

**ARTICLE I:**

**NAME**

Section 1. The name of the organization shall be the Central Music Boosters.

**ARTICLE II:**

**PURPOSE**

Section 1. The Central Music Boosters supports all grade/elementary, middle and high schools in the Central Community Unit School District 301, Kane County Illinois, hereafter referred to as CCUSD 301. The Central Music Boosters purpose is to enhance, enrich, and support CCUSD 301's 6<sup>th</sup> through 12<sup>th</sup> grade elective vocal and instrumental music programs, including all choir, all band ensembles, all theatrical productions and guard, as well as 5<sup>th</sup> grade instrumental music programs, both instructional and performing.

Section 2. CCUSD 301 vocal and instrumental music programs, both instructional and performing, and the theatrical productions shall hereafter be referred to as the Music Programs.

Section 3. The purpose of the Central Music Boosters shall be accomplished by providing scholarships and awards for outstanding or technical achievement of CCUSD 301 Music Program students. Additionally, the Central Music Boosters shall provide financial assistance to the Music Programs for items or expenses not provided by CCUSD 301, based on the available funds and as approved by a simple majority of Central Music Booster members in attendance.

Section 4. The Central Music Boosters shall provision not less than \$500, pending available funds as deemed by the Central Music Boosters Board, in Program Allocations for each director of each middle and high school Music Program. Directors shall submit requests to use the funds in that program's allocation at least 30 days in advance of a required disbursement. Deadlines can be waived by the Central Music Booster's Officers as deemed necessary. Approval of funding must pass by simple majority of the Central Music Booster members in attendance.

Section 5. The Central Music Boosters will operate for the benefit of CCUSD 301 Music Programs in whole or in part of a group, not individuals, except as described under Article VIII -Scholarships.

**ARTICLE III:**

**ORGANIZATION STRUCTURE**

Section 1. The Central Music Boosters is organized as an educational charity as defined by Internal Revenue Code, Section 501(c)(3). The Central Music Boosters Organizing Document is enacted to support the Central Music Boosters By-Laws adopted April 3, 2007

Section 2. Central Music Boosters is an Unincorporated Association of volunteers. Membership eligibility and voting privileges are defined by Article IV of the Central Music Boosters By-Laws.

**ARTICLE IV:**

**MEMBERSHIP**

Section 1. Membership is granted to any current parent and/or guardian of a student who participates in a CCUSD 301 Music Program. These members shall be considered active, and thus retain voting rights. Any current faculty member of a CCUSD 301 Music Program shall make determinations of member eligibility from official class rosters provided by CCUSD 301.

Section 2. Membership is granted to any former student or parent and/or guardian of a student, who participated in the CCUSD 301 Music Program. These members shall be considered active, but do not retain voting rights.

Section 3. Membership is granted to any current Music Program faculty member or CCUSD 301 administrator. These members shall be considered active, but do not retain voting rights.

Section 4. The Music Boosters, in determining its members or member benefits, will not discriminate based on race, color, national or ethnic origin, gender (either biological or self-identification), or sexual orientation.

**ARTICLE V**

**ELECTIONS**

Section 1. The President shall appoint a nominating committee at the March meeting. Two (2) members, other than current Officers, shall be appointed to serve on the nominating committee.

Section 2. The nominating committee shall present a slate of officers at the April meeting. A recommendation of the nominating committee does not preclude other nominations from the floor. Nominations shall remain open until the time of the elections.

Section 3. To be eligible for nomination, the member must be a parent and/or guardian of a student that plans on participating in a CCUSD 301 Music Program the following semester. Current Officers may be included for nominations.

Section 4. All Officers shall be elected at the May meeting each year. The election winner is determined for each office by a majority vote of ballots cast.

Section 5. Elected Officers shall be installed and assume the responsibility of their office after the June meeting, but prior to July 1.

## **ARTICLE VI:**

### **OFFICERS**

Section 1. No member shall hold more than one office at the same time.

Section 2. The Central Music Boosters shall elect a President, Vice President, Treasurer, and Secretary.

Section 3. The term of office shall be one (1) year, commencing no later than July 1<sup>st</sup>.

Section 4. The President shall act as the presiding officer whom shall direct and administer all activities of the Central Music Boosters. The President shall present at a meeting, not later than September 25th, an outline of the forward year activities. The President shall provide an agenda for each meeting. The President shall be an ex-officio member of all committees. The President shall appoint committee chairpersons as needed for the current term of office. Committee chairpersons should include Communications Director, Fundraising Chairperson, Scholarship Chairperson, and Concessions Chairperson. Other committees shall be formed as deemed necessary by the Central Music Boosters Officers. The President shall provide any chairperson a written description of duties and responsibilities at the time of appointment.

Section 5. The President must be an active member as determined in September and February of each year. In the event the elected President does not retain an active member status as determined in September and February the Vice President shall assume the duties of President. The vacant position of Vice President shall be filled by appointment of the current President provided the candidate meets all the requirements to hold office.

Section 6. The Vice President shall act as President in the President's absence. The Vice President shall work directly with all committee chairpersons and collect their reports. The Vice President shall be responsible for overseeing that the purpose and the by-laws of the Central Music Boosters are followed.

Section 7. The Treasurer shall be responsible for administering funds and for collecting all monies from the fundraising activities of the Central Music Boosters. The Treasurer shall maintain financial accounts of expenditures and income. The Treasurer shall report at each meeting the Central Music Boosters income, expenses, account balances, and contract liabilities. The Treasurer, near the end of the term, shall provide a fiscal year ending report to CCUSD 301 and comply with IRS filing requirements for the fiscal year ending June 30<sup>th</sup>. The Treasurer shall file any other forms relating to finance for the continued operation of the Central Music Boosters.

Section 8. The Secretary shall take minutes for all regular and special meetings, publish the minutes, and prepare all official correspondence.

## **ARTICLE VII:**

### **MEETINGS**

Section 1. Meetings shall take place on the 1<sup>st</sup> Monday of each month except if the 1<sup>st</sup> Monday is a National, State, or any holiday observed by CCUSD 301 or due to CCUSD 301 scheduling conflicts while school is in session. If the meeting cannot take place on the 1<sup>st</sup> Monday of the month, it shall be rescheduled to the 2<sup>nd</sup> Monday of the month or another date that is convenient to members of the Central Music Boosters. The starting time of the meetings shall be 7:00pm. If for any reason there is a change to the meeting date, time, and/or location a notice shall be publicly announced as soon as possible.

Section 2. Meetings shall take place at Central High School unless notification of a different location and/or time is by public announcement.

Section 3. Order of the meeting shall be roll call of officers, the reading of the previous meeting minutes, Treasurer's report, committee reports, unfinished business, and new business or as deemed appropriate by the Central Music Boosters Officers.

Section 4. Voting shall be conducted by a show of hands or in the opinion of the President by ballot. A voting initiative is approved by simple majority. The President does not vote, except to cast a ballot to break a tie vote.

Section 5. At least one (1) CCUSD 301 Music Program faculty or administration member shall be invited to each open meeting. Attendance is not required for the meeting to be called to order.

**ARTICLE VIII:**

**SCHOLARSHIPS**

Section 1. A maximum of two (2) High School scholarships per year shall be awarded in an amount not less than \$250, pending available funds as deemed by the Central Music Boosters Officers.

- a. Eligible applicants must be a current student of CCUSD 301 graduating in the school year the scholarship is made and fill out a scholarship application form.
- b. Criteria for the selection of the scholarship includes past academic performance record, coursework taken in a CCUSD 301 Music Program, and a written essay.
- c. Scholarships will be awarded each year at a time and place designated by the faculty of the CCUSD 301 Music Program.
- d. All claims for scholarships must be made by June 30<sup>th</sup> of the year following the scholarship award.
- e. Payment of the scholarships will be made after the scholarship winner provides proof that he/she has taken and completed a college level music program course within the academic school year. Satisfactory completion of an accredited music course shall be verified by the Central Music Boosters by the student providing a copy of an official transcript showing the name of the recipient, course taken, and a grade of a "C" or higher.
- f. The Central Music Boosters shall have the sole and final authority in the determination of scholarship winners.

Section 2. A maximum of two (2) middle school scholarships per year shall be awarded an amount not more than \$250 each, pending available funds as deemed by the Central Music Boosters Officers. In the event only one student is awarded a middle school scholarship, the award amount will not exceed \$250.

- a. Eligible applicants must be a current student of CCUSD 301, and fill out a scholarship application form.
- b. Criteria for the selection of the scholarship includes past academic performance record, coursework taken in a CCUSD 301 Music Program, and a written essay.
- c. Scholarships will be awarded each year at a time and place designated by the faculty of the CCUSD 301 Music Program.
- d. All claims for scholarships must be made by September 30<sup>th</sup> of the year of the scholarship award.
- e. Payment of the scholarships will be made directly to an accredited summer music camp.
- f. The Central Music Boosters shall have the sole and final authority in the determination of scholarship winners.

**ARTICLE IX:**

**SPECIAL RULES**

Section 1. All records, except banking records, yearly financial reports, and Internal Revenue forms/reports, shall be maintained a minimum of five (5) complete years after the said records were constructed. All banking records, yearly financial reports, and Internal Revenue forms/reports, shall be maintained a minimum of eight (8) complete years after the said records were constructed. Each respective Officer shall maintain records of their respective office . Electronic record keeping may be used for all records after a period of three (3) complete years after the said records were constructed.

Section 2. In the event the Central Music Boosters shall dissolve its organization, all assets will be dedicated and distributed to CCUSD 301 Music Programs for exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code. The use of the assets will comply with CCUSD 301 regulations for distribution.

**ARTICLE X:**

**AMENDMENTS**

Section 1. Amendments to the By-Laws must be proposed to the membership in writing at least thirty (30) days prior to being brought to a vote. In no case shall a proposed amendment be allowed to be before the membership greater than sixty (60) days. Amendment shall be passed by a two-thirds (2/3) vote of the Central Music Boosters Members in attendance.

**ARTICLE XI:**

**EFFECTIVE DATE**

Section 1. These By-Laws shall take effect immediately upon their adoption by the Central Music Boosters. When effective, they shall supersede all previous by-laws, which may heretofore have been passed by the Central Music Boosters.

Amended By-Laws approved by the Central Music Booster members on the \_\_\_ day of \_\_\_\_\_, 2019.

Approved on the \_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
KELLY R MCKAY, President  
Central Music Boosters

\_\_\_\_\_  
SHERRI A. DERAEDT, Vice President  
Central Music Boosters