

COMMUNITY HIGH SCHOOL DISTRICT 99 SOUTH HIGH SCHOOL

DOWNERS GROVE SOUTH HIGH SCHOOL MUSTANG BAND BOOSTERS

BYLAWS

Article I *NAME*

The official name of this organization is “Downers Grove South High School Mustang Band Boosters,” also known as “Mustang Band Boosters.” This organization is under the supervision of the Community High School District 99 South High School Director of Student Activities.

Article II *PURPOSES*

The purposes of this organization are:

- a) To promote the wind and percussion component (herein to be known as the “band program”) of the Fine Arts Department of Community High School District 99 South High School through the interaction and cooperation of students, directors of the band program, school administration, parents, and the community.
- b) To provide supplemental material, financial and moral support, and public recognition to the band program.
- c) To encourage parental involvement and attendance in all band program activities, and to enlist the aid of community resources in support and recognition of the band program.

Article III *MEMBERSHIP AND FEES*

Section 1

The membership year of this organization shall begin on June 1st and end on the following May 31st.

Section 2

The parents or legal guardians of a student enrolled in the band program shall be considered members of this organization for the current membership year.

Section 3

The parents or legal guardians of a student enrolled in the band program shall be asked to contribute an annual band membership fee. The executive board shall set the amount.

Section 4

Each officer of this organization shall pay the band membership fee for the membership year that said office is held.

Article IV
OFFICERS AND THEIR ELECTION

Section 1

Each officer of this organization shall be a member of this organization during the membership year that said office is held.

Section 2

The officers of this organization shall be a president, vice president communications, vice president ways and means, vice president membership, a treasurer, a secretary of student accounts, a recording/corresponding secretary, a marketing/public relations coordinator, a social activities coordinator, an equipment coordinator, a uniform coordinator, a volunteer coordinator, a history/tradition secretary, and a Music Bowl coordinator.

Section 3

More than one (1) person may be nominated for each office, in which case, the nominating committee shall place multiple names on the election ballot.

Section 4

During the regular meeting in February, an opportunity shall be given for nominations from the floor.

Section 5

Only those who have consented to serve if elected shall be eligible for nomination either by the nominating committee or from the floor.

Section 6

Officers shall be elected by ballot annually at the regular meeting in March.

Section 7

In order to be elected to an office, a nominee shall win by a majority of votes cast by the general board. 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 to a specific office.

Section 8

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. The time between the close of the regular meeting in March and the regular meeting in May shall serve as a transition time during which the outgoing and incoming officers shall work together to fulfill the duties of that office.

Section 9

Two (2) persons may hold any office of this organization. However, they shall share one (1) executive board vote.

Section 10

Two (2) members of the same family may not hold the offices of president and treasurer concurrently.

Section 11

Officers shall serve without compensation for their services.

Section 12

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

Section 13

If a vacancy occurs in an office, it shall be filled by appointment and approved by an affirmative majority vote of the general board.

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

Section 1

The executive board shall consist of the directors of the band program or their designated representatives and the elected officers of this organization.

Section 2

The **directors of the band program** shall fulfill the following duties:

- a) Attend all meetings of this organization, or shall designate representatives.
- b) Develop the annual master calendar of events of this organization and the band program with the approval of the school administration, student activities director, athletic director, and fine arts department chair.
- c) Maintain the annual master calendar of events of this organization and the band program with the assistance of the president.
- d) Assist in the development of the annual budget with the other members of the budget committee.
- e) Confer with the treasurer and/or president concerning use of all funds and accounts.
- f) Assist the treasurer and/or president with communication and interaction with other members of the band program staff regarding the maintenance and accountability of their operating budgets.
- g) Participate as members of the nominating committee.
- h) Participate as members of the Music Bowl finance committee.
- i) Approve any requests for reimbursement from student accounts before any disbursement is made.
- j) Communicate or interpret information to and from the school administration and fine arts department that is pertinent to this organization. This includes, but is not restricted to:
 - 1) Assist the president with communication and interaction with the "Friends of Fine Arts" booster organization and the fine arts department chair.
 - 2) Assist the vice president of communications with website development and other officer duties as they relate to District 99 policy and/or school administrative approval.
 - 3) Assist the vice president of ways and means with submitting to the student activities director any needed applications for permission to hold fundraisers for the upcoming membership year.
 - 4) Assist the marketing/public relations coordinator with corporate sponsorship planning and other officer duties as they relate to District 99 policy and/or school administrative approval.
 - 5) Assist the Music Bowl coordinator and committee as needed with event planning and budget development

Section 3

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

- a) Preside at all meetings of this organization, or shall designate a representative from the executive board. The rules of order for all meetings of this organization shall consist of but are not limited to the following:

- 1) The president shall set and regulate the agenda for each meeting of this organization.
 - 2) The president shall acknowledge members' requests for agenda items up to one (1) week in advance of meetings of this organization.
 - 3) The president shall communicate the agenda to all general board members no less than five (5) days prior to each meeting of this organization.
 - 4) All members present may address the group only during their allotted agenda time, unfinished business, new business, or when recognized by the president or other officer on the floor.
- b) Oversee and delegate the business and activities of this organization.
 - c) Maintain an annual master calendar of events of this organization and the band program with the assistance of the directors of the band program.
 - d) Assist in the development of the annual budget with other members of the budget committee.
 - e) Serve as *ex officio* member of all committees, except the nominating and audit committees.
 - f) Assist in obtaining committee chairs.
 - g) Appoint members to special committees.
 - h) Create additional positions and delegate duties as needed to promote the purposes of this organization and to carry on the work of this organization.
 - i) Assist the vice president of communications with website development.
 - j) Maintain communication and interaction with the "Friends of Fine Arts" booster organization and fine arts department chair with the assistance of the directors of the band program.
 - k) Assist the directors of the band program and/or treasurer with communication and interaction with other members of the band program staff regarding the maintenance and accountability of their operating budgets.
 - l) Abstain from voting on all motions and decisions made by the executive and general boards, unless a tie-breaking vote is required.
 - m) Appoint a vice president to assume the president's duties in the event of a short-term absence.

Section 4

The **vice president of communications** shall fulfill the following duties:

- a) Accept information from all students, committee chairs, officers, and directors of the band program for newsletter design and layout. Information for newsletters shall include but are not limited to:
 - 1) Letter or announcement from directors of the band program and/or other general board members
 - 2) Student recognition
 - 3) Invitation for parental involvement
 - 4) News and reminders of upcoming events/activities/fundraisers
 - 5) Calendar of events of this organization and the band program including updates and approved changes
 - 6) Reminders of policy concerning student fund accounts
- b) Submit newsletter to the Fine Arts Chair or his delegate according to District 99 policy before publication.
- c) Arrange for publication of the newsletter.
- d) Distribute newsletter to members and other interested parties. There shall be not less than six (6) newsletters per membership year.
- e) Maintain the website of this organization with the assistance of the directors of the band program and other members of the general board.
- f) Create additional positions and delegate duties as needed for website management, photography, videography, etc.
- g) Collect committee reports from all communication committee chairs to pass along to future communication committee chairs.

Section 5

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 fund accounts.
- b) Submit to the student activities director 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 to maintain current information about fundraisers in the newsletter and/or on the website.
- d) Obtain volunteers for fundraiser committees with the assistance of the volunteer coordinator.
- e) Explain monetary responsibilities to fundraiser committee chairs and ensure funds are turned in to the treasurer promptly and accurately.
- f) Ensure individual student account profit totals are submitted to the secretary of student accounts and treasurer.
- g) Assist in the development of the annual budget with the other members of the budget committee.
- h) Collect committee reports from all fundraiser committee chairs to pass on to future fundraiser committee chairs.
- i) Assist the Vice President of Membership in tracking student participation in Service Credit activity to facilitate the eligibility for the distribution of scholarship awards.

Section 6

The **vice president of membership** shall fulfill the following duties:

- a) Maintain accurate records and collect all membership fees and pertinent forms for all participants in the band program.
- b) Provide updated paid membership fee information to the fine arts secretary for publication in each concert program.
- c) Initiate communication with families who have not paid the membership fee and/or returned pertinent forms.
- d) Maintain accurate records and collect all fees, fundraising expectations, and pertinent forms for participants in the marching band program.
- e) Maintain accurate records and collect all fees and pertinent forms for all participants in band trips.
- f) Submit all monies collected to the treasurer in a timely fashion.
- g) Work with the president and vice president of communications to maintain current information about payment deadlines in the newsletter and/or on the website.
- h) Work with the secretary of student accounts on authorized deductions from student accounts for payment of any membership fees, marching band fees/fundraising expectations and band trip fees.
- i) Assist in the development of the annual budget with other members of the budget committee.
- j) Track student participation in Service Credit activity with the assistance of the Vice President of Ways and Means to facilitate eligibility for the distribution of scholarship awards.

Section 7

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

- a) Receive all monies of this organization and keep an accurate record of income and expenses.
- b) Place all monies in a depository approved by an affirmative vote of two-thirds (2/3) of the executive board.
- c) Disburse funds in accordance with the annual budget and authorized by properly signed vouchers and receipts.
- d) The treasurer or president shall approve all payment requests before disbursement is made. The treasurer or president shall be given seven (7) days prior notice to write checks needed in accordance with the annual budget.
- e) The treasurer or president shall sign all checks approved for disbursement. All checks exceeding \$1,000 shall require the signatures of both the treasurer and the president.

- f) Communicate a written financial statement to all general board members no less than five (5) days prior to each regular meeting of this organization, at every regular meeting of this organization and at other times as requested by the executive board. A copy shall also be sent to the Student Activities Director.
- g) Assist in the development of the annual budget with other members of the budget committee.
- h) Assist the directors of the band program and/or president with communication and interaction with other members of the band program staff regarding the maintenance and accountability of their operating budgets.
- i) Present an annual financial statement at the regular meeting in June.
- j) Provide the checkbook, all bank statements, voided checks and deposit slips, treasurer's records, vouchers and invoices for all disbursements to the auditing committee.
- k) Participate as a member of the Music Bowl finance committee.

Section 8

The **secretary of student accounts** shall 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 regular meetings of this organization.
 - 3) Work closely with treasurer and vice president of ways and means regarding proper accounting of funds generated from fundraisers.
 - 4) Work closely with the vice president of membership regarding proper accounting of deductions for band membership fees, marching band fees/fundraising expectations, and band trip fees.
- 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.

Section 9

The **recording/corresponding secretary** 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 all meetings of this organization to all general board members no less than seven (7) days in advance of an upcoming meeting. A copy shall also be sent to the Student Activities Director.
- e) Be responsible for external correspondence.
- f) Keep a current copy of the bylaws of this organization on file.

Section 10

The **marketing/public relations coordinator** shall fulfill the following duties:

- a) Coordinate the design, graphics and production of all printed matter ensuring a consistent representation of the band program. This shall include, but not be limited to:
 - 1) Newsletter
 - 2) Marketing materials
 - 3) Stationery
 - 4) Banners
- b) Communicate and publicize activities of this organization and the band program to local media and school in conjunction with the president, vice president of communications, and Music Bowl coordinator.
- c) Coordinate all corporate fundraising in conjunction with the directors of the band program and other general board members.

- d) Obtain volunteers for marketing/public relations committees with the assistance of the volunteer coordinator.
- e) Create additional positions and delegate duties as needed for marketing/public relations.
- f) Collect committee reports from all marketing/public relations committee chairs to pass on to future marketing/public relations committee chairs.

Section 11

The **social activities coordinator** shall fulfill the following duties:

- a) Coordinate all social activities. These shall include but are not limited to providing refreshments at parades, marching band camps, football games, competitions, concerts and coordinating banquets and other special events.
- b) Obtain volunteers for social activities committees with the assistance of the volunteer coordinator.
- c) Present contracts for banquet halls, food preparation, etc, to the executive board for approval by an affirmative vote of two-thirds (2/3).
- d) Create additional positions and delegate duties as needed for social activities.
- e) Collect committee reports from all social activities committee chairs to pass on to future social activities committee chairs.

Section 12

The **equipment coordinator** shall fulfill the following duties:

- a) Arrange for transportation of the equipment to band activities.
- b) Coordinate the loading, transportation, and unloading of all equipment needed for band activities.
- c) Obtain volunteers for set up and take down of equipment for band activities with the assistance of the volunteer coordinator.
- d) Maintain the equipment trailer and other components required to safely transport equipment.
- e) Inform the executive board of any repairs or purchases needed to fulfill required duties.
- f) Create additional positions and delegate duties as needed for equipment.
- g) Collect committee reports from all equipment committee chairs to pass on to future equipment committee chairs.

Section 13

The **uniform coordinator** shall fulfill the following duties:

- a) Coordinate the distribution of uniforms.
- b) Coordinate needed cleanings of uniforms.
- c) Coordinate needed repairs of uniforms.
- d) Coordinate the assembly of drum major uniforms and any uniform accessories needed under the direction of the band directors.
- e) Obtain volunteers for uniforms with the assistance of the volunteer coordinator.
- f) Maintain an accurate inventory of all components of uniforms.
- g) Inform the executive board when any student fails to return uniform, or loses/damages any portion of uniform.
- h) Inform the executive board of any shortages or need to replace any uniforms.
- i) Create additional positions and delegate duties as needed for uniforms.
- j) Collect committee reports from uniform committee chairs to pass on to future uniform committee chairs.

Section 14

The **volunteer coordinator** shall fulfill the following duties:

- a) Compile volunteer sheets and distribute categorized volunteer information to officers and committee chairs.
- b) Assist officers and committee chairs in obtaining volunteers.

- c) Obtain volunteers for marching band camp, home football games, competition days, performances, clinics, etc, as requested by the directors of the band program.

Section 15

The **history/tradition secretary** shall fulfill the following duties:

- a) Maintain historical records, documents, newspaper articles, trophies, etc. of the band program.
- b) Help disseminate important historical and traditional information to help continue the legacy and recognize the accomplishments of the band program.
- c) Coordinate with the vice president of communications to help present the history and tradition of the band program for publication in the newsletter and on the website.

Section 16

The **Music Bowl coordinator** shall fulfill the following duties:

- a) Work with the Music Bowl committee chairs to fulfill the responsibilities of each aspect of the competition.
- b) Work with the music bowl finance chair to develop an annual budget for the event. The 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 participating band fees, program book ad sales and sponsorship.
- c) Work with the directors of the band program, additional members of the marching band and/or band program staff, and consultants to keep the event on track.
- d) Maintain communication with Music Bowl committee chairs to meet deadlines and financial obligations according to the Music Bowl calendar and budget.
- e) With the assistance of the music bowl finance chair, submit a monthly financial statement of the event's budget progress to the treasurer for inclusion in the treasurer's report at monthly board meetings
- f) Participate as a member of the Music Bowl finance committee.
- g) Due to the working calendar of this event, the incoming coordinator shall assume office by December 1st in order to fulfill responsibilities as outlined in coordinator's timeline of responsibilities. Likewise, all Music Bowl committee chairs shall assume office effective January 1st.
- h) Assist in the development of the annual budget with the other members of the budget committee. The outgoing coordinator will assist the current coordinator in the development of the annual budget.
- i) Collect committee reports from Music Bowl committee chairs to pass on to future Music Bowl committee chairs.

Section 17

In addition, the **executive board** shall fulfill the following duties:

- a) Attend all meetings of this organization. If any officer is absent for three (3) consecutive meetings of this organization without prior notice having been given to the president, he/she shall automatically forfeit his/her place on the executive board and be so notified.
- b) Maintain exclusive voting responsibilities on the following items:
 - 1) Approval of the annual budget at the regular meeting in June
 - 2) Approval of appointments of all members of special committees
 - 3) Approval of any expense exceeding the amount of the existing annual budget
 - 4) Approval of any amendments to or revisions of the bylaws
- c) Present reports and/or recommendations at all meetings of this organization.
- d) Submit articles related to the business of said office to the vice president of communications for publication in the newsletter and/or website.
- e) Transact business in the intervals between meetings of this organization.
- f) Submit funding needs to the budget committee for consideration of inclusion in the annual budget.

- g) Remove any officer not performing duties as outlined in the bylaws, upon the recommendation of the general board. An affirmative majority vote of the executive board shall be necessary for removal of an officer, prior notice having been given.
- h) Keep adequate records of said office to pass on to future officers.

Article VI
GENERAL BOARD

The general board shall consist of the directors of the band program or their designated representatives, the elected officers, the committee chairs, and all those persons serving on committees of this organization.

Article VII
MEETINGS

Section 1

Unless otherwise ordered by the executive board, regular meetings of this organization shall be held on the first Monday of each month at the school.

Section 2

A quorum for the transaction of the business at all meetings of this organization shall consist of a minimum of 7 elected officers and a minimum of 1 band director.

Section 3

Special meetings of this organization may be called by the president, or by the written request of not less than ten (10) members of this organization.

Article VIII
CALENDAR OF EVENTS

A master calendar of events of this organization and the band program shall be the result of annual and long-term strategies. The calendar shall be prepared by the directors of the band program, school administration, and fine arts department for submission to the general board. The calendar for the upcoming membership year shall be prepared during the spring of the current membership year.

Article IX
SPECIAL COMMITTEES

Section 1

The **audit committee** is a special committee, which shall be enacted when a 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, and are approved by an affirmative majority vote of the executive board. The committee shall choose its own chair before the close of the regular meeting at which they are appointed.

Section 2

The **budget committee** is a special committee, which shall be enacted at the regular meeting in March to develop the annual budget for the upcoming membership year. The annual budget shall be proposed at the

regular meeting in May and approved by an affirmative vote of two-thirds (2/3) of the executive board at the regular meeting in June. Members of the budget committee shall include 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, and incoming and outgoing Music Bowl coordinators. The committee shall choose its own chair before the close of the regular meeting in March.

Section 3

The **bylaws committee** is a special committee, which shall be enacted 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 majority vote of the executive board. The committee shall choose its own chair before the close of the regular meeting at which they are appointed. The bylaws committee will convene not less than biennially. Any revisions shall be provided to executive board members ten (10) days prior to the regular meeting at which they are to be considered. Revised bylaws shall be approved at a regular meeting by an affirmative vote of two-thirds (2/3) of the executive board.

Section 4

The **nominating committee** is a special committee, which shall be enacted at the regular meeting in January to create a slate of officers for the next term. Members of the nominating committee shall include the directors of the band program and three (3) members appointed by the president and approved by an affirmative majority vote of the executive board. The committee shall choose its own chair before the close of the regular meeting in January. The nominating committee shall present a slate of officers to all general board members at the regular meeting in February. The nominating committee shall also advise the executive board of members interested in serving as committee chairs.

Section 5

The **strategy committee** is a special committee, which shall be enacted when a need to determine monetary and non-monetary long-term goals occurs. It shall coordinate general procedures and fundraising efforts with projected needs as determined by the executive board. The president shall appoint no less than three (3) committee members, who are approved by an affirmative majority vote of the executive board. The committee shall choose its own chair before the close of the regular meeting at which they are appointed.

Section 6

The **music bowl finance committee** shall be comprised of the directors of the band program, the incoming and outgoing music bowl coordinators, the incoming and outgoing music bowl finance managers, and the treasurer. This committee shall become active upon the conclusion of the annual event, but no later than December 1st. This committee shall manage the funds that are produced from the annual music bowl event as indicated below:

- a) Determine the total profit from the current year according to the final financial report
- b) Determine an appropriate budget start-up amount for the following year's event
- c) Determine expenses that will be incurred for student leadership scholarships
- d) Determine an amount that is appropriate to recommend to the budget committee for the inclusion in the development of the marching band portion of the annual budget for the following year. This may also include anticipation of the purchase of new equipment as needed for use by students in the immediate future.
- e) Determine an amount that is appropriate to maintain as a reserve in case the following year does not produce profit due to inclement weather.
- f) Submit a recommendation of future fund allocation at the March General Board meeting for use in the budget development process by the budget committee

Article X
CONTRACTS and RECORDS

Section 1

The executive board must authorize any officer 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.

Section 2

Any member may inspect all books and records of this organization, prior notice having been given.

Article XI
FUNDS and ACCOUNTS

Section 1

The **income/expense fund** is referred to as the annual budget. It is the fund that shall pay the day-to-day expenses. The income/expense fund shall be used for any expense that is indicated in the annual budget or any expense that is approved at regular meetings of this organization by an affirmative vote of two thirds (2/3) of the executive board.

Section 2

The **directors' discretionary fund** is a line item in the annual budget. It is part of the income/expense fund designated as "directors' discretionary fund." The directors of the band program shall determine utilization of this fund. The executive board shall determine the amount to be budgeted for this fund each membership year.

Section 3

The **student fund** shall comprise of all monies earned by students through their direct participation in fundraisers or other such events as designated by this organization. The student fund is broken down into individual student accounts. Each student account may be used for paying student fees and expenses, by providing appropriate documentation to the secretary of student accounts. The following guidelines have been established regarding the student accounts:

- a) The monies may be a reimbursement for expenses pertaining to the student's music study, band program participation, travel, or private lesson expenses. Examples include instruments, instrument repairs, reeds, sheet music, trip costs, meal expenses up to \$25 per day, banquet dinner expenses, fee payments, additional allowable items, etc.
- b) If a student, who shall no longer be enrolled in the band program in the upcoming membership year, has a sibling, who shall be enrolled in the band program in the upcoming membership year, any monies left in his/her student account shall be placed in the sibling's student account.
- c) If a student, who shall no longer be enrolled in the band program in the upcoming membership year, does not have a sibling, who shall be enrolled in the band program in the upcoming membership year and who has not requested his/her money by May 15th of the current membership year according to the guidelines identified earlier in this section, any monies left in his/her student account shall be transferred to the Don Wilson Scholarship Fund.

Section 4

The Don Wilson Scholarship Fund shall be maintained with monies generated from proceeds from various sources which may include, but are not limited to monies remaining in graduating senior Student Accounts after the designated annual date of May 15, and a budgeted line item amount as approved by an affirmative vote of two-thirds (2/3) of the Executive Board. This fund shall be used to assist students who attend various band related private lessons, camps, marching band and/or other learning opportunities.

a) Application Process: Students are eligible for only one (1) \$200 maximum Don Wilson scholarship per school year and the Scholarship Application must be submitted during the dates listed below.

September 1 – October 1	Application window for 1 st semester private lesson scholarships
January 15 – February 15	Application window for 2 nd semester private lesson scholarships
March 15 – April 15	Application window for marching band fee scholarships
April 15 – May 15	Application window for summer camp scholarships
May 15 th	Deadline for senior band members to request band account funds
May 16 th	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 \$200 waiver for the marching band fee. Applications for student fee waivers may be obtained from the Associate Principal for Operations and Technology located in the Administration Office. An approved application with documentation for fee waivers must be on file with the school office before a student will be allowed to participate in marching band. These students' names and families will remain anonymous. Any student granted a marching band fee waiver may apply for a Don Wilson Marching Band Scholarship, but will be required to complete the fund raising expectation.

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 fee scholarships must complete these Service Credits during the school year prior to their camp or 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 various fundraiser chairperson(s). Service Credits will be posted on the Mustang Band Booster Website by student ID#, along with the Student Account balance information.

d) Award Amounts: Available scholarship funds will be allocated equally among the four (4) categories (marching band, summer camps, and fall and spring private lessons). However, the available scholarship funds may vary from school year to school year as determined by the funding sources. Therefore, in order for students to receive awards within each category, scholarships may be adjusted accordingly to include eligible students who have applied.

e) Scholarship Selection Committee: The Scholarship Selection Committee shall consist of the Band Directors, Band Booster President and Vice President of Membership (the "Committee"). The Committee will be responsible for reviewing all of the applications, awarding of scholarships and notifying the students of the award.

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

- (i) Marching Band:** Funds will be transferred to the marching band fee payment line item in the name of said student.
- (ii) Private Lessons:** Funds will be reimbursed to the student's parent by check upon presentation of paid receipt from private lesson instructor.
- (iii) Summer Camps:** Funds will be credited to the student's account upon presentation of paid receipt and written verification of attendance from the camp the student has attended.

Section 5

This organization manages four specific co-curricular activity funds. The monies are not part of the general funds of the organization but are solely for the benefit of the participants in each specific activity. The organization is entrusted with the safekeeping of the monies for purposes of continuity and convenience. These funds shall be self-generated from the participants involved in each activity and may carry over from one fiscal year to the next. They are as follows:

- a) The **color guard fund** is maintained for the use of fall color guard and winter guard participants to help support and sustain this additional activity as part of the overall marching band program. Various fund-raising activities approved by the directors of the band program and the color guard parent coordinator(s) help to sustain this fund. Since this activity is also supported through allocation of monies from the general operating budget, the directors of the band program, the color guard instructor(s), and the color guard parent coordinator(s) shall manage the expenditures of this fund. They shall contact the treasurer and/or president to access such funds.
- b) The **chamber music fund** has been developed to support the participation of high school and middle school percussion and wind instrument students in small chamber ensembles. These ensembles are supported through allocation of monies from the general operating fund that are used to compensate the private teachers that work with each of the groups. Additional funds that are generated through community chamber performances shall be deposited in this fund. Expenditure of these funds shall be limited to the purchase of resources and music as requested by the band directors and private teachers. They shall contact the treasurer and/or president to access such funds.
- c) The **percussion fund** is maintained for the use of fall marching band percussion, competitive indoor percussion activities and the steel drum ensemble. Various fund-raising activities approved by the directors of the band program and the percussion parent coordinator(s) help to sustain this fund. In addition, any community performances that generate income by these groups will also be deposited in this fund. This fund shall also be used to collect income from the participation fees 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 general operating budget, the directors of the band program, the percussion instructor(s), and the percussion parent coordinator(s) shall manage the expenditures of this fund. They shall contact the treasurer and/or president to access such funds.
- d) The **jazz band fund** is maintained to support the jazz ensembles and smaller jazz combos that are part of the band program. Funds raised through community performances shall be deposited in this fund. Fees and expenses incurred by jazz students for festival concerts, small trips, etc. shall also be collected in this account. The directors of the band program and the jazz parent coordinator manage these funds. They shall contact the treasurer and/or president to access such funds.

Section 6

The Marching Mustang Music Bowl is an annual event held at South High School with three goals. The first goal is to promote the South High band program to the people of the District 99 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 marching band students. The third is to generate funds to be used to further the marching band program at South High School through the purchase of equipment, the hiring of additional staff and other means of support as determined by the band directors. Income generated by this event shall be designated as a separate **music bowl fund** from multiple sources including, but not limited to community sponsors, area business sponsors, ticket sales, concession sales, participating band fees, program book advertising sales, parent and/or student personal ad sales, 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 general operating budget, 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 Article IX, section 6.

Section 7

The **auxiliary savings account** is a fund that shall be kept for emergency purposes. It is locked and shall not be included as part of the annual budget. The auxiliary savings account is a safeguard against exceeding the annual budget and not having funds in the event of a major shortfall or emergency. The executive board shall determine the balance to be maintained in this account each membership year. Any loans against this account must be repaid as quickly as possible. Any expenditure from the auxiliary savings account shall be approved by an affirmative vote of two-thirds (2/3) of the executive board.

Section 8

Other **special events and needs** funds may be set up periodically for 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 two-thirds (2/3). The total of all of the above funds shall be reported each month as separate and total amounts in the treasurer's report.

Section 9

All monies received by this organization shall be deposited into the **income/expense fund**. From there, three possible destinations are detailed below:

- a) If the monies received are from band membership fees, the monies remain 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 transferred to student accounts to compensate the student who raised the money, and the balance shall be placed in the income/expense fund unless other arrangements have been made.
- c) If the monies received are for a specific fund the monies shall be transferred into that fund. This includes 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, and special events and needs funds.

Article XII **FISCAL YEAR**

The fiscal year of this organization shall begin on June 1st and end on the following May 31st.

Article XIII
AMENDMENTS

Section 1

These bylaws may be amended at any regular meeting of this organization by an affirmative vote of two-thirds (2/3) of the executive board provided notice of the proposed amendment shall have been given to all members of the executive board at least ten (10) days prior to the date of the regular meeting at which the amendment is to be considered. Amendments to these bylaws shall become effective immediately upon adoption.

Section 2

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

ADOPTED _____
January 7, 2008

President _____
Marla C. Hoffmeyer

Secretary _____
Catherine A. Jama