

**Glenbard North High School  
Music Booster Association By-Laws**

Effective July 1, 2009      Revised \_\_\_\_\_

**ARTICLE I. NAME OF ORGANIZATION**

The organization shall be known as the Music Boosters Association of Glenbard North High School.

**ARTICLE II. PURPOSE AND OBJECTIVES**

A. The purpose of the Association shall be to promote the musical education of the students in the Glenbard North High School music program.

B. The Association shall enlist the cooperation and support of the parents, school and community:

1. To encourage musical training in every way possible.
2. To make known the needs of the students in the music program.
3. To promote, sell and publicize the importance of the music program in the area served by Glenbard North High School.
4. To assist the music directors and the school administration in maintaining a superior program of music education.

C. The objective of the Association is to be an effective force in the improvement and promotion of the music program.

D. The Association shall not encroach on the administrative functions of the school or the music program.

**ARTICLE III. MEMBERSHIP**

A. Membership in the Association is open to all parties interested in maintaining and improving the music program at Glenbard North High School.

B. The membership year shall begin September 1 of each year and end August 31 of the following year.

C. To be considered a member, the individual(s) must purchase an activity pass through the music boosters or pay the currently established donation for

membership only.

#### **ARTICLE IV. OFFICERS**

A. The officers of the Association shall be: President, Vice-President, Secretary and Treasurer.

B. Each office may be held by two other individuals willing to share the duties of the office.

C. Officers shall serve a term of one year and may succeed themselves.

D. All officers must be a member of the Music Booster Association.

E. Officers for the next term shall be elected at the May meeting.

F. A vacancy occurring in any office shall be filled by a majority vote of the Executive Committee at its next meeting after the vacancy occurs.

#### **ARTICLE V. EXECUTIVE COMMITTEE**

A. The Executive Committee shall be composed of: all officers of the Association, chairpersons of all standing committees, and the music directors of Glenbard North High School.

B. The Executive Committee shall meet during the school year on a date and time agreed upon by the majority of its members.

#### **ARTICLE VI. ELECTION**

A. Nomination: The incumbent President shall appoint a Nominating Committee, composed of at least two non-staff people, plus one staff member. This committee shall, no later than April 1, prepare a slate of one nominee for each officer position to be presented at the May Music Boosters meeting. Members may nominate themselves.

B. Election Process

1. The Executive Committee shall, within the scope and provisions of these by-laws, establish such rules and procedures as necessary to achieve a fair and

efficient election.

2. All officer positions shall be elected by vote of the membership.
3. Each Music Booster member is entitled to one vote.
4. A majority of the votes cast are required for successful election to an officer position.
5. If, by reason of the number of candidates or other factors, a tie vote or a failure to achieve a majority of votes by a single candidate on the first vote occurs, the two candidates receiving the highest number of votes will be voted upon by a second ballot or vote, and the candidate receiving the highest number of votes of the total cast shall be elected.

## **ARTICLE VII. MEETINGS**

- A. As specified in Article V, the Executive Committee shall meet during the school year on the specified dates and times established by the school calendar.
- B. Special meetings of the Executive Committee may be called by the President.

## **ARTICLE VIII. DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS**

- A. President – shall preside at all meetings of the Association and Executive Committee, have supervision over the affairs of the Association, be an ex-officio member of all committees and shall be notified of their meetings and receive copies of minutes.
- B. Vice-President – shall perform the duties of the President in the absence or inability of that officer to act and shall assist the President when called upon. The Vice-President shall ensure the performance of all committees.
- C. Secretary – shall keep the minutes of the general and executive committee meetings and shall maintain the current set of by-laws and other official documents of the Association. The secretary shall also take care of general correspondence.
- D. Treasurer – shall be the custodian of the funds of the Association, such funds to be deposited in a bank of the Executive Committee's choice. The Treasurer shall disburse these funds at the direction of the Executive Committee: all checks will be signed by the treasurer. The Treasurer shall prepare for each meeting of the Executive Committee, a statement of the financial condition of the Association.- A

committee appointed by the President shall conduct an annual audit of the office.

E. The Executive Committee shall prepare an annual budget for the Association by the September meeting each year. This budget should outline the projected expenses of the Association in the current school year for various activities.

#### F. Standing Committees

1. Committee chairpersons shall be appointed by the Executive Committee.
2. Each committee chairperson shall file a report to the Executive Committee at the end of the school year or when requested.
3. Committee chairpersons may choose their own committee members.
4. The committees may consist of the following and such other committees as the Association may deem necessary:
  - a. Membership Committee – duties include promoting the greatest possible participation of the members in the affairs of the Association. This includes promotion and sale of activity passes.
  - b. Program Committee – duties include assisting at concerts, parades and other events.
  - c. Publicity Committee – duties include the promotion of all music department activities, working with the media to promote all events and promoting the Association projects and activities.
  - d. Fundraising Committee – duties include planning and coordination of fundraising events as well as assisting at events.
  - e. Trip Committee – duties include management of students accounts and coordination of trip concerns as they arise.
  - f. Uniforms Committee – duties include the management of uniform inventory and cleaning as well as the coordination of uniform distribution/return. One member shall be asked to attend home football games and act as a uniform repair associate.
  - g. Pit Crew Committee – duties include the coordination of moving/returning percussion equipment for home football games and other events as necessary.
  - h. Nominating Committee – duties include preparation of a slate of officers for the next term.
  - i. Audit Committee – duties include conducting an annual audit of the Treasurer's office.
5. Other standing committees may be appointed as deemed necessary by the Executive Committee.

**ARTICLE IX. NON-PROFIT STATUS AND DISSOLUTION**

A. Non-profit Status – This Association shall be voluntary and not-for-profit, organized and operated exclusively for charitable and education purposes.

B. Dissolution – In the event of the dissolution of this Association for whatever reason, all assets of the Association of whatever kind, shall be given into the hands of the Music Directors.

**ARTICLE X. MODIFICATION OF THESE BY-LAWS**

These by-laws of the Music Booster Association of Glenbard North High School can be amended as deemed appropriate by the approval of at least three-quarters of the existing membership of the Executive Committee.

**ARTICLE XI. CERTIFICATION OF ADOPTION**

This is to certify that these by-laws have been duly adopted for implementation in accordance with the action of the Executive Committee.

Revision adopted: \_\_\_\_\_

Certified by:     President \_\_\_\_\_

                          Vice-President \_\_\_\_\_

                          Secretary \_\_\_\_\_

                          Treasurer \_\_\_\_\_

                          Date Certified \_\_\_\_\_