

BYLAWS OF THE LAKE FOREST HIGH SCHOOL BAND BOOSTERS

Revised July 2019

ARTICLE I: GOAL OF ORGANIZATION

Section I: The goal of the Lake Forest High School Band Booster Association is to promote instrumental music education at Lake Forest High School through volunteering, financial support, fundraisers, awards, and scholarships.

ARTICLE I: OFFICERS AND DUTIES

Section I: The officers of this organization shall be: President, Vice President, Secretary, and Treasurer and 2 Members at Large.

Section I (a): The Band Director will not hold an official officer position but will attend meetings with the Executive Board, chair committees and break any voting ties in an Executive Board quorum.

Section II – PRESIDENT: Shall preside at all meetings of the organization and of the executive committee, shall be a member ex-officio for all committees, except the nomination committee, shall appoint all committee chairpersons as required, shall see the officers and committees perform assigned duties and render required reports, and shall perform such other duties as may be prescribed in these Bylaws, as assigned to him or her by the organization, band director, or by the executive board. The President shall prepare a roster of officers and committee chairpersons, which will be made available to anyone requesting same. The President shall deliver an annual report at the April general Band Booster meeting. Such report shall summarize the past year's activities and make recommendations for the coming year. If a vacancy occurs in the office of President, The Vice President shall assume the office of the President. A new Vice President shall then be elected per the procedure described in Article IV, Section III. The President will serve as Chairperson for the following: Lake Forest TOB, chaperones, and the State Fair Concert Concessions chairperson.

Section III – VICE PRESIDENT: It shall be the duty of the Vice President, in the absence or disability of the President, to perform all duties of the President. If a

vacancy occurs in the office of the President (due to illness, resignation, etc.) the Vice President will assume the office of the President, until such time as the next President is elected in accordance with these Bylaws. The Vice President shall serve as Parliamentarian at all Executive Board and general meetings of the Lake Forest High School Band Boosters. The Vice President shall serve as Uniform Chairperson.

Section IV – SECRETARY: It shall be the duty of the Secretary to keep minutes of all proceedings, which shall be kept on file for the availability of all members and shall keep a record of attendance and correspondence. Minutes from each meeting will be sent to all band parents, regardless of attendance, no more than a week after the meeting. The Secretary is responsible for keeping a parent email list updated yearly.

Section V – TREASURER: The Treasurer shall be responsible for the checking account, bill payment, and student accounts. At each monthly meeting the Treasurer will give an accounting of the current balance(s), bills paid, monies received. The Treasurer will also provide a verbal balance of your child's account at the meeting and a monthly financial report within 5 business days at the request by each parent. A report detailing each student account will be given to the band director (in Excel format) at the beginning of each school year. The Treasurer will provide letters to all students with debts no later than the last day in April.

Section VI – MARKETING DIRECTOR: The Marketing Director will promote fundraising and activities that the instrumental music education program is supporting. The Marketing Director will work with the Executive Board as well as the Band Director(s), to promote instrumental music education. Duties of the Marketing Director; Manage all marketing material for instrumental music education including, but not limited to social media sites, videos, and photographs. Preparing online and print marketing campaigns for Executive Board and Band Director(s) approval. Develop the marketing strategy for the instrumental music education in line with the goal of the organization. Coordinate marketing campaigns with fundraisers. This includes coordinating with the band director(s), sending of communications, and any material to promote fundraisers, including social media, print, and radio/tv. Assist Band Director(s) for promotional needs. Manage and increase lead generation campaigns, through but not limited to, corporate sponsorship campaigns, and fundraising marketing. Monitor and report at the monthly meeting on effectiveness of marketing. Social Media: The

Marketing Director(moderator), President(administrator), and Vice President (administrator) oversee all social media accounts.

Section VII: Restriction of officers: The President and the Treasurer of this organization shall not be members of the same household.

ARTICLE II: EXECUTIVE BOARD

Section I: The Executive Board is composed of all elected officers, High School band director, and two members at large.

Section II: A quorum of the Executive Board shall consist of three (3) officers and one (1) band director.

Section III: The duties of the Executive Board shall be to transact necessary business between organization meetings. The Executive Board shall have the power to authorize disbursements of funds, if an emergency exists, not to exceed \$300.00. Attendants at Executive Board meetings will consist of Executive Board members and other invited individuals as necessary to transact business. However, only the Executive Board members will be permitted to vote on any matter discussed.

ARTICLE III: MEETINGS

Section I:

A. The regular meetings shall be scheduled monthly. Three days' notice will be given in the event of a change of a scheduled meeting.

B. While the "Articles of Organization" specify that the meetings of the Band Booster organization be held in the Lake Forest High School band room, the meeting location may be changed.

Section II: Special meetings may be called by the Executive Board.

Section III: Voting membership is limited to parents and guardians of current and past members, and band alumni. The voting members present at a meeting shall constitute a quorum.

ARTICLE IV: ORDER OF BUSINESS

The Order of Business at the regular meetings of the organization shall be as follows:

1. Call to order by the presiding officer.

2. Reading of the minutes of the previous meeting-correction or acceptance of same by the voting members.
3. Treasurer's report- acceptance of same by voting members and placed on file subject to audit.
4. Director's Report.
5. Reports of Committees.
6. Unfinished Business.
7. New Business.
8. Program (if any).
9. Adjournment.

ARTICLE V: ELECTIONS

Section I:

- A. Any individual present at the March meeting may nominate any current member of the Band Boosters. The nomination may come from the individual being nominated. After the nomination is seconded and accepted by the individual, their name shall be added to the ballot. The band director may not make any nominations but is allowed to second a nomination.**
- B. The Secretary is responsible for preparing ballots by the April meeting.**

Section II:

- A. Beginning in a calendar year, officers shall be elected at the May meeting. Officers are to be elected by a simple majority.
- B. Officers shall assume their official duties at the close of the annual May meeting and, shall serve a term of one (1) year, and/or until their successors are elected.

Section III: Should the President resign during his or her term of office, The Vice President shall assume the office of the President, and a new Vice President shall be elected by the organization for the remainder of the term. Should there be a vacancy in the offices of Vice President, Secretary, or Treasurer, the organization shall elect a successor to complete the remainder of the term.

Section IV: Officers may be removed from their positions for the following reasons:

- A. An officer misses three (3) consecutive general meeting, unless excused.

B. An officer fails to perform his/her duties as prescribed by these Bylaws. The head Band Director may initiate a recall of that officer. The recall motion is presented to the Booster membership at the next general meeting of the organization. If two-thirds of the voting membership approves the recall motion, the officer is removed from his/her position. In the case of removal of the President, the Vice President shall assume the duties of the President. In the case of the Vice President, Secretary, or Treasurer a successor shall be elected according to Article V, Section III of these Bylaws.

ARTICLE VI: COMMITTEES

Committees shall be established as needed by the officers of the Band Boosters.

ARTICLE VII: AWARDS

The Band Booster organization shall sponsor an award system for band members who have successfully met the requirements as set up by the band director.

ARTICLE VIII: SCHOLARSHIP

There will be two (2) scholarships, a minimum of \$500 each, awarded to two scholarship recipients. During the first meeting of the year, the scholarship amount will be determined by a majority vote. The award is sponsored by the Lake Forest High School Band Booster organization. Scholarships will be awarded to graduating seniors in the Lake Forest Instrumental Music program for outstanding participation, dedication, and service in instrumental music. The awards will be based on a student's merit, GPA, and intended major (must major in the field of Music). Scholarship awards are made for the second academic year beginning in the fall. Scholarships will be paid to the University or College upon receipt of transcript indicating intended major.

Eligibility

A Lake Forest High School Senior band member who, upon graduation from high school, plans to attend a college, university, or private school **studying music**, may complete an application for the Karen S. Garey Music Scholarship.

Selection Committee

The selection for the Lake Forest Band Booster Scholarship shall be comprised of the three (3) band booster members and the high school band director. No

member of the selection committee may have a senior band member who might be under consideration for the scholarship.

Application Procedure

Eligible students who wish to apply for the Lake Forest Band Boosters Karen S. Garey Scholarship should submit an official application by April 30th of the current year.

A transcript of the applicant's high school academic record to verify high school activities. Completed applications should be given to the Lake Forest High School Band Director. Upon receipt, all applications will be reviewed by the scholarship committee. The recipient of the Lake Forest High School Band Booster Scholarship will be notified at the Senior Awards Night.

ARTICLE IX: HIRING OF INSTRUCTORS FOR THE BAND PROGRAM

Section I: Occasionally the band director may need assistance in order to achieve his/her program goals. If financial support for such instruction is not available from the administration of the Lake Forest Schools, it will be necessary for the Band Booster organization to provide such support.

Section II: All monies for instructors must be approved by a simple majority of the voting members present at the meeting at which the band director(s) presents the proposed hiring.

ARTICLE X: CONFLICT OF INTEREST

In order to avoid any appearance of impropriety or conflict of interest, a person who may financially benefit from a proposal that is put to a vote must leave the meeting room immediately after a motion on the proposal is made, and be absent from the room during the discussion of and voting on the issue.

ARTICLE XI: POLICY ON ACQUIRING FUNDS

Section I: Basic Capital and Operating Funding

1. The marching band charges an annual fee per student in which the amount is determined per school year not to exceed \$100.
2. The band shall charge a fee for repair or replacement of instruments due to damage from misuse or neglect. Fee will be determined by lowest cost for repair or replacement.

3. All fees and funding is allocated by the LFHS Band Boosters, Inc.

Section II: Band Booster Fund

Money from all fundraisers, concerts, donations, and trip payments are deposited into this account. This account consists of two parts:

1. Program Growth and Maintenance Account: This fund is used to enhance the band program by paying for items needed by the program, yet are not covered by the school/district.
2. Band Student's Accounts: A percentage of fundraising money and all monies submitted for band trips go into the individual student's band accounts. The account is automatically set up once a student registers in one of the bands.

Section III: Fundraisers

Fundraising is optional, but vital to the Band program. For specific fundraising activities, a percentage of the profits will go into participating student's Individual Band Accounts. Target fundraising may be designated for specific causes. An allocation of profits would be set for each fundraiser when said fundraiser is motioned at the booster meetings. For fundraisers involving selling, ALL checks must be made out to Lake Forest Band Boosters.

ARTICLE XII: POLICY ON USE OF FUNDS

Section I: Program Growth and Maintenance Account

This fund is for the maintenance and advancement of the band program, excluding trips, from year-to-year. The Band Director, in consultation with the Band Parent's, Executives, and School Administration develops annual and long-term requirements.

Section II: Individual Band Student Accounts

This money is used primarily to pay for all aspects of band i.e.,: Concert, Jazz, and Marching; which includes, but not limited to dues, reeds, mallets, shoes, extra gloves, etc., with the understanding that funds are available in the individual's account from participating in authorized fundraising events. Prior to approval for use of the funds a written consent must be completed by the individual's Parent /Guardian for the withdrawal to cover the expense, along with approval from an elected Booster Officer. Once said funds have been depleted it will be the individuals' responsibility to pay for future expenses such as a trip. The cost

parents and/or students are asked to pay for a trip will cover only the student's own costs, plus their share of substitute and chaperone costs. It will not include any contribution for students who need financial assistance in order to attend.

Section III: Policy on Trip Costs

The total cost of a trip is calculated (plus substitute and chaperone costs), the number of students going on the trip divides the amount, and those students are asked to submit that amount. The money can be taken from a student's individual band account, or they can pay by a check from home, or a combination of the two. The Band Director(s) reserves the right to ask chaperones to pay for part or all of their trip costs.

Section IV: Mileage Reimbursement

To pay the state mileage rate for the transportation of band equipment to be evaluated by the fuel prices annually.

ARTICLE XIII: POLICY ON DISBURSEMENT OF FUNDS

Section I: Growth and Maintenance Account

All disbursements in this article and in Article II, Section III, must be presented to and approved by the general membership of the Band Boosters at a regular scheduled meeting. The Band Director shall provide a written budget request at the first monthly meeting of the Band Boosters. This budget shall be a complete accounting of the monies required to operate the band for the upcoming school year. The budget shall be read and approved at the first meeting of the current school year.

Section II: Reimbursement

Individuals who purchase material(s) for the sole purpose of the band can be reimbursed provided an itemized receipt of purchase is submitted before the end of that school year the material(s) were purchased in.

Section III: Fundraising Profits

A. Graduating students should keep themselves informed as to the fundraising balance in their individual band accounts. Any fundraising money left in their account after graduation will either:

1. Be allocated to a sibling or
2. Be allocated to a particular aspect of the Band Program or
3. Be allocated to the Growth and Maintenance Account

Graduating students must choose from one of the above three options. If, by the end of the school year, there has been no indication of allocation, any funds left in

individual accounts will automatically become part of the Growth and Maintenance Account or will be allocated as the Band Director deems necessary.

B. This same policy will apply to students who move or withdraw from the band program.

Section IV: Student financial needs: Must be presented to the Executive Board and voted on an as needed basis.

Section V: Trip Payments

- A. If a student cannot go on a trip due to unforeseen circumstances, (e.g. trip cancellation, medical emergency) the student's trip payment will be returned to its source, minus any non-refundable deposits already paid. The Principal may review special cases.
- B. If the costs of a trip are estimated to high, the student's overpayment will be returned to its source.
- C. In case of poor attitude or lack of commitment on the part of a student before a band trip, the Band Director and Principal will determine if the student should not go on the trip. If it is decided that the student will not attend the trip, his/her trip payment/deposits already paid on his/her behalf will be forfeited.

Section VI: Specific Clauses

Each trip will have specific indications, payments and particulars that need to be adhered to and followed.

ARTICLE XIV: AMENDMENTS

These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided notice of the proposed amendments shall have been given at the previous meeting.

ARTICLE XV: EFFECTIVE DATE OF AMENDED BYLAWS

Upon approval of the proposed amendments to these Bylaws, the amended Bylaws of the Lake Forest High Band Booster shall take effect July 17, 2019.