

Unit 7 Music Boosters Constitution and By-Laws

ADOPTED: February 24, 2004

AMENDED: January 25, 2005

AMENDED: May 22, 2012

AMENDED: June 25, 2019

AMENDED June 15, 2021

Article 1.NAME

The name of this organization shall be the UNIT 7 MUSIC BOOSTERS, also known as UNITY MUSIC BOOSTERS.

Article 2.OBJECTIVES

The objectives of this organization shall be:

- 1) To promote interest in the music organizations of all schools in the Unit 7 School District.
- 2) To further the music interests of all music students in the Unit 7 School District.
- 3) To raise and assist in the distribution of aid to the Unit 7 School District music programs.
- 4) To provide assistance to the music directors and teachers with activities, and advancement of music programs.
- 5) To work in cooperation with the Unit 7 School District personnel and administration in coordinating activities and assisting the music programs.

Article 3.MEMBERSHIP

Membership shall be open to parents and legal guardians of students participating in Unit 7 School District music programs, any adult residing in the Unit 7 School District, or any alumnus of the Unit 7 School District. The principals and music teachers/directors of the Unit 7 School District shall be members by default.

No member shall at any time act in the name of this organization unless given specific authorization by the majority of the Board of Directors.

Bylaws, policies and procedures will be voted upon at general membership meetings.

No active member of the organization shall participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office under the auspices of the organization or using organization resources.

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an 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 any 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.

Article 4.ELECTION OF OFFICERS

The officers shall consist of a President, Secretary, Treasurer, and President Elect who shall hold office for the period of one year from the date of installation as officers. Officers may serve consecutive terms if nominated and elected by the general membership to do so. These officers shall be members of the Board of Directors.

The officers shall be elected at the general membership meeting in May. The President shall appoint a Nominating Committee at the preceding April meeting, for the purpose of determin-

ing a slate of officers to be presented at the general membership meeting in May. Nominations may also be made from the floor for any office.

Election of officers shall be by written ballot, unless a ballot by acclamation is approved by majority vote of the members in attendance, or if only one (1) candidate has been nominated for a particular office. Each office shall be balloted individually. Election to office shall be by simple majority of members in attendance. Transition of new officers shall be completed prior to the beginning of their terms on July 1. Any vacancy occurring in any elective office shall be filled by a majority vote of the membership present, at the first meeting following the vacancy.

Article 5.DUTIES OF OFFICERS

Section 5.01

The President shall preside at all meetings, appoint committee chairpersons (except the Budget Committee Chairperson), and act as executive officer of the organization with full authority to enforce the articles of these bylaws. In addition, the President, or designate shall represent the Music Boosters at meetings of the Unit 7 School Board.

Section 5.02

The Secretary shall record the minutes of all regular and special meetings, maintain a current record of all members, attend to correspondence of the organization as requested by the Officers, and assist the President with the meeting agenda.

Section 5.03

The Treasurer shall receive all monies accruing to the organization and shall deposit the same in an approved depository under the name of the organization. The Treasurer shall pay money from this account by order of the President and consent of the general membership or officers. In addition, the Treasurer shall maintain an accurate record of all financial transactions of the organization, and be a member of the Budget Committee.

Section 5.04

The President-Elect shall assist the President, when requested, at all meetings of the organization. The President-Elect shall preside in the absence of the President and/or ascend to the office of President, should a vacancy occur by resignation, removal, death, or incapacity of the sitting President to complete the current term of office.. In addition, this office shall be used to prepare the elected individual to assume the office of President the following year.

Article 6.COMMITTEES

Section 6.01

The Communications Chairperson shall:

- (a) Establish a communications committee
- (b) Maintain an accurate listing of all members' addresses, phone numbers, and email addresses
- (c) Transmit all general and special information as received from the President, President-Elect, or Secretary
- (d) Develop and maintain the website
- (e) Work with event chairs on publicity efforts
- (f) Serve on the Board of Directors

6.02

The Class Chairpersons shall:

- (a) Form a committee. Each parent will belong to the committee of the class their child is currently enrolled in (Freshman, Sophomore, Junior, Senior). If a parent has a special request

to help with a fundraiser in another class, they shall request permission to switch committees from the Board of Directors.

- (b) Recruit fundraising volunteers and encourage student participation
- (c) Plan and execute fundraiser/tasks as follows:
 - (a) Freshman parents- Letter writing campaign & Restaurant fundraisers
 - (b) Sophomore parents- Barnes & Noble fundraiser and Scholarships
 - (c) Junior parents - Jazz and Java fundraiser
 - (d) Senior parents - All out A cappella fundraiser
- (d) Attend membership meetings to update the membership and board on progress, needs and plans for their specific events. Any member of the class committee can provide the updates at the meetings if the chairperson is unable to attend.

Section 6.03 The Budget Chairperson/Treasurer shall:

- (a) Be the Treasurer
- (b) Establish a budget committee
- (c) Prepare a operating budget for each fiscal year

Article 7. BOARD OF DIRECTORS

The Board of Directors shall consist of the elected officers and standing committee chairpersons. The Board shall:

- 1) See that all policies of the organization are carried out and recommend appropriate policy changes as needed
- 2) Review the financial transactions submitted by the Treasurer at the close of each fiscal year
- 3) Develop an annual report to share with the Unit 7 School Board at the end of each fiscal year

Article 8. MEETINGS

General membership meetings shall be held on a quarterly basis during the school year. These shall be scheduled for the 3rd Tuesday of the months of August, November, February, and May at 7:00 p.m., and will be held at the Unity High School Band or Choir Room, unless an alternative meeting location is announced. Special and Emergency meetings may be called by the President as needed. The membership, as practicable, shall be sent advance notice of special and emergency meetings.

The assembled number of members, along with a minimum of four board members, shall constitute a quorum, and a simple majority of those present and voting shall be sufficient to carry a motion. In the absence of a quorum, the meeting may occur, but no formal action shall be taken except to adjourn the meeting to a subsequent date.

Article 9. CONFLICT OF INTEREST

Any voting member, who has a financial interest in or could personally benefit from a matter pending action, should offer to voluntarily be excused from that portion of the meeting and refrain from voting on said item.

Article 10. PARLIAMENTARY AUTHORITY

Robert's Rules of Order shall be followed in all matters not specified in the bylaws of this organization.

Article 11. BUDGET AND EXPENDITURE CONTROL

The fiscal year for Unit 7 Music Boosters shall be July 1 through June 30. The President shall appoint a Budget Committee before the first meeting of each fiscal year, for the purpose of establishing a fiscal year operating budget. The budget shall contain anticipated income and ex-

penditures for the fiscal year, and shall be presented to the membership for approval no later than the second meeting of each fiscal year. The Treasurer shall automatically be a member of the Budget Committee.

Article 12. DISPOSAL OF ASSETS

In the event of dissolution of Unit 7 Music Boosters, the Board of Directors shall, after paying and making provisions for the payment of all liabilities, distribute all the assets of the organization to Unit 7 music programs.

Article 13. AMENDMENTS

These bylaws may be amended at a regular membership meeting of the organization by majority vote. Proposed amendments will be distributed at a regular membership meeting and tabled until the next regular membership meeting. Copies of the bylaws will be distributed to members upon request and will be made available on the Unit 7 Music Booster website.