

By-Laws of the Plainfield Blue House Band Boosters  
Plainfield, Illinois  
(Adopted June 20, 2007)  
(Amended October 16, 2018)

ARTICLE I – NAME

- Section 1        The name of this non-profit organization shall be the Plainfield Blue House Band Boosters.
- Section 2        The place where the principal office of the organization is to be located in the Village of Plainfield, Will County, State of Illinois.

ARTICLE II – NON-PROFIT PURPOSES

- Section 1        Aims and purpose of the organization shall be:
- A. To arouse and maintain an enthusiastic public interest in the various phases of the instrumental music program of Plainfield South High School, Aux Sable and Drauden Point Middle Schools.
  - B. To lend all possible support, both moral and financial, to the instrumental music program at Plainfield South High School, Aux Sable and Drauden Point Middle Schools.
  - C. To cooperate with those in charge of the instrumental music departments, school administrations, and the school board to the end that this departments be brought to and kept at the highest possible degree of efficiency.
  - D. To build and maintain an organization which will help promote and enhance the general activities of the instrumental music programs.
- Section 2        Said corporation 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 the corresponding section of any future federal tax code.
- Section 3        The names and addresses of the persons who are the initial trustees of the corporation can be found in the application to form a Non-Profit Corporation under the Non-Profit Law of Illinois.
- Section 4        IRS 501(c)(3) Tax Exemption Provisions can be found in Article XIV, Sections 1, 2, and 3.
- Section 5        Procedures for distribution of assets upon dissolution of this corporation can be found in Article XV, Section 1.

ARTICLE III – MEMBERSHIP

- Section 1        The membership of this organization shall be open to anyone interested in the progress and development of the instrumental music programs of Plainfield South High School, Aux Sable and Drauden Point Middle Schools.
- Section 2        The dues shall be \$15 dollars per family per school year.

ARTICLE IV – OFFICERS

- Section 1 The Plainfield Blue House Band Boosters shall have the following officers, who shall be elected from the High School membership: President, Vice-President, Secretary, and Treasurer.  
A. The position of Treasurer shall be a bonded position.  
a. The cost of the bond is to be incurred by the organization.
- Section 2 A nominating committee, composed of three persons, shall be selected by the President and approved by the Executive Board at the February meeting to present a slate of officers at the April Executive Board meeting. The slate of officers is to be published in two places prior to the May election. In addition to the slate presented by the committee, nominations from the floor may be made at the May regular meeting. In the event that no candidate comes forward for a position on the board, a nominee may be presented and voted on at the next regular meeting without prior posting. Election of officers will occur at the May regular meeting. If more than one candidate is nominated for any office, voting shall be by written ballot.
- Section 3 Attendance of all officers at the executive and general meetings is essential to the operation of the organization.
- Section 4 No person shall be nominated as a candidate for any office nor selected as chairman or member of any committee without his/her consent.
- Section 5 All officers must be members of the organization.
- Section 6 No member shall hold more than one elected office at a time.
- Section 7 The elected officers shall assume their duties in June and shall serve for a term of one year, or until a successor shall be elected and assumes office, whichever term is longer.
- Section 8 An officer can be removed from office only for cause-that is, neglect of duty in office or misconduct. The removal shall be voted upon by a two-thirds majority vote of those present at any regular meeting of this organization.
- Section 9 An interim officer shall be appointed by the President or Acting President and Band Director to fill the vacancy until the election can be held.
- Section 10 Vacancies occurring in any elected office shall be filled by election at the following regular meeting without prior posting. The selection shall be voted upon by a two-thirds majority vote of those present at any regular meeting of this organization.

#### ARTICLE V – DUTIES OF THE OFFICERS

- Section 1 The President shall:
- A. Actively promote all activities of the organization.
  - B. Preside at all meetings.
  - C. Provide a written agenda for each regular meeting.
  - D. Appoint chairpersons and committee members of standing committees and special committees as needed.
  - E. Act as an ex-officio member of all committees except the Nominating and Auditing Committees.
  - F. Conduct all general business as directed by the vote of the organization membership.
  - G. Be responsible for smooth transition of offices upon completion of term(s).

- H. Call Special meetings when necessary.
- I. Have signing authority on all bank accounts.
- J. In the event of any tie vote, the President shall cast an additional tie breaking vote.

Section 2

The Vice-President shall:

- A. Actively promote all activities of the organization.
- B. Preside in the absence of the President, or in the event of their refusal to act, the Vice-President shall perform the duties of the President and, when so acting, shall have all the powers of the President.
- C. Perform duties of absent or vacant officers until a new officer is appointed.
- D. Serve as an aide to the President.
- E. Perform such other duties as from time to time may be assigned to them by the President or the Executive Board.
- F. Have signing authority on all bank accounts.

Section 3

The Secretary shall:

- A. Actively promote all activities of the organization.
- B. Keep accurate minutes of all general meetings and Executive Board meetings of the organization.
- C. Have charge of official correspondence.
- D. Keep an accurate roster of the names and phone numbers of the executive board members.
- E. Perform other duties as from time to time may be assigned by the President or the Executive Board.
- F. Have signing authority on all bank accounts.

Section 4

The Treasurer shall:

- A. Actively promote all activities of the organization.
- B. Collect and have charge of all funds of the organization, deposit all such monies in the name of the Plainfield Blue House Band Boosters in such banks or other depositories as shall be selected by the Executive Board, and disburse those funds as needed, with an accounting of receipts and disbursements and bank statements at all general meetings and Executive Board meetings.
- C. Be responsible for maintaining accurate financial records of all receipts and Disbursements.
- D. Accurate completion and filing of all required IRS forms such as Tax Filing, Tax Exemption Renewal and others as required.
- E. Have the authority to sign checks and to pay out funds as approved by the members.
- F. Supply full monthly reports including latest available bank statement and annual financial reports to the Executive Board for review, and make such interim reports as the Executive Board may request.
- G. Perform such other duties as from time to time may be assigned to them by the President or the Executive Board.
- H. Cooperate with and support the Auditing Committee.
- I. Work directly with the Middle School Financial Liaison.

## ARTICLE VI –EXECUTIVE BOARD

Section 1

The officers, the chairpersons of all Board approved committees, and the band director(s) (are Ex-Officio) shall constitute the Executive Board.

Section 2

The Executive Board shall have general supervision of the affairs of the organization between regular meetings of the organization and shall fix the hour and place of meetings and shall perform such other duties as are specified in these by-laws.

- Section 3 Meetings of the Executive Board shall be held monthly, prior to the regular meetings of the organization. Special meetings of the Executive Board may be called by the President or upon the request of three members of the Executive Board.
- Section 4 Five members of the Executive Board, including at least two officers, shall constitute a quorum.
- Section 5 For matters brought to a vote at a meeting of the Executive Board, there shall be one vote per Board member.
- Section 6 Attendance of all officers at the executive and general meetings is essential to the operation of the organization. If a chair cannot attend an Executive or Regular meeting, the President shall be contacted as soon as possible and a report submitted and/or a substitute found to attend the meeting.

#### ARTICLE VII – MEETINGS OF THE ORGANIZATION

- Section 1 Meetings of the Organization shall start in September and be held monthly, except December, during the school year. The final meeting of the Organization shall take place in May, at which time officers shall be elected
- Section 2 Seven members of the organization, including at least two (2) officers shall constitute a quorum.
- Section 3 The rules of order at all regular meetings shall be as follows:
1. Reading and approval of minutes
  2. Reading and approval of treasurer's report
  3. Reports of officers, directors, boards, and standing committees
  4. Reports of special committees
  5. Unfinished business
  6. New business
- Section 4 For matters brought to a vote at a meeting of the organization, there shall be one vote per family.

#### ARTICLE VIII – STANDING COMMITTEES

- Section 1 Auditing Committee – The Auditing Committee shall consist of two members of the Executive Board (not including the treasurer and the Middle School Financial Liaison) and shall be appointed by the President during the May Executive Board meeting. The purpose of this committee shall be (in absence of an outside audit) to audit the financial records of the organization. Financial records shall be audited at the end of each fiscal year, upon election or appointment of a new Treasurer, or as deemed necessary. If an outside audit is performed, the committee's responsibility will be to review and report on the result of the audit.
- Section 2 Budget Committee – The Budget Committee shall consist of the outgoing Executive Board, along with the newly elected officers, will meet no later than June of each year. The purpose of this meeting shall be to prepare a budget and fundraising activities for the upcoming year.

After the approval of the budget by this organization, no expense shall be incurred or funds dispersed varying from this budget without first forwarding either of the following to the Executive Board:

- A. A "Change of Budget Allocation" request for reallocation of funds within the approved budget. Upon recommendation from the executive officers, this request shall be approved by the Executive Board at an Executive Board meeting.
- B. A "Change of Budget" or "Override" request is a change of the total budget. Upon recommendation from the executive officers, this request shall be presented to the Executive Board for approval. The Executive Board shall vote on these changes of budget.

Section 3

Hospitality Committee – The Hospitality Committee shall have the responsibility for soliciting donations for, and organizing, in-house refreshments, typically:

- A. The Chairperson shall attend Executive Board meetings.
- B. Freshman event at start of Marching Camp, if requested by Directors and Booster Board.
- C. Social event at start of school year, typically Ice Cream Social.
- D. Water for students during football games.
- E. Water bottles and snacks for lengthy bus rides.
- F. Lunch/dinner for students during/between competitions when specified by the directors/Band Booster Board.
- G. Lunch/dinner/samples for special events such as SPC when hosted by PSHS or post-concert fundraising samples.
- H. Breakfast for directors/adjudicators during the Solo/Ensemble contest when hosted by PSHS.
- I. Contributing to Budget discussion for this committee.
- J. Actively promote all activities of the organization.
- K. Middle School Band Football Game

Section 4

Membership Committee – The Membership Committee shall have the responsibility for:

- A. The Chairperson shall attend Executive Board meetings.
- B. Accurately recording the names of all paid members and reporting at each Board meeting.
- C. Sending acknowledgements of all memberships.
- D. Ensuring that each member family receives the benefits of their membership level (car clings, complimentary Banquet and Marching Band Competition tickets, etc) per current Membership Application and ordering items as required.
- E. Preparing a list of members for publication in each concert bulletin.
- F. Verifying the family membership status of scholarship applicants.
- G. Contributing to Budget discussion for this committee.
- H. Actively promote all activities of the organization.
- I. Lead membership recruiting activities.

Section 5

Communications Committee – The Communications Committee shall have charge of all publication of information whether social, electronic or hard copy.  
This includes:

- A. The Chairperson shall attend Executive Board meetings.
- B. Maintenance and upkeep of the Booster Website and Gmail account.
- C. Maintenance and upkeep of the Booster Social Media sites utilizing current methods to communicate (Facebook, Twitter, Snapchat, Instagram etc.)
- D. Staying current on band awards and important functions, upcoming performances, meetings, or any event deemed appropriate by the Director or Board.
- E. Public Relations:

- (a) Make press contacts prior to and after events as appropriate; provide news stories and photographs to PSHS, District 202 and local media publicizing all band activities and achievements.
- (b) Review and approval of all press releases, postings and mailings (email or hard copy):
  - i) For communications to Band Booster families: information must have approval by at least one Band Director/Band Booster President or his/her designate.
  - ii) For communications to outside sources such as newspapers: information must have approval noted in E.b.i above, and also approval by PSHS Building Administration Representative.

Section 6 Nominating Committee – The duties of the nominating committee are stated in Article IV, Section 3, herein.

Section 7 Parliamentary Committee – The Parliamentary Committee chairperson shall have the responsibility to give advice in parliamentary procedure when requested. The Parliamentary Committee shall be appointed by the President every two years to review the by-laws of the organization.

Section 8 Alumni Committee – Chairperson and Committee members shall be current PSHS Band Booster members and alumni or alumni/current-student parents. The responsibility of the Committee shall be to:

- A. The Chairperson shall attend Executive Board meetings.
- B. Gather and coordinate contact information of alumni and alumni parents.
- C. Coordinate and forward relevant Booster email correspondence to the aforementioned Alumni Contact List.
- D. Suggest and coordinate special Alumni events such as an Alumni Band Homecoming performance.
- E. Actively promote all activities of the organization.

Section 9 Uniform Committee – The Uniform Committee is responsible for ensuring that every member of the band has the proper uniform for all events, including:

- A. The Chairperson shall attend Executive Board meetings.
- B. Coordination of fittings, alterations, repairs and assignment tracking.
- C. Maintain Volunteer listing for parent help.
- D. Distribution/collection of uniforms before/after events.
- E. Uniform cleaning—preparation to send out, sorting and storage after return.
- F. Inform Board of issues related to condition of uniforms.

Section 10 Truck/Trailer/Pit Crew Committee – Coordinates and manages the handling and transportation of instruments, flags and other equipment for and during home football games and all off-campus Band activities.

- A. The Committee Chairperson shall attend Executive Board Meetings.
- B. Trains volunteers in procedures for loading, unloading and set-up.
- C. Schedules and coordinates truck(s) and driver(s) to pull trailer(s).
- D. Schedules and supervises other crew volunteers.
- E. Assists students in loading and unloading the trailers.
- F. Assists students in moving instruments on/off football field, stage, etc.
- G. Perform or coordinate general maintenance of trailer, golf cart, and other equipment.
- H. Report to the board any serious equipment condition problems.

- Section 11 Fund Raising Committee – This committee investigates Fund Raising Options to Present to the Executive Board Members for consideration. This committee also organizes, administers and oversees all approved Fund Raising activities for the Band Booster Fund Raising Events as specified in the Yearly Fundraising Calendar.
- A. The Committee Chairperson shall attend Executive Board meetings.
  - B. The Fundraising Committee shall meet no later than July to create the Yearly Fundraising Calendar.
- Section 12 Volunteer Committee – This committee solicits, tracks and organizes volunteers for all events requiring chaperones and parent assistance, including competitions, concerts, Band Camp and fundraisers. The Committee Chairperson shall attend Executive Board meetings.
- Section 13 Middle School Financial Liaison Committee – The committee serves as the assistant of the treasurer in the middle schools.
- A. The Liaison shall attend Executive Board meetings.
  - B. Be responsible for maintaining accurate financial records for all middle school fundraising events.
  - C. Collect and have charge of all middle school fundraising funds until able to be deposited by Treasurer.
  - D. Work directly with the Treasurer and the Band directors.
- Section 14 Plainfield South Marching Invitational Committee – The Committee is responsible for the organization and hosting of the annual “Plainfield South High School Marching Band Invitational”.
- A. The Committee Chairperson shall attend Executive Board meetings.
  - B. Coordinate establishing the date of the competition together with the PSHS Band Director
  - C. Establish and track the budget.
  - D. Establish and maintain a timeline outlining major milestones and the responsible area chair persons needed active time ranges.
  - E. Work with subcommittee chairs to develop and maintain tasks in all individual areas:
    - a) Publicity and registration
    - b) Finance
    - c) Concessions
    - d) Volunteer
    - e) Rules and Awards
    - f) Site Logistics and Security
    - g) Audio Visual
    - h) Day of Communications
    - i) Medical
- Section 15 Special Events Committee – This committee is assembled for special projects and such as hosting competitions, large scale fundraisers or others as deemed necessary by the Board.
- Section 16 The President and Band Director(s) shall be Ex-Officio members of all committees, except the nominating and auditing committees.

#### ARTICLE IX – FUNDRAISING

- Section 1 Each fundraising event shall be facilitated as follows:
- There shall be one over-all chairperson.
  - The chairperson shall coordinate the sale.
  - The chairperson shall maintain records for each student who participated, including but not limited to:
    1. Items sold
    2. Items returned – monetary credits due
    3. Monies collected
    4. Monies outstanding
- Section 2 At the end of the fundraising event, the chairperson shall consolidate and validate information for the event, report at the next meeting, and submit a status report to the Executive Board.
- Section 3 For two weeks following the close of the fundraising event, attempts should be made to collect outstanding monies. After the two week collection period, the student's account will reflect the monies outstanding. Proceedings will be started to collect the funds according to school district policy.
- Section 4 The Fall Plainfield Band Booster Craft Shows shall continue to be supported as a fundraising activity for all high school band booster organizations in the Plainfield CCSD 202. If the fundraising results in a net profit, this shall be equally divided among the high school band booster organizations contingent on each organization providing a minimum of 20% of the volunteer workforce. If the fundraising results in a net loss, this shall be equally divided among the high school band booster organizations that contributed to the volunteer workforce. This by-law cannot be amended without the written consent of all participating high school band booster organizations.

#### ARTICLE X – FUNDS

- Section 1 In accordance with Article V, Section 4, the Treasurer shall be the custodian of all funds of the organization, which shall be paid out within the framework of the budget, and shall pay any and all bills incurred by the organization. The Officers shall have signatory authority.
- Section 2 The fiscal year shall be from June 1 to May 31.

#### ARTICLE XI – CONTRACTS

- Section 1 The contracts for instructional staff must be submitted to the Executive Board by the Band Director(s) for approval of payment. All contracts shall be approved by the Executive Board.
- Section 2 No monies over \$2000.00 shall be expended without contract approval by the Executive Board.

#### ARTICLE XII – PARLIAMENTARY AUTHORITY



Section 1 The rules contained in Robert's Rules of Order, revised, shall govern the organization in all cases to which they are applicable and in which they are consistent with these by-laws.

#### ARTICLE XIII – AMENDMENT TO BY-LAWS

Section 1 These by-laws may be amended at any regular meeting of the organization by two-thirds vote of those present, provided the amendment has been submitted in writing to the membership and made available to the organization's members seven (7) days prior to the meeting at which these amendments shall be voted on.

#### ARTICLE XIV – IRS 501(c)(3) Tax Exemption Provisions

Section 1 No part of the net earnings of this corporation shall inure to the benefit of, or be distributable to, its members, directors, 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 of the corporation set forth in Article 2 hereof.

Section 2 No substantial part of the activities of this corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and this corporation shall not participate in, or intervene in (including the publishing or distribution of statements), any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 3 Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) 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.

#### ARTICLE XV – DISSOLUTION

Section 1 Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.


Section 2 This organization may be dissolved by a two-thirds majority vote of those present at any regular meeting of this organization, provided the dissolution has been submitted in writing to the membership on the organization's web site at least 30 days prior to the meeting at which the dissolution shall be voted upon.

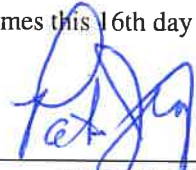
Section 3 In the event of dissolution, the assets of the organization shall be distributed to the Plainfield Consolidated School District 202 Board of Education to be distributed equally to the Instrumental Music Departments of any remaining Plainfield Blue House band programs.


Section 4 In the event of dissolution and the non-existence of the Instrumental Music Departments of the Plainfield Consolidated Schools, the Executive Board shall determine the disbursement of assets of this organization prior to dissolution according to the provisions of Section 1.

Adopted: June 20, 2007  
Amended: October 16, 2018


In witness whereof, we have hereunto subscribed our names this 16th day of October 2018.

  
\_\_\_\_\_  
Roland Kuehtreiber, President  
Date: October 16, 2018

  
\_\_\_\_\_  
Patrick Jung, Vice-President  
Date: October 16, 2018

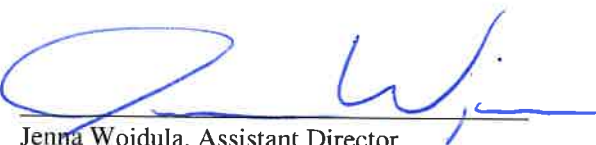
  
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Joann Badali, Secretary  
Date: October 16, 2018

  
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Rob Grooms, Treasurer  
Date: October 16, 2018

  
\_\_\_\_\_  
Jerrod Cook, Director  
Date: October 16, 2018

  
\_\_\_\_\_  
Karen Bedore, Director  
Date: October 16, 2018

  
\_\_\_\_\_  
Annette McCammon, Director  
Date: October 16, 2018

  
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Jenna Wojdula, Assistant Director  
Date: October 16, 2018