are as follows:

(a) *Marching Band.* The Marching Band Fund is maintained to support Marching Band and Color Guard students and to support and sustain the Marching Band component of the Band Program.

(b) *Color Guard.* The Color Guard Fund is maintained for the use of fall Color Guard students to help support and sustain this additional activity as part of the overall Marching Band component of the Band Program. Since this activity is also supported through allocation of monies from the Income/Expense Fund in the annual budget, the Directors of the Band Program, the Comptroller and the Color Guard Instructor shall manage the expenditures of the Color Guard Fund. They shall contact the Treasurer and/or President to access such funds.

(c) *Chamber Music.* The Chamber Music Fund is maintained to support the participation of percussion and wind instrument students in small chamber ensembles, and to help support and sustain this additional activity. These ensembles are supported through allocation of a set amount from the Income/Expense fund used to compensate the private teachers that work with each of the groups. Additional funds generated through community chamber performances shall be allocated to the Chamber Music Fund. Expenditures from the Chamber Music Fund shall be limited to the purchase of resources and music as requested by the Directors of the Band Program and private teachers. The Directors of the Band Program shall determine the maximum amount available to each ensemble shall be established and approved by the Executive Board at a meeting of the General Board.

(d) *Percussion.* The Percussion Fund is maintained to support fall marching band percussion, competitive indoor percussion activities and steel drum ensemble students, and to help support and sustain this additional activity. Any community performances that generate income by these groups will be allocated to the Percussion Fund. The Percussion Fund shall also be credited with income from the participation dues that are incurred by students in the winter indoor percussion activity. Since these activities and the equipment used by the students in these activities are also supported through allocation of monies from the Income/Expense Fund, the Directors of the Band Program and the percussion instructor(s) shall manage the expenditures of the Percussion Fund. They shall contact the Treasurer and/or President to access such funds.

(e) *Jazz Band.* The Jazz Band Fund is maintained to support students in the jazz ensembles and smaller jazz combos that are part of the Band Program, and to help support and sustain this additional activity. Funds raised through community performances shall be deposited in the Jazz Band Fund. Costs and expenses incurred by jazz students for festival concerts, small trips, etc. shall also be allocated to this account. The Directors of the Band Program and the Jazz Coordinator(s) shall manage the Jazz Band Fund. They shall contact the Treasurer and/or President to access such funds.

(f) *Winter Guard.* The Winter Guard Fund is maintained to support winter guard students and their participation in various competitions, and to help support and sustain this additional activity. The Winter Guard season generally begins at the conclusion of Marching Band season and continues through mid-April, performing and competing within the Midwest Color Guard circuit. The Winter Guard may, with approval of the Executive Board, assess membership dues, conduct fundraisers and accept donations. Any equipment needed exclusively for the Winter Guard season shall be supported from the Winter Guard Fund. The Winter Guard Instructor shall manage the expenditures of the Winter Guard Fund and shall contact the President, Treasurer or Comptroller to access such funds.

6.6 Auxiliary Fund. The Auxiliary Fund is maintained for emergency purposes. It shall be included as a line item in the Income/Expense Fund as part of the annual budget. The Auxiliary Fund is a safeguard against exceeding the annual budget and not having funds in the event of a major shortfall or emergency. The Budget Committee shall determine the balance to be maintained in the Auxiliary Fund each membership year. Any expenditure from the auxiliary savings account shall be approved by an affirmative vote of two-thirds (2/3) of the Executive Board at a meeting of the General Board.

6.7 Special Funds. Other special events and needs funds may be set up periodically by this Organization. These funds shall be established for accounting purposes, so that income and expenses may be tracked. Usually the monies transferred to these funds shall be spent and the fund shall be depleted and closed. Examples include funds set up for specific trips or tours and special equipment purchases. Occasionally, there are left over monies after all expenses have been paid and the Executive Board shall decide where to re-allocate the remaining amount by an affirmative vote of a majority of the Executive Board at a meeting of the General Board.

ARTICLE VII

MUSIC BOWL

7.1 Goals. The Marching Mustang Music Bowl is an annual event held at the School with three goals. The first goal is to promote the Band Program to the people of the District and the community and to the surrounding educational communities that participate in the event. The second goal is to utilize the expertise of the judging panel to enhance the educational experience of all participating students. The third is to generate funds to be used to further the Marching Band and Color Guard activities of the Band Program through the purchase of equipment, the hiring of additional staff or clinicians and other means of support as determined by the Executive Board. Income generated by this event shall be allocated to the Music Bowl Fund as a separate line item in the annual budget. Monies allocated to the Music Bowl Fund may come from multiple sources, including community sponsors, area business sponsors, ticket sales, concession sales, participating band fees, program book advertising sales, parent and/or student personal ad sales, promotional music-related booth rental, and sales of special merchandise related to the event.

Since the Marching Band activities and the equipment used by the students in these activities are also supported through allocation of monies from the Income/Expense Fund, and the income of the Music Bowl is subject to the weather conditions on the date of the event, the Music Bowl Finance Committee shall manage these funds according to the guidelines set forth in Section 7.2.

7.2 Music Bowl Finance Committee. The Music Bowl Finance Committee shall be comprised of one of the Directors of the Band Program, the incoming and outgoing Music Bowl Vice President, the incoming and outgoing Music Bowl Finance Committee chairperson, the incoming and outgoing President and the incoming and outgoing Treasurer. A new Music Bowl Finance Committee shall become active upon the conclusion of the annual event, but no later than December 1st. The Music Bowl Finance Committee shall manage the funds that are

produced from the annual Music Bowl event under the direction of the Executive Board as described below:

- (a) Determine the total profit from the current year according to the final financial report;
- (b) Determine a start-up amount for the following year's event to be included in the annual budget;
- (c) Determine expenses that will be incurred for student leadership scholarships or related leadership workshops;
- (d) Recommend an amount to the Budget Committee for the inclusion in the annual budget for the following year for the purchase of equipment;
- (e) Determine an amount to fund the Music Bowl Rainy Day Fund contemplated by Section 7.3 in case the following year does not produce profit; and
- (f) Submit a recommendation of future fund allocation at the General Board meeting in March for use in the budget development process by the Budget Committee.

The outgoing Vice President of Music Bowl and members of the Music Bowl Finance Committee will assist the current Vice President of Music Bowl in the development of the Music Bowl budget. The Music Bowl budget should be constructed to assume that the event will be held inside each year due to inclement weather, so that the income is balanced with expenditures based solely on expected participating band fees, program book ad sales and sponsorship.

7.3 Music Bowl Rainy Day Fund. The Music Bowl Rainy Day Fund is a fund established for emergency purposes to cover Music Bowl needs for the following year in the event the Music Bowl receipts are below expectations. It shall be a separate line item in the Income/Expense Fund and shall be a part of the annual budget.

ARTICLE VIII

AMENDMENTS

These Bylaws may be amended by an affirmative vote of at least two-thirds (2/3) of the Executive Board and a majority of the General Board at a duly called and held meeting of the General Board; provided, however, that notice of the proposed amendment shall have been given to all members of the General 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 a later date is specified in the amendment.

The undersigned Executive Officers of this Organization hereby certify that these Amended and Restated bylaws are duly adopted by a vote of at least two-thirds of the Executive Board and a majority of the General Board as of the date first written above.

President _____
Catherine A. Jama

Secretary _____
Kathy White

[END OF PAGE]

APPENDIX A

Coordinator Descriptions

1. **Band Trip Coordinator.** The Band Trip Coordinator shall work directly with the Vice President of Volunteers or such other Vice President as the President may determine. The Band Trip Coordinator shall fulfill the following duties:

(a) Coordinate transportation, lodging, communication and other aspects of Band trips to competitions, other performances and/or school band trips;

(b) Work with Vice President of Volunteers to determine chaperones and other necessary volunteers needed for such band trip;

(c) Collect descriptions, materials and reports to pass along to future Band Trip Coordinators.

2. **Butter Braids Coordinator.** The Butter Braids Coordinator shall coordinate the Butter Braids fundraiser and shall work directly with the Vice President of Ways and Means, Vice President of Volunteers, or such other Vice President as the President may determine. The Butter Braids Coordinator shall arrange for a sampling of the product at two concerts during the year. The Butter Braids Coordinator shall fulfill the following duties:

(a) Place orders, coordinate payments and work with vendors on delivery of products;

(b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;

(c) Manage collections from students and payment of vendors;

(d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;

(e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;

(f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;

(g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;

(i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(j) Collect descriptions, materials and reports to pass along to future Butter Braids Coordinators.

3. **Candy Bar Coordinator.** The Candy Bar Coordinator shall coordinate the Candy Bar fundraiser and shall work directly with the Vice President of Ways and Means, Vice President of Volunteers, or such other Vice President as the President may determine. The Candy Bar Coordinator shall fulfill the following duties:

(a) Place orders, coordinate payments and work with vendors on delivery of products;

(b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;

(c) Manage collections from students and payment of vendors;

(d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;

(e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;

(f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;

(g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;

(i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(j) Collect descriptions, materials and reports to pass along to future Candy Bar Coordinators.

4. **Cheesecake Coordinator.** The Cheesecake Coordinator shall coordinate the Cheesecake fundraiser and shall work directly with the Vice President of Ways and Means, Vice President of Volunteers, or such other Vice President as the President may determine. The Cheesecake Coordinator shall fulfill the following duties:

- (a) Place orders, coordinate payments and work with vendors on delivery of products;
- (b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;
- (c) Manage collections from students and payment of vendors;
- (d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;
- (e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;
- (f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;
- (g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;
- (h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;
- (i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and
- (j) Collect descriptions, materials and reports to pass along to future Cheesecake Coordinators.

5. **Color Guard/Winter Guard Coordinator.** The Color Guard/Winter Guard Coordinator shall work directly with the Comptroller or such other Vice President as the President may determine. The Color Guard/Winter Guard Coordinator shall fulfill the following duties:

- (a) Work with the Color Guard/Winter Guard Instructor, Vice President of Uniforms and Comptroller to determine needs for equipment, uniforms, uniform cleaning, volunteers and other needs of the Color Guard and the Winter Guard. Follow up with Suppliers if necessary;
- (b) Work with the Vice President of Volunteers to staff performance, as needed; and
- (c) Manage and coordinate any fundraiser conducted solely for the Winter Guard.

(d) Supply written reports to Secretary and participate in monthly meetings held by the Organization on the activities of the Color Guard and/or Winter Guard.

(e) Place orders for T-shirts and other apparel items for Winter Guard; and

(f) Collect descriptions, materials and reports to pass along to future Color Guard/Winter Guard Coordinators.

The duties of the Color Guard/Winter Guard Coordinator position may be shared and the duties may be split into the activities of the Color Guard and the Winter Guard.

6. **Equipment Coordinator.** The Equipment Coordinator shall work directly with the Comptroller or such other Vice President as the President may determine. The Equipment Coordinator shall fulfill the following duties:

(a) Maintain the equipment trailer and other components required to safely transport equipment and other equipment needs of the Band Program;

(b) Inform the Executive Board of any maintenance, repairs or purchases needed duties; and

(c) Collect descriptions, materials and reports to pass along to future Equipment Coordinators.

7. **Fall Banquet Coordinator.** The Fall Banquet Coordinator shall coordinate the hosting of the Fall Banquet and shall work directly with the President or such Vice President as the President may determine. The Fall Banquet Coordinator shall fulfill the following duties:

(a) Work with the Vice President of Volunteers and the Student Representatives to obtain assistance for set up and clean up;

(b) Deal with the vendors for the provision of food;

(c) Arrange for the sale of tickets and collection of proceeds; and

(d) Collect descriptions, materials and reports to pass along to future Fall Banquet Coordinators.

8. **Fanfare Coordinator.** The Fanfare Coordinator shall coordinate the production and publication of the Fanfare newsletter and shall work directly with the Vice President of Communications and Public Relations or such other Vice President as the President may determine. The Fanfare Coordinator shall fulfill the following duties:

(a) Work with the Website and Email Coordinator to distribute the Fanfare newsletter;

(b) Work with the Directors of the Band Program and the Fine Arts Chairperson to obtain content and approval prior to publication;

(c) Work with the Vice President of Communications and Public Relations to preserve the history and traditions of the Band Program; and

(d) Collect descriptions, materials and reports to pass along to future Fanfare Coordinators.

9. **Jazz Coordinator.** The Jazz Coordinator shall work directly with the Band Directors and/or President or such Vice President as the President may determine. The Jazz Coordinator shall fulfill the following duties:

(a) Coordinate with the Vice President of Hospitality to provide dinners and/or refreshments for Jazz Café, NIU Jazz Concerts and any other Jazz-related events of the Band Program;

(b) Collect payments and pertinent forms for the annual Purdue Festival trip or any replacement trip;

(c) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(d) Obtain volunteers to assist with Jazz activities with the assistance of the Vice President of Volunteers; and

(e) Collect descriptions, materials and reports to pass along to future Jazz Coordinators.

10. **Kiwanis Peanut Day Coordinator.** The Kiwanis Peanut Day Coordinator shall work with the local chapter of Kiwanis International to participate in their Peanut Day fundraiser and shall work directly with the Vice President of Ways and Means, Vice President of Volunteers or such other Vice President as the President may determine. The Kiwanis Peanut Day Coordinator shall fulfill the following duties:

(a) Work with the Kiwanis organization to secure the fundraising dates and delivery of the peanuts;

(b) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;

(c) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;

(d) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(e) Work with the Vice President of Volunteers to provide staffing, as needed;

(f) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(g) Collect descriptions, materials and reports to pass along to future Kiwanis Day Coordinators.

11. **Marching Band Picture Coordinator.** The Marching Band Picture Coordinator shall work directly with the President or such other Vice President as the President may determine. The Marching Band Picture Coordinator shall fulfill the following duties:

(a) Coordinate the production of professional photographs of Marching Band and Color Guard sections and students; and

(b) Collect descriptions, materials and reports to pass along to future Marching Band Picture Coordinators.

12. **Market Day Coordinator.** The Market Day Coordinator shall work with the School Administration to staff and participate in Market Day fundraisers for the benefit of the Band Program and shall work directly with the Vice President of Ways and Means or such other Vice President as the President may determine. The Market Day Coordinator shall fulfill the following duties:

(a) Place orders, coordinate payments and work with vendors on delivery of products;

(b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;

(c) Manage collections from students and payment of vendors;

(d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;

(e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;

(f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;

(g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;

(i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related materials; and

(j) Collect descriptions, materials and reports to pass along to future Market Day Coordinators.

13. **Medical Supplies Coordinator.** The Medical Supplies Coordinator shall work directly with the Directors of the Band Program and Comptroller or such Vice President as the President may determine. The Medical Supplies Coordinator shall fulfill the following duties:

(a) Maintain the first-aid kits throughout the School year;

(b) Collect descriptions, materials and reports to pass along to future Medical Supplies Coordinators.

14. **Merchandise Coordinator.** The Merchandise Coordinator shall work directly with the Vice President of Ways and Means or such other Vice President as the President may determine. The Merchandise Coordinator shall fulfill the following duties:

(a) Coordinate the Marching Band show shirt student competition, ordering and distribution of such shirts.

(b) Coordinate the ordering of all band-related merchandise;

(c) Manage orders and collection of payments;

(d) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related materials; and

(e) Collect descriptions, materials and reports to pass along to future Merchandise Coordinators.

15. **Parent Mentoring Coordinator.** The Parent Mentoring Coordinator shall work directly with the Vice President of Membership or such other Vice President as the President may determine. The Parent Mentoring Coordinator shall fulfill the following duties:

(a) Contact parents of incoming freshman to inform them of Marching Band and other Band Program opportunities;

(b) Be available to answer questions about the Band Program; and

(c) Collect descriptions, materials and reports to pass along to future Parent Mentoring Coordinators.

16. **Plant Sale Coordinator.** The Plant Sale Coordinator shall coordinate the Plant Sale fundraiser and shall work directly with the Vice President of Ways and Means or such other Vice President as the President may determine. The Plant Sale Coordinator shall fulfill the following duties:

- (a) Place orders, coordinate payments and work with vendors on delivery of products;
- (b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;
- (c) Manage collections from students and payment of vendors;
- (d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;
- (e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;
- (f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;
- (g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;
- (h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;
- (i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and
- (j) Collect descriptions, materials and reports to pass along to future Plant Sale Coordinators.

17. **Restaurant Fundraiser Coordinator.** The Restaurant Fundraiser Coordinator shall identify restaurants willing to participate in fundraising activities and shall work directly with the Vice President of Ways and Means or such other Vice President as the President may determine. The Restaurant Fundraiser Coordinator shall fulfill the following duties:

- (a) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;
- (b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;
- (c) Manage collections from students and payment of vendors;
- (d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;

(e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;

(f) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(g) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;

(h) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(i) Collect descriptions, materials and reports to pass along to future Restaurant Fundraiser Coordinators.

18. Special Events Coordinator.

The Special Events Coordinator shall coordinate special event fundraisers such as the annual golf outing and shall work directly with the President, Vice President of Volunteers or such other Vice President as the President may determine. The Special Events Coordinator shall fulfill the following duties:

(a) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;

(b) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;

(c) Work with the Vice President of Volunteers to provide staffing, as needed;

(d) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and

(e) Collect descriptions, materials and reports to pass along to future Special Events Coordinators.

19. Spring Banquet Coordinator. The Spring Banquet Coordinator shall work directly with the President or such Vice President as the President may determine. The Spring Banquet Coordinator shall fulfill the following duties:

(a) Coordinate the hosting of the Spring Banquet;

(b) Work with the Vice President of Volunteers and Student Representatives to obtain assistance for set up and clean up;

(c) Deal with the vendors for the provision of food;

- (d) Arrange for the sale of tickets and collection of proceeds; and
- (e) Collect descriptions, materials and reports to pass along to future Spring Banquet Coordinators.

20. **Store Fundraiser Coordinator.** The Store Fundraiser Coordinator shall identify merchants willing to participate in fundraising activities and shall work directly with the Vice President of Ways and Means or such other Vice President as the President may determine. The Store Fundraiser Coordinator shall fulfill the following duties:

- (a) Place orders, coordinate payments and work with vendors on delivery of products;
- (b) Work with parent coordinators from Friends of Fine Arts, Choir Boosters and other School organizations to coordinate collections from students and delivery of products to those organizations;
- (c) Manage collections from students and payment of vendors;
- (d) Work with the Vice President of Student Accounts to coordinate the proper crediting of student sales;
- (e) Keep records of sales and submit reports to the Vice President of Ways and Means and the Treasurer;
- (f) Make arrangements to set up and run the fundraiser, including obtaining any necessary approvals of the School Administration;
- (g) Work with the Vice President of Communications and Public Relations to publicize this fundraiser and to maintain current information about it in the newsletter and on the website;
- (h) Work with the Vice President of Volunteers and the Student Representatives to provide staffing, as needed;
- (i) Submit any monies received to the Treasurer promptly, along with a proper accounting and any related records or receipts; and
- (j) Collect descriptions, materials and reports to pass along to future Store Fundraiser Coordinators.

21. **Video Coordinator.** The Video Coordinator shall work directly with the Vice President of Communications and Public Relations, Vice President of Volunteers, or such other Vice President as the President may determine. The Video Coordinator shall fulfill the following duties:

- (a) Arrange for the video taping of Marching Band performances;

- (b) Arrange for the video taping of Music Bowl performances;
- (c) Coordinate the production of DVDs for sale to students; and
- (d) Collect descriptions, materials and reports to pass along to future Video Coordinators.

22. **Water Coordinator.** The Water Coordinator shall work directly with the Vice President of Volunteers and Comptroller or such Vice President as the President may determine. The Water Coordinator shall fulfill the following duties:

- (a) Arrange for the provision of water to students at all performances of the Marching Band, such as football games and competitions;
- (b) Work with the Vice President of Volunteers to obtain volunteers to assist with this activity; and
- (c) Collect descriptions, materials and reports to pass along to future Water Coordinators.

23. **Website and Email Coordinator.** The Website and Email Coordinator shall establish and maintain a website for this Organization and shall work directly with the Vice President of Communications and Public Relations or such other Vice President as the President may determine. The Website and Email Coordinator shall fulfill the following duties:

- (a) Maintain an email address list of all members of the Band Program; and
- (b) Maintain the Organizations online resources, including the Booster website, Music Bowl site, stored videos, blog page and online calendar, updated and current with all of the relevant Organization information, such as, approved minutes, newsletter, fundraising activities;
- (c) Work closely with the Vice President of Music Bowl to keep the Music Bowl information updated;
- (d) Collect descriptions, materials and reports to pass along to future Website and Email Coordinators.

APPENDIX B

Forms Directory

- Student Account Refund Request Form
- Mustang Band Boosters – Request for Check
- Mustang Band Boosters – Treasury Receipt
- Marching Mustang Music Bowl – Deposit Form
- Marching Mustang Music Bowl – Request for Reimbursement
- Mustang Band Scholarship Application
- Marching Mustangs – Request for Excused Absence
- Mustang Bands – Medical Information and Release Form
- Marching Mustangs – Intent to Participate Form
- Mustang Bands – General Registration Form
- Marching Mustangs – Rehearsal/Performance Contract
- School Instrument Usage Contract
- District 99 – Travel Form
- Honors Program Application
- Honors Program Private Teacher Verification Form
- Chaperone Form (to be developed)
- Other Ad Hoc Forms to be develop as the need arises