

BYLAWS OF THE DUNLAP HIGH SCHOOL MUSIC & THEATER BOOSTERS, INC.

Article I - Name

The name of this organization shall be the Dunlap High School Music & Theater Boosters, Inc.

Article II - Purpose

The purpose of the organization shall be to promote and to support the students and the directors of the band, orchestra, chorus, and theater programs.

Article III – General Members

Section 1. All parents of DHS students that are involved in music and theater activities, and interested Community Unit School District 323 residents, shall be considered general members.

Section 2. General Members will have voice at member meetings. General member voting privileges shall be limited to the election of the Executive Board and to amendments of the bylaws.

Article IV - Officers and Committees

Section 1. Officers of the organization shall be president, vice-president, secretary, and treasurer.

Section 2. Standing committees of the organization shall be Public Relations, Fundraising, Special Events, Band Liaison, Orchestra Liaison, Chorus Liaison and Theater Liaison. Each standing committee shall consist of one chairperson and a sub-committee as needed.

Section 3. An Executive Board shall consist of the officers and the chairpersons of the standing committees.

Section 4. A slate of officers and chairpersons of standing committees shall be presented at the April meeting and new Executive Board members shall be elected at the May meeting to serve a term of one year. Term of office for the new Executive Board begins upon close of the school year.

Section 5. A Nominating Committee shall consist of the Executive Board members.

Section 6. In the event of the resignation of an officer or committee chairperson, the President shall appoint a person to fulfill the remainder of the term.

Article V - Meetings

Section 1. Meetings shall be held monthly through the year, except for June and July, or as deemed necessary.

Section 2. Voting privileges shall be extended to the Executive Board. Issues requiring voting must be submitted to the president no later than 1 week prior to the monthly meeting. Any submission given later than 1 week prior to the monthly meeting shall be tabled to the following month. It is the president's duty to inform the Executive Board members of all issues to be voted on at the meeting at least 5 days prior to said meeting. If a member of the Executive Board will not be present at the meeting, the President may accept their vote by proxy which shall count toward a quorum.

Section 3. Decisions on expenditures exceeding \$100.00 need approval of the majority of the votes cast, with a quorum being present.

Section 4. A quorum shall be one-half of the Executive Board. The secretary should take attendance and announce if a quorum is present before voting occurs.

Section 5. If an emergency situation arises between monthly meetings, the President, at his/her discretion, may call for an email vote to disperse funds. Without public presentation and discussion, a 2/3 affirmative vote by all Executive Board members is required for approval.

Article VI - Parliamentary Authority

The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases where they are not inconsistent with these bylaws.

Article VII - Amendments

These bylaws may be amended at any regular or special meeting of the organization by a two-thirds vote of the General Members present, provided that notice of the amendment was made at the previous meeting.

Proposed addition to bylaws (required for 501c3 tax exemption)

Article VIII – Tax Exemption

Section 1. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

Section 2. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this organization shall be limited to reasonable amounts.

Section 3. No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Section 4. This organization agrees to adhere to all Board policies and administrative procedures of the Dunlap Community School District. The District is not, and will not be, responsible for this organization's business or the conduct of its members. Donations by this organization to any school within the DCSD will not be earmarked for any particular expense. The organization may make recommendations, but cash or other valuable consideration will be given to the District to use at its discretion.

Section 5. This organization will maintain and protect its own finances. Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organization under section 501(c)(3), or shall be distributed to the federal government, or to a state or local government, for a public purpose.

DUNLAP MUSIC & THEATER BOOSTERS
OFFICERS AND EXECUTIVE BOARD DUTIES

PRESIDENT:

- Oversees organization
- Calls and presides over meetings
- Appoints any Executive Board vacancies as needed
- Serves as liaison between the Booster organization and School Administration
- Solicits volunteers for standing committee chairpersons and subcommittees
- Serves on Nominating Committee

VICE-PRESIDENT:

- Presides at meetings in absence of president
- Assists president in overseeing the organization
- Oversees Standing Committee's
- Serves on Nominating Committee

SECRETARY:

- Records meeting minutes
- Sends/emails copies of minutes to District 323 Superintendent, high school principal and assistant principal, music and theater directors, and Executive Board
- Takes attendance & verifies if quorum is present before voting occurs
- Keeps treasurer's financial reports on file
- Serves on Nominating Committee

TREASURER:

- Records all monies, receipts, and pays all approved bills
- Submits updated monthly, financial report at each meeting
- Prepares and submits annual budget
- Responsible for submitting all documentation to the district auditors on an annual basis
- Responsible for cash box at events where admission is charged and/or concessions sold
- Oversight of trip accounts
- Serves on Nominating Committee

PUBLIC RELATIONS:

- Responsible for maintaining a registry of email addresses of general members
- Responsible for maintaining and updating Eglemusic.net web site
- Responsible for emailing minutes, financial updates and communications from the Executive Board and/or the directors to the General Members.
- Serves on Nominating Committee

FUNDRAISING:

- Responsible for planning and execution of fundraising activities
- Appoints fundraising sub-committee members as needed
- Coordinates with committee members for the distribution of order forms, collection of order forms and monies, and distribution of goods

- Serves on Nominating Committee

SPECIAL EVENTS:

- Appoints Jazz Band Festival sub-committee members as needed
- Appoints Fine Arts Nite sub-committee members as needed
- Appoints Senior Dinner sub-committee members as needed
- Serves on Nominating Committee

BAND LIAISON:

- Assist band director as needed, communicates band needs to the Executive Board, and gives director's report at monthly meeting in lieu of director's absence.
- Responsible for overseeing chairpersons for each of the following Sub-Committees:
 - Band camp meal
 - Band retreat food
 - End of season celebration
 - Marching Band DVD fundraiser
 - Spirit Wear
 - Marching Band Signs (ordering/placing and removing)
 - Pit crew
 - Color guard
 - Chaperones
 - Trailer crew
 - Band uniform distribution (Varsity and Cadet)
- Serves on Nominating Committee

ORCHESTRA LIAISON:

- Assist orchestra director as needed, communicates orchestra needs to the Executive Board, and gives director's report at monthly meeting in lieu of director's absence.
- Responsible for overseeing chairperson's of Sub-Committees as needed
- Serves on Nominating Committee

CHORUS LIAISON:

- Assist choir director as needed, communicates choral needs to the Executive Board, and gives director's report at monthly meeting in lieu of director's absence.
- Responsible for overseeing chairperson's of Sub-Committees as needed
- Serves on Nominating Committee

THEATER LIAISON:

- Assist theater director as needed, communicates theater needs to the Executive Board, and gives director's report at monthly meeting in lieu of director's absence.
- Responsible for overseeing chairperson's of Sub-Committees as needed
- Serves on Nominating Committee