

Constitution and Bylaws

Hinsdale South High School Music Boosters Association

Amended April 2024, implemented May 2024

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HINSDALE SOUTH HIGH SCHOOL

MUSIC BOOSTER ASSOCIATION

Constitution and By-Laws

The purpose of the Hinsdale South Music Booster Association shall be to support and encourage the activities of the Hinsdale South H.S. Music Department. The business affairs and policies of the Association shall be under the control of the Executive Board and shall be administered in full cooperation with the policies of the school, the Band Directors, the Choir Director, the Orchestra Director, and the Principal. No individual or group shall dominate the affairs of the Association. The Executive Board shall administer the affairs of the Association in accordance with the By-Laws. A copy of the By-Laws shall be made available to any member upon request of the Secretary. Payment of dues entitles the member to full participation in the Association's activities as presented in the By-Laws. The membership is not entitled to special consideration at any school activity.

The Association derives its funds from membership dues and from special fundraising projects. Membership dues shall be set yearly by the Executive Board. Only those fundraising projects approved by the Music Department Directors and the Principal will be conducted by the Association.

BY-LAWS

ARTICLE 1

NAME

Section 1

The name of the organization is the Hinsdale South High School Music Booster Association.

ARTICLE 2

PURPOSE

Section 1

To provide financial and volunteer support to the Hinsdale South High School Band, Choir and Orchestra Programs.

Aid in bringing the music directors in closer contact with the parents of the music students and the people within the community.

ARTICLE 3

MEMBERSHIP

Section 1

Parents/guardians of students currently enrolled in the music programs are eligible for membership upon payment of such annual dues as the Executive Board establishes on a yearly basis. Other persons interested in supporting the work of the Association are also eligible for membership upon payment of dues.

Section 2

All members are bound by the By-Laws of the Association.

Section 3

Neither the Association nor the individual members shall participate in or otherwise aid any movement or campaign, the purpose of which is to interfere with the policies, procedures and/or methods of the professional staff. Any member guilty of violating this By-Law shall forfeit his/her membership in the Association.

Section 4

The Board Members are entitled to one vote each at regularly scheduled Board meetings. In the event of a tie, a Music Director shall have the deciding vote.

ARTICLE 4

EXECUTIVE BOARD

Section 1

The Executive Board shall be comprised of the officers of the Association. Those officers will be the President, Co-President, Vice President, Secretary and Treasurer. The Band, Choir, and Orchestra Directors along with the Principal shall be Ex-Officio Members.

Section 2

The Executive Board shall direct the affairs and policies of the Association and be guided by the interests and concerns of the membership.

Section 3

Any member of the Executive Board who is absent from three consecutive regular meetings of the Board, without notifying the President, Co-President, Vice President or Music Directors shall be considered to have resigned. The unexpired term shall be filled at the next Board meeting by a majority vote of the Executive Board.

ARTICLE 5
OFFICERS AND DUTIES

Section 1

The officers of the Association shall be the President, Co-President, Vice President, Secretary and Treasurer. Not more than one office may be held by the same person at any one time.

Section 2

The President shall preside at all meetings of the Association and the Executive Board Meetings. The President shall perform all other duties usually pertaining to the office. The President shall sign all orders on the Treasury jointly with the Treasurer. The President shall appoint and create such committees as is determined to be necessary to conduct the affairs of the Association. Committee appointments are subject to the approval of the Board of Directors. The President shall make an agenda for each meeting to be available at each meeting for all members present. The President shall represent this association along with a Music Director at any other meeting with the organization or with the School Board, as needed. The President Shall collect descriptions, materials and reports to pass along to future President(s).

Section 3

The Co-President shall assume the duties of the President during his/her absence and shall be an Ex-Officio member of all committees. The Co-President is in a role of learning and assisting with the Presidential Role so as to properly assume the role the following school year.

Section 4

The Vice President shall assume the duties of the President if both the President and Co-President are absent and shall be an Ex-Officio member of all committees. The Vice President shall be responsible for the oversight of adherence to the organization's Bylaws. The Vice President may be appointed by the President(s) and Co-President to serve as liaison to one or more fundraising committee chairs. The Vice President shall collect descriptions, materials and reports to pass along to future Vice President(s).

Section 5

The Secretary shall keep a correct written record of all meetings of the Association and Executive Board and shall provide a copy for each Board Member at the next meeting. The Secretary shall issue notices of meetings and perform other duties as usually performed by such an officer. The Secretary shall serve as the custodian of the Bylaws and will provide a copy and written list of specific duties for which each Board Member is responsible. The Secretary shall collect descriptions, materials and reports to pass along to future Secretaries.

Section 6

The Treasurer shall receive all monies due to the Association, deposit them in the bank approved by the Association, issue payments approved by the Executive Board, and present a written statement of account to each Board Member at each meeting of the Board. The Treasurer's books shall be audited annually by a committee appointed by the President. The Treasurer shall pay promptly all bills and other obligations with receipt of proper disbursement request forms. The Treasurer shall reconcile bank accounts monthly. The Treasurer shall submit a financial statement along with the current bank account statement and reconciliation at each monthly meeting for audit by the President(s) and Vice President(s). Said financial statement should detail month and year to date activities. The Treasurer shall facilitate authorization of access to the Music Booster accounts to the new incoming Treasurer(s) and President(s). The Treasurer shall be responsible for creating the annual budget in conjunction with the Executive Board. The Treasurer shall collect descriptions, materials and reports to pass along to future Treasurers.

ARTICLE 6

ELECTION OF EXECUTIVE BOARD MEMBERS

Section 1

At a regular meeting of the Executive Board in May of each year, the President shall take nominations for a slate of Executive Board members for the following year. Nominations may be made from the floor at the election, which shall be held at the last general meeting of the Association in June. Only those persons whose child is currently a member of the Music program, is an alumni of the Music program, or persons who themselves are alumni of the Music program, may be nominated and elected to the Executive Board. An Executive Board member whose child drops from the music program after the member has been elected shall be allowed to complete his/her term of office. The candidates receiving a majority of the votes cast shall be duly elected to the offices for which they were nominated.

Section 2

The newly elected Executive Board members shall begin their duties immediately after the June meeting, and the previous Executive Board members will remain ex-officio until September 1st of the current year to ensure a smooth transition.

Section 3

No Board Member will be allowed to serve more than two (2) successive years in any single position unless there is no suitable replacement and a majority of the general Members present at the meeting approves the service for an additional year.

Members may vote for Officers by proxy. Proxy voting may be done via email or written notification to the Music Booster President(s), Co-President and/or Secretary in advance of a vote.

Any Officer not performing duties as outlined in the Bylaws may be recommended for removal. Any Officer may be removed at any time, with cause, by a simple vote of the majority of the Members present at a meeting. If any Officer is absent for three (3) consecutive regular meetings of the Board without prior notice having been given to the President(s), the Board reserves the right to remove the Officer from that position and appoint a successor.

ARTICLE 7

FISCAL YEAR

Section 1

The fiscal year of the Association shall run from July 1st through June 30th of the following year. The financial records shall be turned over to the elected Treasurer after the June 30 bank reconciliation is completed but no later than July 15th.

ARTICLE 8

MEETINGS

Section 1

Meetings of the Executive Board shall be held monthly from September through June at the school and are open to all members of the Association. Other meetings may be called as necessary.

Section 2

A quorum of the Board shall require present, at least one President or Vice President, one other Officer and one Music Director for a regular or special meeting of the Board. If no quorum is present, the presiding officer shall adjourn the meeting. A new meeting date and time shall be determined by the Executive Board and the Directors to occur within the calendar month.

Section 3

A calendar of regular meetings of the Executive Board shall be published to all members of the Association on the first written agenda. Other meetings may be called by the President or at the request of three Executive Board members. The Secretary shall notify the Executive Board members of the time and place of any special meeting.

ARTICLE 9
CONFLICT OF INTEREST

Section 1

A conflict of interest exists when a possible transaction or arrangement might benefit the private interest of an Officer, Committee Chairperson or Member or might result in a possible excess benefit transaction. This statement is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to the association, if any.

Section 2

In connection with any actual or possible conflict of interest, an interested person shall disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board considering the proposed transaction or arrangement.

Section 3

Any Officer, Committee Chairperson or Member who has a direct or indirect financial interest is an interested person.

ARTICLE 10
PARLIAMENTARY AUTHORITY

Robert's Rules of Order, revised, shall be used to govern deliberations of the association when necessary and is not in conflict with the Bylaws.

ARTICLE 11
AMENDMENTS

Section 1

These By-Laws may be amended by an affirmative vote of at least five members of the Board present at a regular or special meeting of the Executive Board. However, no amendment can be voted on unless a written notice of the proposed amendment is provided to each Board member not less than ten days prior to the date of the meeting at which the amendment is to be considered.

Revised April, 2024