**Wauconda Unit Band Booster By-Laws**

**Article I. Official Name and Fiscal Year**

The name of this organization shall be the Wauconda Unit Band Boosters, Inc. an Illinois

Non-profit organization.

The fiscal year shall be June 1st to May 31st. The Registered Agent and Registered Office of this corporation as required by the Statue of the State of Illinois may be changed from time to time by the board of directors.

**Article II. Purposes**

The purpose or purposes for which the corporation is organized are to help financially support the instrumental music activities and unique projects which promote the Middle School(s) and Senior High School band programs of the Wauconda Unit School District, but are outside the domain and purpose of the school district revenue. Band parents desire to see the program grow and develop so that students in the district may enjoy instruction and extracurricular experiences which will contribute to a responsible and mature person, both intellectually and socially. Also, the corporation hopes to make assistance to needy children in obtaining musical instruments, attending band camp programs and other related opportunities.

The corporation is organized exclusively for charitable and educational purposes, includingthe making of distributions to organization that qualify as exempt organizations under Section 501©(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future U.S. Internal Revenue Law).

At no time shall it be the objective of this organization to interfere with or attempt to influence the planning or functioning of the school administration. The organization will function independently from District 118. The District bears no responsibility for the business or conduct of members of the Wauconda Band Boosters.

No part of the net earnings of the corporation shall go to the benefit of, or be distributed to it members, directors, officers or other private persons, except that the corporation shall be authorized and empowered by the Board of Directors to pay reasonable compensation for services rendered.

**Article III. Officers and Registered Agent**

The principal office of the corporation shall be located in Wauconda, Illinois, and there may be other such offices as the Board of Directors shall designate.

The registered office of the corporation and the registered agent may, from time to time be changed by the Directors.

**Article IV. Membership**

The membership of this organization shall be open to and include the parents and guardians of all students in the instrumental music program of Wauconda Unit School District 118, teachers, and staff of District 118 and members of the community.

Liabilities of Members- No member of this corporation shall be personally liable for any of it debts, liabilities or obligations, nor shall any member be liable for any assessment.

Insurance- A liability shall be carried to protect the members of the corporation at all times. The amount of said policy shall be reviewed on an annual basis by the Board of Directors.

**Article V. Officers**

The organization shall be governed by a board of directors.

1. The board shall consist of the following:
2. President
3. Secretary
4. Treasurer
5. One Band Director from each school operating a band program in District 118

(Band Directors are non-voting members)

1. Publicity Director
2. Fundraising Director

One person may hold more than one position (not to exceed 2 positions) if no other members accept open positions until such time as another candidate is voted in by the membership. No one person shall hold the offices of President, Treasurer and/or Secretary at the same time.

1. Duties

President-The President shall preside at all meetings of the organization, appoint all committee chairpersons and shall be ex-officio member of all committees except the nominating committee.

Secretary – The Secretary shall keep records and minutes of all meetings and keep a file of all official correspondence. The Secretary shall assume the duties of the President in their absences and may appoint an alternate to take meeting minutes while the Secretary is assuming the position of President.

Treasurer – The Treasurer shall be the custodian of all funds, shall deposit and disburse the same as directed by the board. The Treasurer shall present statements at all board and general membership meetings, and keep accurate accounting of any and all subaccounts created for specific projects. The Treasurer will also serve as the Membership Coordinator, maintaining a current listing of all registered members in the organization.

Publicity Director – The Publicity Director shall keep in contact with all local media to inform them of activities of the organization. They shall also keep a file on all articles from newspapers and other media. The Publicity Director will also assist in the solicitation of new members.

Fundraising Director – The Fundraising Director shall oversee all fundraising events and activities. Status of fundraising events and final reports will be made to the Board and at regular meetings of the membership. The Fundraising Director will look for new fundraising opportunities that will benefit the organization. The Fundraising Director may utilize other members of the Band Boosters to chair or run specific fundraising events as they see fit. The Fundraising Director will ensure that the needs of the student in the District 118 Band Program are held in the highest regard when selecting fundraising events.

Band Directors – The Band Directors shall:

1. Attend Band Booster meetings as able.
2. Develop the annual master calendar of events of this organization and the band program with the approval of the administration.
3. Develop, coordinate and execute a curriculum concurrent with the educational goals of District 118.
4. Develop and implement all building and District related budgets related to the Band Programs.
5. Communicate the needs of the band program to the Band Boosters.
6. Assist Booster members and committees when appropriate.
7. Be informed by the Treasurer and/or President concerning use of all Booster funds and accounts.
8. Communicate or interpret information to and from the school administration and District 118 Band Program that is pertinent to this organization.

Term of office – The term of each office shall be two years unless reviewed and changed by the Board with the President, Secretary, and Publicity Director rotating on odd years and Treasurer and Fundraising Director rotating on even years. The term of office shall be from June 1st to May 31st. Elections will be held at the regular meeting in May. The vote will be taken by all regular members in attendance. **Amended 4/4/16**

1. Qualifications of Officers and Members

All officers must be members of this organization. Should at any time an officer resign from their position, or no qualify to be a member of the organization the position will be deemed vacant, and remain as such until replacement is found and voted on at a regular meeting.

Qualifications – Any person agreeing to be bound by the Articles of Incorporation of the corporation, by these by-laws and by such rules and regulations as the Board of Directors, is eligible for membership in this corporation.

Only one member per family may serve on the board during the calendar year.

1. Election of Officers

The election of officers shall be accomplished by the members present at an organization meeting in May of each year. Nominations will be taken at the organization’s April meeting and all candidates must read and sign the Description of Office and Responsibilities.

Term of Office - The term of each office shall be two years unless reviewed and changed by the Board with the President, Secretary, and Publicity Director rotating on odd years and Treasurer and Fundraising Director rotating on even years. The term of office shall be from June 1st to May 31st. Elections will be held at the regular meeting in May. The vote will be taken by all regular members in attendance. **Amended 4/4/16**

**Article VI. Meetings of Members**

Place of meetings – All meetings of the membership shall be held at the registered office of the corporation, or at such place as the Directors shall, from time to time, designate.

Dates of meetings – A meeting of the organization will be held monthly from September to May. Meeting dates may change from time to time due to holidays, concerts and other functions. When this occurs, the Board will select a new meeting date and time, and give the membership as much notification as possible. **Amended 4/4/16**

Notification – All members shall be notified of all general and special meetings by the Secretary.

Executive Meetings – All executive meetings shall consist of the Board of Directors and committee chairpersons only.

Informal Action by Board – Any action required to be taken at a meeting of the members of the corporation, or any other action which may be taken at a meeting of members, may be taken without a meeting if a consent in writing; setting forth the action so taken is signed by all members entitled to vote on the subject matter.

Quorum – The required quorum for the conducting of official business at a meeting of the Board of Directors shall be (3). The required quorum for the conducting of business at a Band Booster meeting shall be based on majority vote of those in attendance.

Proxies – At any meeting a member shall not be able to vote by proxy.

**Article VII. Finance**

Funds – All funds shall be generated through sales projects, donations, bequests and any other voluntary means.

Deposits – All funds of the corporation shall be deposited to the credit of the corporation in such banks, trust companies, or other depositories as the Board of Directors may select. All funds shall be invested in riskless transactions or their equivalent.

Reimbursements – No office shall receive payment for services except for out of pocket expenses.

Contracts – All contracts shall be presented to and approved by the Board of Directors prior to enactment.

Payment – Payment of contracts shall be made only to independent contractors upon completion of services rendered. No payment shall exceed approved levels unless reviewed and voted by the Board of Directors.

Checks/Drafts – All checks/drafts from the Band Booster fund shall require the signature of the Treasurer and President. Once the Financial account is established, all online passwords shall be shared between the President and Treasurer.

**Article VIII. Authority and Procedure**

The rules contained in Robert’s Rules of Order, Revised, shall govern this organization in all cases.

**Article IX. Amendments**

These by-laws may be altered, amended or repealed and new by-laws may be adopted by the Board of Directors. Any recommended changes, additions or subtractions should be provided to the Board of Directors in writing 10 days prior to any regular meeting or special meeting help to vote on such changes.

Amendments require the approval of two-thirds vote of the members in attendance at a scheduled monthly booster meeting in order to be adopted. Motion to suspend the rules applies only to rules of order or standing rules. In order to suspend a rule one must show a definite purpose and then a two-thirds vote is required.

**History of Amendments**

The revised by-laws have been approved by the Board and members present at the April 21, 2011 meeting of the Wauconda Band Boosters. **Amended 4/21/11**

Dates of meetings – A meeting of the organization will be held monthly, generally the second Monday of each month from September to May.

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Terms of Office – The term of each office shall be one year unless reviewed and changed by the Board.

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**Article X. Removal of Officer and Appointed Positions**

Removal of an officer for misconduct or poor performance shall be by two-thirds vote of the Board of Directors and by subsequent approval by two-thirds of the members present at a regular scheduled meeting immediately following the action by the Board of Directors. The Board of Directors has the right to then appoint a replacement for that position.

**Article XI. Dissolution**

Upon dissolution of this organization, all remaining funds shall be delivered within 60 days to the Board of Education, Unit District 118 to be used in the Wauconda Unit District 118.