

By-Laws of the Lincoln-Way East Music Boosters

Purpose and Existence

Name

This group of parents will be known as the Lincoln-Way East Music Boosters. We are organized strictly as a group of cooperative parents operating under rules of, and at the pleasure of, the Lincoln-Way Community High School District Board of Education. These By-Laws may refer to this group as the Organization.

Mission

The Mission of the Lincoln-Way East Music Boosters is to assist the LWE Music department in creating and providing opportunities outside the classroom music experience.

Existence, Governing Rules and Law

The Lincoln-Way East Music Boosters will be governed by these By-Laws. Although we draw on ideas from Robert's Rules of Order, we are not bound by those Rules. Additionally, this organization is subject to the rules of the Lincoln-Way Community High School District and the statutes under which the District operates.

Organization Year

The Lincoln-Way East Music Boosters will use fiscal and operational calendars that start on June 1 and ends on May 31.

Members

Members

1. All music families are eligible to become Member Families. A music family is a family who has at least one Lincoln-Way East student involved in music at or through Lincoln-Way East High School. The involvement could be curricular or extra-curricular. A Lincoln-Way East student's involvement in the Lincoln-Way Marching Band or Guard is sufficient to create eligibility for the family, even if the student does not participate in any "East-Only" music activities or programs.
2. A family must register with the Organization to become a Member Family. These By-Laws may use "Member" and "Member Family" interchangeably; the two terms shall be synonymous when referring to Members of the Organization.
3. Each Member Family will have one vote at meetings and at elections regardless of the number of students or people in the family.

Meetings of the Members

Meetings of the Members

1. Annual Meeting:
 - a. The Members will meet once each year to elect Officers and Directors to the Governing Board.
 - b. Any other appropriate business of the Organization may be conducted at the Annual Meeting.
 - c. The Annual Meeting may be considered one of the Quarterly Meetings.
2. Quarterly Meetings:

The Members will meet once each quarter (approximately every three months).
3. Special Meetings:

The President of the Governing Board may call a Special Meeting of the Members.
4. Quorum
The Members (including the Officers and Directors) present at any Meeting will be a quorum.

Notice

Notice for a Meeting of the Members

1. The Board will notify Members that a Meeting of the Members is going to take place.
2. The Board will publish the date, time, and location of the Meeting at least 7 calendar days before the Meeting.
3. The ways that the Board communicates with the Members may change over time. To accommodate those changes without amending these By-Laws, the Board will have a Notice Policy that specifies how Notice will be provided to the Members. The Notice Policy may be changed from time to time by the Board.
4. The publication of a list of Meetings is sufficient to meet these Notice requirements as long as the list is published according to the Notice Policy.

Notice for a Meeting of the Governing Board

1. The President, Secretary, or a Director specified by the President will notify all Officers and Directors of the date, time, and location of each Meeting of the Board at least 7 calendar days before the Meeting.
2. If, during a Meeting of the Board, the President calls for a Special Meeting of the Board at a future date, the Board may waive this Notice requirement for that Special Meeting if at least three quarters of the Officers and Directors on the Board vote to waive the Notice requirement.
3. Officers and Directors may individually waive the Notice requirement by informing the President or Secretary.
4. Attendance by an Officer or Director at any Meeting of the Board constitutes an individual waiver of this Notice requirement by that Officer or Director.

Governing Board

The Governing Board ("Board") will organize, manage, and generally govern the day-to-day operations and business of the Lincoln-Way East Music Boosters. The Members of the Organization grant this authority to the Officers and Directors by electing those individuals to their positions.

The Board will consist of five elected Officers and four elected Directors.

The Officers:

1. President, not directly elected in the normal course, elevated from President-Elect
2. President-Elect, directly elected by Members
3. Treasurer, not directly elected in the normal course, elevated from Treasurer-Elect
4. Treasurer-Elect, directly elected by Members
5. Secretary, directly elected by Members

The Directors, all directly elected by the Members

1. Ways & Means
2. Ways & Means-Elect
3. Communications
4. Marketing Coordinator

Qualifications

1. Officers and Directors must be Members of the Lincoln-Way East Music Boosters on the day they are nominated.
2. Officers and Directors must be good people who are honest, trustworthy, of exemplary character, and of high integrity. Each Officer should have some experience which is directly relevant to the office.
3. The Board may waive any or all of these Qualifications for a specific individual if three quarters of all of the Officers and Directors on the Board vote to waive the Qualifications.
4. At no time can two or more members of the same Member Family occupy any combination of the offices of President, President-Elect, Treasurer, and Treasurer-Elect. Two or more members of the same Member Family can occupy one of the above offices and any combination of Director Positions and the office of Secretary.

Duties

The President

- a. Will serve a single, one-year term.
- b. Will serve as chairman of, and preside over all Meetings of the Board and all Meetings of the Members.
- c. Will be the chief executive officer of the Organization and can speak and act on behalf of the Organization.

The President-Elect

- a. Will serve a single, one-year term.
- b. Will ascend to the Office of President at the end of the President's term.
- c. Will assist the President as needed.
- d. Will fill in for the President when the President is unavailable.

The Treasurer

- a. Will serve a single, one-year term.
- b. Will manage, track, and report on the financial affairs of the Organization.
- c. Will report to the Board and the Members on the finances of the organization
- d. Will work with the District accounting staff to retrieve financial and account balance information as needed.
- e. Will provide transaction and/or journal entry information to the District accounting staff in order to allow them to properly record the disposition of funds related to the organization's finances.

The Treasurer-Elect

- a. Will serve a single, one-year term.
- b. Will ascend to the Office of Treasurer at the end of the Treasurer's term.
- c. Will assist the Treasurer as needed.
- d. Will fill in for the Treasurer when the Treasurer is unavailable.
- e. Will manage, track, and report on the IFA Account and all individual IFA accounts.

The Secretary

- a. Will serve a one-year term.
- b. Will keep all official records of the Organization.
- c. Will record, keep, and publish the minutes of all Meetings of the Governing Board and all Meetings of the Members.
- d. Will preside over Meetings in the absence of both the President and the President-Elect.

Ways & Means Director

- a. Will serve a one-year term.
- b. Will be responsible for organizing and supervising all general fundraising committees.
- c. Will recruit one or more chairpersons for each general fundraising committee.
- d. Will document and report on general fundraising and the work of the committees.

Ways & Means Director-Elect

- a. Will serve a one-year term.
- b. Will be responsible for organizing and supervising all IFA fundraising committees.
- c. Will recruit one or more chairpersons for each IFA fundraising committee.
- d. Will document and report on IFA fundraising and the work of the committees.

Communications Director

- a. Will serve a one-year term.
- b. Will be responsible for setting up and maintaining an e-mail system to communicate with the Members.
- c. Will be responsible for regularly writing and sending communications e-mail messages to the Members that include information about student successes, upcoming events, Organization progress and successes, fundraising results, etc.

Marketing Director

- a. Will serve a one-year term.
- b. Will be responsible for developing and maintaining public relations and advertising channels for the Organization. Is primarily focused on promoting events and fundraising via all media (social, e-mail, printed collateral, print, etc.). Includes the

responsibility of creating the graphic and written content for all of the above messaging.

- c. Will be responsible for monitoring, posting to, updating, and maintaining the Organization's social media channels.

Terms and Term Limits

1. The Officers will each serve a single, one-year term in office. In the normal course of events, an Officer other than the Secretary cannot stand for election to the office that he or she currently holds.
2. The term of each Director will be one year.
3. Each Officer or Director will begin his or her term on June 1. If, for any reason, any Officer or Director is not able to begin his or her term on June 1, that term shall begin as soon as practicable thereafter.
4. If the President-Elect takes over the office of President because the President could not or did not finish his or her term, the President-Elect can finish the partial term and serve his or her regular one-year term as President the following year.
5. We, the Members of the Organization, realize that it can be difficult to find people who have the time, interest, and skills to be members of the Board. In situations where the Board has made a good-faith effort to recruit new board members, but has not been able to fill all of the seats which are to become vacant, the Board can decide to allow any number of Officers or Directors to occupy seats in violation of the term limits in these By-Laws.
6. Subject to the term limits above, these By-Laws specifically do not prohibit an individual from serving on the Governing Board for multiple, consecutive years.

Vacancies

1. If any Officer or Director is unwilling or unable to fulfill the duties of the position, the President may appoint a successor. The appointment must be approved by the Board before the appointee takes his or her office or seat.
2. The Board may remove an Officer or Director for any reason if three quarters of all Directors and Officers excluding the individual whose removal is pending vote in favor of removal.

Meetings of the Governing Board

1. The Regular Meetings of the Board will occur once each month.
2. Special Meetings of the Board may be called by the President or by any combination of five officers and/or directors.
3. The Notice requirements for all Meetings of the Governing Board are described in "Notice."

Quorum

A simple majority of the Officers and Directors combined shall constitute a quorum.

Action

Unless otherwise indicated in these By-Laws, a simple majority vote will be required to approve any action or decision before the Board.

Elections

- Dates
 1. The Board will determine a date for the closure of Nominations and a date for the Election.
 2. The closure of Nominations must not be more than one month before the election and must not be less than one week before the election.
- Nominations
 1. In the best case, Members would come forward on their own to offer to serve on the Board, as Officers or Directors. These Members should contact a current Board Member to express their interest. In addition to relying on Members volunteering, existing Board Members should look for and recruit Members to serve on the Board.
 2. In the three months prior to an election, the Communications Director will regularly tell the Members that an election is forthcoming, the offices and/or positions that will be open, and that the Board is seeking nominations for those positions. These messages from the Communications Director will also include the date on which nominations will close.
 3. The Board will tell the Members the names of the people who are interested in serving on the Board (the “Nominees”) and the office or director’s position each is seeking. The Board will follow the provisions for “Notice for a Meeting of the Members” in the Notice section of these By-Laws when it tells the Members about the Nominees.
 4. The Board will never nominate a person for a position on the Board unless that person has personally indicated that he or she is willing and able to fulfill the responsibilities of that office.
- Election Process
 1. The President will preside over the election.
 2. The election of Officers and Directors will be held at a Meeting of the Members. The Board will provide notice to the Members regarding this Meeting according to the Notice section of these By-Laws.
 3. There are no nominations from the floor during the Meeting at which the election is held.
 4. Voting will be by acclamation. There will be one vote for the entire group of nominees unless there are two or more nominees for a single office. If the acclamation vote is too close to reasonably call, or at the discretion of the President, the acclamation vote will be set aside and voting for the entire group of nominees will follow the rules below for the case where there are two nominees for a single office.
 5. If there are two or more nominees for a single office:
 - Voting for non-contested offices will be by acclamation.
 - Voting for contested offices will proceed as follows:
 - a. Members of the Board will hand out a single voting card to each Member (one card per Member Family). The President will read the name of each nominee in succession.
 - b. After the President reads the name of a nominee, Members who wish to vote for that nominee will raise their voting cards. The Secretary and the faculty advisor will collect the raised voting cards, count those cards and record the number of cards collected as the vote for the nominee.
 - c. The President will then read the next nominee’s name and this process will continue for each nominee for the contested office.
 - d. The nominee with the most votes wins the election.

- e. In the event of a tie, the above process will be repeated with all of the tied nominees included in the voting. If there are two ties in a row, the Officers will vote on the tied nominees; the nominee with the most votes from the Officers wins the election.

Committees

Some of the Organization's activities, fundraising efforts, or other efforts may require more time, effort, or participation than can be put forth by the Board. In such cases, a committee may be created to organize and operate the activity, etc.

The President has the authority to create committees and appoint their chairpersons. The Board should approve all committee chairpersons, but an appointee can act as the chairperson unless the Board explicitly disapproves of his or her appointment.

Unless specifically approved by the Board, all chairpersons must be Members of the Organization.

Committees, their chairpersons, and their members can only act under the direction of the Board, or, in absence of Board direction, the direction of the President.

Finances

General Account

There are two principal purposes for the money in the General Account:

- a. To purchase products or services to further the mission of the Organization.
- b. To grant to the Music Department so that the Department can create opportunities and/or experiences that further the mission of the Organization.

Specifically, the Organization does not consider the amount of money raised or spent to be a sign of its success or its progress; rather, the Organization measures its success by the value of the music-related opportunities and experiences it creates for students.

Individual Family Accounts

Individual Family Accounts (IFAs) exist to allow Members to raise funds that can be used for specific purposes directly related to the child or children in the Member families. There are specific rules regarding how these funds can be used. These rules are specified by the IRS and the District. The rules can be found in the Organization's IFA Policy. The Board may change the IFA Policy from time to time.

IFA funds are recorded, tracked, and moved separately from funds in the General Account.

In the event that IFAs are disallowed by the District or by any government agency or authority with proper jurisdiction, this paragraph shall be null and void without the need for amending these By-Laws.

Scholarship Account

The Organization sells a card which offers certain benefits to the holder, such as free entry to Lincoln-Way East home football and basketball games. The form and name of this

benefit card, including eliminating the physical card, may be changed from time to time by the Board. All proceeds from the sale of this benefit card will be accounted for separately and used exclusively for scholarships. The rules, processes, etc. governing the scholarships are described in the Organization's Scholarship Policy. The Board may change the Scholarship Policy from time to time.

The Chairperson of the Music Department will appoint a Scholarship Committee to administer the scholarships and carry out the Scholarship Policy.

The Budget

Prior to June 1, the Board will develop a budget for the upcoming year. The budget should include reasonable details describing the anticipated sources and amounts of income and the expected amounts to be spent and the purposes of those expenditures. The budget is a reporting and monitoring tool to be used by the Board and the Members to determine how the Organization is functioning with respect to its financial commitments.

Ideally, the Music Department Chairperson will meet with the Board to develop the spending portion of the budget. The Department Chairperson should survey the Music Department staff regarding their needs for extra-curricular funding for the upcoming year. The Department Chairperson should discuss those needs with the Board. The Board will come to a decision on how much money the Organization can contribute toward those needs and fix that amount in the budget.

In the absence of cooperative input from the Department Chairperson, the Board will determine how much money it will contribute to various music-related, extracurricular activities and fix those amounts in the budget.

Amendment

These By-Laws should be consciously read and reviewed by the Board at least once per year. The purpose of reading the By-Laws is two-fold: 1) to make sure all of the Officers and Directors understand the By-Laws, and 2) to make sure that the By-Laws accurately represent how the Organization is operating.

The By-Laws may be amended from time to time at the direction of the President or by the decision of the Board.

If the President or the Board decides that the By-Laws may need to be amended, the following process will be followed:

Amendment Process:

1. The President will appoint a committee to review the By-Laws (The By-Laws Committee).
2. The Committee will promptly review the By-Laws and recommend amendments to the Board.
3. The Board will vote to approve any or all of the Committee's recommendations. The approved amendments along with the unamended By-Laws will be the "Proposed By-Laws".
4. The Board will tell the Members about the Proposed By-Laws following the provisions for "Notice for a Meeting of the Members" in the Notice section of these By-Laws.

The Board will tell the Members:

- a. About the Proposed By-Laws.
 - b. Where the Members can obtain a copy of the current and Proposed By-Laws.
 - c. When and where a Meeting of the Members will be held at which the Members can vote to adopt the Proposed By-Laws.
5. Voting to adopt Proposed By-Laws:
- a. The President will preside over the voting.
 - b. Each Member will have one vote.
 - c. Voting will be by acclamation. If it is not possible to reasonably decide whether there are more votes to adopt or reject, the acclamation vote will be set aside and the Board will take the following steps:
 - i. Members of the Board will hand out a single voting card to each Member.
 - ii. The President will ask Members who wish to adopt the Proposed By-Laws to raise their voting cards. The Secretary and the faculty advisor will collect the raised voting cards, count those cards and record the number of cards collected as the vote in favor of adoption.
 - iii. The President will then ask Members who wish to reject the Proposed By-Laws to raise their voting cards. The Secretary and the faculty advisor will collect the raised voting cards, count those cards and record the number of cards collected as the vote against adoption.
 - iv. If there are more votes for adoption than against adoption, the Proposed By-Laws will be adopted by the Organization and will become effective immediately.

Dissolution

The Lincoln-Way East Music Boosters does not exist as a legal entity. As such, it cannot and does not own or directly control any assets and it cannot incur liabilities.

The Board and the Members may dissolve the organization. A vote of three quarters of the Board and three quarters of the Members of the Organization is required to dissolve the Organization.

If the Organization has no Members for an entire school year, the Organization will be considered dissolved.

If the Organization has no Officers one full year (June 1 to May 31) plus one day, the Organization will be considered dissolved.

Upon dissolution:

1. The Lincoln-Way East Music Boosters will disclaim and give up all interest in directing the use of all funds that are held in the Booster General Account. Those funds will then be available for use by the District subject to all of the District the rules and regulations governing the use of such funds.
2. The Lincoln-Way East Music Boosters will disclaim and give up all interest in directing the use of all funds that are held in the Individual Family Accounts (IFAs) and/or any similarly structured accounts under any other name and all related sub-accounts. Those funds will then be available for use by the District subject to all of the District the rules and regulations governing the use of such funds.

3. The Lincoln-Way East Music Boosters will disclaim and give up all interest in directing the use of all funds that are held in the Booster Scholarship Account. Those funds will then be available for use by the District subject to all of the District the rules and regulations governing the use of such funds.