

**CONSTITUTION AND BY-LAWS  
ST. CHARLES EAST HIGH SCHOOL BAND BOOSTER CLUB**

**ARTICLE 1 DESCRIPTION**

SECTION I NAME. The name of this organization shall be THE ST. CHARLES EAST HIGH SCHOOL BAND BOOSTER CLUB

SECTION II PURPOSE. The purposes of the club are to:

- A. Promote the band programs of St. Charles East High School and School District #303.
- B. Provide logistical and financial support for the band program within the means and capabilities of the club.
- C. Encourage parental, student body, and community support by attendance at band functions.
- D. To solicit or otherwise raise funds to support the band program within the policies of this club.
- E. Assist the band directors in any manner possible within the limits of the Constitution of the club.
- F. This club shall in no way interfere with the directors or Fine Arts Department Head, and will abide by all the rules and regulations of I.H.S.A., Community Unit School District #303, St. Charles East High School Central Boosters and St. Charles East High School.

**ARTICLE II MEMBERSHIP**

SECTION I ELIGIBILITY. Any parent of a current band member and any other interested person beyond high school age as defined by the four classes below may be a member of the Club. Membership shall be in four classes: Active, Honorary, Alumni and Patron.

A. ACTIVE. Any parent or guardian of a St. Charles East High School band member may become an active member. Active members have voting privileges.

B. HONORARY. Honorary members, without voting privileges, shall be awarded to:

1. The Athletic Director of St. Charles East High School
2. Fine Arts Department Head
3. St. Charles East High School Principal
4. Middle School Band Directors
5. High School Band Directors

C. ALUMNI. Any St. Charles East High School graduate who participated in the band program may be awarded an Alumni Membership. Alumni are non-voting members.

D. PATRON. A Patron member shall consist of anyone contributing financially to this organization, but without voting privileges.

SECTION II BENEFITS AND PRIVILEGES. Active members are entitled to voting privileges and all other benefits and privileges of the club.

SECTION III DUES. There are no dues to belong to the St. Charles East High School Band Booster Club. Donations are strongly encouraged.

SECTION IV MEMBERSHIP YEAR. The membership year shall be defined as July 1 through June 30.

### **ARTICLE III CLUB OFFICERS**

SECTION I OFFICERS. The officers of the club must be an active member and shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer

SECTION II ELECTIONS. Election of officers shall be conducted at the club's last meeting of the school year. New officers shall assume office on July 1<sup>st</sup>. A slate of candidates for officers shall be compiled by the outgoing President. Additional nominees may be accepted from the floor provided prior approval has been obtained from the nominee.

SECTION III VACANCIES. Vacancies of office shall be filled by appointment of the remaining officers and the new appointee shall serve until the vacant term expires. In the event of a vacancy in the office of president, the vice president shall become president and a new vice president shall be appointed. Should the president resign before September 1<sup>st</sup> and the vice president serves that complete term, the vice president shall be ineligible to serve an additional term as president.

SECTION IV TERM OF OFFICE. The president shall be limited to one full term, not including time served as president due to a filled vacancy. (EXCEPTION: see ARTICLE III, Section III). All other officers shall be limited to two consecutive terms in the same office. Exceptions may be considered with a majority vote at a club meeting.

SECTION V DUTIES. The duties and responsibilities of the officers shall be as follows:

- A. PRESIDENT.
  - 1. Set dates for club meetings.
  - 2. Preside at all meetings.
  - 3. Act as a check-and-balance with the treasurer by reviewing all bank statements.
  - 4. Compile a slate of officers for the coming year.
  - 5. Perform any other duties as needed.

- B. VICE PRESIDENT.
1. Act as an aide to the president and preside in absence of the president.
  2. Act as the Band Booster representative to the Central Boosters Club.
  3. Assume the duties of the president the following year.
  4. Assume the duties of the president in the event of a vacancy during the school year.
  5. Act as a check-and-balance with the treasurer by reviewing all bank statements.
  6. Perform any other duties as needed.
- C. SECRETARY.
1. Maintain and keep accurate minutes of the club meetings.
  2. Perform any other duties as needed.
- D. TREASURER.
1. Collect, deposit and disburse funds.
  2. Give a financial report at all club meetings.
  3. Submit a proposed annual budget for the club's approval.
  4. Keep separate records for general and student funds.
  5. Perform other duties as needed.

## **ARTICLE IV MEETINGS**

SECTION I CLUB MEETINGS. Club meetings will be held once a month during the school year. Meetings may be canceled at the discretion of the president.

SECTION II QUORUM. Five members are necessary to constitute a quorum and must include at least one officer.

SECTION III CONDUCT OF MEETINGS. All meetings shall be conducted in accordance with Roberts' Rules of Order, except where this is in conflict with these by-laws. In such an event, these by-laws shall govern.

## **ARTICLE V FUNDS**

SECTION I BUDGET. An annual budget shall be prepared by the treasurer and approved by the club in an effort to reflect current and future needs. The budget shall define income and expenditures from all sources.

SECTION II APPROVAL OF EXPENDITURES. All expenditures identified in the budget shall need no further approval. All non-budgeted items require the approval of the club prior to expenditure. Exceptions may be made, with approval of the president, if the club does not have a meeting scheduled in the timeframe the funds are needed.

SECTION III FUNDS. Funds shall be separated into two categories:

A. General - Booster Club generated funds.

B. Student - Monies earned by band members that may be applied to the costs of band-related activities, projects or purchases. Funds remaining from any student who graduates or leaves the program for any reason shall either (1) be transferred to a sibling's account or (2) be transferred to the general account.

SECTION IV DEPOSIT OF FUNDS. All funds of the club shall be deposited on a timely basis in a qualified depository within the community of St. Charles, Illinois, under the name "St. Charles East Band Booster Club".

SECTION V DISBURSEMENTS. All disbursements of funds of the club shall be made by checks signed either by the treasurer or president. The president and treasurer cannot be spouses or from the same family. All checks over \$2000 require a dual signature.

SECTION VI BANK STATEMENTS. All bank statements will be electronically delivered to the treasurer, president and vice president. An original paper copy will be maintained by the treasurer.

SECTION VII FINANCIAL REPORTS. A treasurer's report shall be presented at all club meetings.

SECTION VIII DISSOLUTION. In the event of the dissolution the club, the assets shall be disbursed to the St. Charles East Band Program in care of the band director.

#### **ARTICLE VI AMENDMENTS**

SECTION I This Constitution and By-laws may be amended by a two-thirds vote of the participating members present at a club meeting, provided the proposed amendment was introduced and discussed at the previous club meeting.

#### **ARTICLE VII NON-PROFIT STATUS**

SECTION I The St. Charles East Band Booster Club shall be a non-profit organization under the guidelines of Section 501(c)(3) of the Internal Revenue Code as a subordinate organization of the St. Charles Booster Club which has 501(c)(3) status.

ADOPTED: FEBRUARY 2, 1995  
REVISED: OCTOBER 2, 2006  
REVISED: MARCH 5, 2007  
REVISED: APRIL 4, 2011