

D103 Music Boosters Constitution and By-Laws

Effective September, 2015

Article 1. Name

The name of this association shall be the D103 Music Boosters, (formerly Organization of Music Makers' Parent Advisors, otherwise known as O.M.M.P.A.)

Article 2. Objectives

The objectives of this association shall be to provide support for the music education programs in School District 103, coordinate volunteers, help publicize events, assist with communication from the music educators of the District (the "Music Faculty"), provide moral and financial support, facilitate any special music activities; perpetuate interest in music and in general cooperate with the School Board, Administration and Music Faculty in carrying out approved music-related activities. The origin of the group was to enhance the music curriculum for all grades district-wide, kindergarten through eighth.

Article 3. Membership

All parents of students in School District 103 shall automatically be considered part of the general membership, also referred to as "members." Any other person interested in the welfare of the music departments of School District 103 shall be eligible.

Article 4. Executive and General Board

- Section 1. The Executive Board shall consist of the following officers: President, Vice President, Treasurer and Secretary.
- Section 2. The General Board shall consist of a Volunteer Coordinator, a Publicity Coordinator, a School Lunch Coordinator, a Box Tops Coordinator and such other positions as the Executive Board may deem necessary from time to time.
- Section 3. The Executive Officers named in Section 1 shall be elected annually at the last meeting of the school year from a slate of officers prepared by the Nominating Committee from the general membership. For continuity, elected officers are encouraged to serve for two years in a position if possible.
- Section 4. General Board members shall be appointed by the Executive Board from

the general membership based on past experience, recommendations of the Music Faculty, and willingness to serve.

Section 5. The Executive and General Boards together shall constitute “the Board.” Music Faculty members shall serve as ex-officio members of the Board.

Section 6. More than one office or position may be held by a single person if the Executive Board deems it appropriate.

Section 7. The President and Treasurer are authorized to conduct business on behalf of the organization at all times. Other board members may be authorized from time to time by the Executive Board.

Article 5. Meetings

Section 1. Meetings shall be determined by the Executive Board, together with the Music Faculty and Administration, prior to the district calendar planning in spring for the next year. General membership meetings shall be held four times during the school year, typically in September, November, January and April.

Section 2. An agenda and minutes shall be distributed to the Board a week prior to the scheduled meetings.

Section 3. Special meetings of the Board may be called by the President or the Music Staff with advance notification of such meetings no less than three days prior.

Section 4. Special meetings of the Executive Board may be called by the President also with advance notification no less than three days prior.

Article 6. Duties of Executive Officers

Section 1. The President shall preside at all meetings, prepare the agenda and be an ex-officio member of all committees. The President shall appoint special committees with the consent of other officers and shall prepare the annual calendar based on dates and recommendations of the Music Faculty and the Board. The President shall perform all other duties usually pertaining to the office of President.

Section 2. The Vice President shall assume the duties of the President in her/his absence and will assist the President during the year. The Vice President will also serve to coordinate and conduct the Annual Plant Sale.

Section 3. The Secretary shall keep an accurate record of all business transacted, attend to all correspondence, and maintain an inventory of all written materials. Previous minutes and up-coming agenda shall be prepared and submitted to each member of the Board and Music Staff no later than one week prior to the next meeting.

Section 4. The Treasurer shall receive all monies of the association, keep an accurate record of all receipts and expenditures, disperse approved funds, prepare a financial statement prior to each meeting, and prepare an Annual Report. The Treasurer shall chair the Annual Budget Committee which shall meet prior to the last meeting of the year.

Article 7. Duties of Coordinators

Section 1. The Volunteer Coordinator shall assess, with the Music Faculty, the needs and interests of the performing groups in order to match volunteers with staff needs. The Volunteer Coordinator shall recruit by coupon and by phone, and solicit additional volunteers as needed. The Volunteer Coordinator shall foster communication between the Board, Music faculty, parents and students.

Section 2. The School Lunch Coordinator shall maintain school lunches district wide, as well as such other approved school lunch projects as may be determined by the Board from time to time. The Coordinator shall recruit and oversee volunteers as needed for school lunch days and any other approved school lunch activity.

Section 3. The Publicity Coordinator shall cover districtwide music news in all school news media including the One-O-Three Magazine and the Daniel Wright-ings, as well as local newspapers when needed. The Coordinator shall provide additional newsletters, flyers, posters and take-home sheets when necessary.

Section 4. The Box Tops Coordinator shall maintain the Box Tops for Education Program, as well as such other approved fund raising projects as may be determined by the Board from time to time. The Coordinator shall recruit and oversee volunteers as needed for any approved fund raising activity.

Article 8. Special Committees

Section 1. The Nominating Committee shall consist of at least three members: one Board member who shall act as Chairperson, one Music Faculty member, and at least one other general member. Notice of nominating activity shall appear in a spring issue of the One-O-Three Magazine. A slate shall be

announced prior to the final meeting of the year, at which time it shall be voted upon.

Section 2. The Budget Committee shall consist of at least three members: the Treasurer who shall act as Chairperson, one Music Staff member, and at least one other member of Music Boosters. This Committee shall evaluate expenditures to date and make special allocations based on projected year end balances. Decision for allocation or reserve of remaining funds from the current year shall be decided upon at this time. This Committee shall write the budget for the upcoming year based on projected funds available. Music faculty shall submit budgetary requests in advance. All budgeted monies of the previous year shall be used, allocated or placed in reserve by the closing of the annual books on July 31. A final budget for the upcoming year shall be submitted for approval by the Board by June 1. All equipment purchases shall be made on school district purchase orders, approved by the schools and reimbursed by Music Boosters.

Section 3. The Scholarship Committee will consist of at least three board members: the treasurer who shall act as Chairperson, one other member of the Executive board (President, Vice president or secretary) and one more board member. This committee shall collect and evaluate scholarship applications based on the following criteria: Student applying for a scholarship must be a District 103 student while attending the camp, student must fill out scholarship form completely and attach proof of attendance, proof of payment, list any discounts given, and a statement regarding his/her experience at camp. Applications that do not meet these criteria will not be considered for scholarship monies.

Article 9. Quorum and Voting

Section 1. Four (4) board members shall constitute a quorum for all regular Board meetings and Executive Board meetings.

Section 2. These By-Laws may be amended at any regular Board meeting by a two-thirds (2/3) vote of Board members present.

Section 3. Any Board member in attendance of a meeting shall have voting rights, with the exception of Music Staff members. All matters except amendments of the By-Laws shall be decided by a simple majority of Board members present.

Section 4. Under certain circumstances, it may be necessary to hold a vote by email. Above stated numbers concerning quorum will apply to email votes.

Article 10. Parliamentary Authority

“Robert’s Rules of Order Revised” shall govern the association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws.

Article 11. 501C3 Non profit Nature

Section 1. School District 103 Music Boosters is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of School District 103 Music Boosters shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

School District 103 Music Boosters is not organized and shall not be operated for the private gain of any person. The property of the corporation is irrevocably dedicated to its educational and charitable purposes. No part of the assets, receipts, or net earnings of the corporation shall inure to the benefit of, or be distributed to any individual. The corporation may, however, pay reasonable compensation for services rendered, and make other payments and distributions consistent with these Articles.

Section 2. Personal Liability

No officer or director of this corporation shall be personally liable for the debts or obligations of School District 103 Music Boosters of any nature whatsoever, nor shall any of the property or assets of the officers or directors be subject to the payment of the debts or obligations of this corporation.

Section 3. Dissolution

Upon termination or dissolution of School District 103 Music Boosters, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation.

The organization to receive the assets of School District 103 Music Boosters hereunder shall be selected by the discretion of a majority of the managing body of School District 103 Music Boosters and if its members cannot so agree, then the recipient organization shall be the Lincolnshire-Prairie View School District 103 located in Lincolnshire, Illinois.

Section 4. Prohibited Distributions

No part of the net earnings, or properties of this corporation, on dissolution or otherwise, shall inure to the benefit of, or be distributable to, its members, directors, or officers.

Section 5. Restricted Activities

No substantial part of the corporation's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene (including the publishing or distribution of statements) in any political campaign on behalf of or in opposition to any candidate for public office.

Section 6. Prohibited Activities

Notwithstanding any other provision of these Articles, the corporation shall not carry on any activities not permitted to be carried on (I) by a corporation exempt from federal income tax as an organization described by Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (II) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.