

SYCAMORE MUSIC BOOSTERS CONSTITUTION

(REVISED COPY ADOPTED NOVEMBER 21, 1979) (AMENDED
OCTOBER 1981) (AMENDED MAY 1984) (REVISED APRIL 1990)
(REVISED NOVEMBER 2011) (REVISED NOVEMBER 2020)

ARTICLE – NAME

The name of this organization shall be “THE SYCAMORE MUSIC BOOSTERS.”

ARTICLE II – LOCATION

The principle address of this organization shall be P.O. Box 432, Sycamore, IL 60178.

ARTICLE III – PURPOSES

The purposes of this organization are: (a) to work with the authorities of Sycamore School District #427 and the music department to improve the music program for the benefit of the school, the students, and the community; (b) to create a public awareness for the school’s music program. Its purposes and benefits are: (c) to assist in raising monies for music scholarships and awards for deserving music students, concert trips, and other projects thought to be helpful to strengthen the programs and not assumed by the Board of Education; (d) to encourage the Board of Education in supporting an expanding, comprehensive music program.

ARTICLE IV – MEMBERSHIP

The membership shall consist of parents or guardians of all public or private school students in Sycamore School District #427 enrolled in a music program, and any other person over high school age who is interested in promoting music programs in Sycamore.

ARTICLE V – BOARD

SECTION 1. The general management of the organization shall be vested in the Board selected as prescribed in Article VII of this Constitution.

SECTION 2. The officers of this organization shall be a President, Vice President, Secretary, Treasurer, Publicity Chairperson, Scholarship Chairperson, and Fundraising Chairperson.

SECTION 3. The Chair of the Music Department or an Administration appointee of District #427, and the Board of Education’s designated representative shall be ex-officio members.

ARTICLE VI – MEETINGS

SECTION 1. This organization shall have public meetings on the third Thursday of the month at a time and location designated by the Board. Meetings will generally be held September-May, with the December meeting being used as an executive committee meeting in lieu of a regular meeting. The meetings will be held for the purpose of receiving reports from the Board and members of the organization and to take up and pass upon any business which may be brought before the meeting. In addition to these business meetings, the membership shall meet for special purposes at such places and times as the President, upon request of the Board, may designate. Notice of all meetings will be given to the entire membership, stating the date, place, and the time of said meeting in advance of the meeting.

SECTION 2. The Board shall meet at such times throughout the year as may be deemed necessary to carry out the program of the organization. Electronic and modern technology can be used as approved by the Board to conduct the business of the Board as deemed necessary between regularly scheduled meetings of the membership. A joint meeting of the newly elected and retiring officers shall be held soon after the election in order to facilitate a smooth transfer of responsibility.

ARTICLE VII – DUTIES OF OFFICERS

SECTION 1. The President shall:

- Preside at all meetings of the members and of the Board.
- Conduct the affairs of the organization with the direction and consent of the Board.
- Appoint committee members, coordinators, and committee chairpersons as needed to carry out the projects and activities of the organization. Appointed positions may include, but will not be limited to public relationships chair, newsletter editor, website coordinator, and coordinators for each fundraiser.
- Represent the Music Boosters in matters with the Sycamore School Board and the public.

SECTION 2. The Vice President shall:

- Preside at all meetings in the absence of the President.
- Assist the President in his or her duties as assigned by the President.
- Chair the Program Committee.

SECTION 3. The Secretary shall:

- Be present at all meetings of the organization and its Board. They shall also record and keep the minutes of all meetings, providing copies of the minutes to the members of the Board.
- In the absence of the Secretary, a temporary appointment shall be made by the presiding officer or chair of the meeting.

SECTION 4. The Treasurer shall:

- Receive all monies and deposit them in a federally or state regulated financial institution in the name of the organization.
- Pay all bills approved for payment by the Board.
- Keep the books and render reports for each board meeting.
- Be a standing member and Chair of the Budget Committee.
- The Treasurer's books and processes shall be reviewed biannually, or upon termination of the Treasurer's term of office, by an accounting firm or qualified individual approved by the President.

SECTION 5. The Publicity Chair shall:

- Be responsible for publicity of all Music Boosters activities and events.
- Prepare publicity and communication content for both the Music Boosters and relevant news media.
- Advise the Board about communication strategies and best practices.

SECTION 6. The Scholarship Chair shall:

- Be responsible for the Scholarship Program and chair the scholarship committee.
- With the assistance of the Scholarship Committee, the Chair will determine the recipients and the amounts of the scholarships.
- Track volunteer hours of each student or their families for eligibility for scholarships.
- With the assistance of the Scholarship Committee and in consultation with the Board, determine the policies and guidelines for the scholarships.
- With the assistance of the Scholarship Committee, determine the recipients of appropriate awards.
- Prepare and award scholarship certificates, money, and letters.

SECTION 7. Fundraiser Chair shall:

- Be responsible for organizing and managing fundraisers for the Music Boosters. This includes communicating with the Publicity Chair to advertise the fundraiser.
- Communicate with local/area businesses to develop fundraising opportunities.
- Work with the Music Department Chair to notify the faculty about fundraising activities so that information can be passed to students and parents.
- Sample Activities may include:
 - Craft Fair
 - A Note to Remember
 - Mattress fundraiser
 - Wurlitzer and other grant writing
 - Give DeKalb County (gather information and fill out application)

ARTICLE VIII – NOMINATING COMMITTEE AND ELECTIONS

SECTION 1. Each February at the Board meeting, the President, with the advice and consent of the Board, shall appoint a Nominating Committee of a minimum of three (3) members of the organization and shall designate one of the persons so appointed as chairman of said committee.

SECTION 2. The Committee shall present its list of candidates to the membership at the April Music Boosters meeting. In addition, any member of the organization may nominate a duly qualified member (with that person's consent) for any position. The persons named in said list, together with all persons nominated, shall stand for election by the complete membership of the organization at the final meeting of the school year (typically the May meeting).

SECTION 3. The newly elected officers shall begin their term of office at the conclusion of the joint meeting held after the election.

SECTION 4. Any vacancies occurring during the year shall be filled by appointment of the President with the advice and consent of the majority of the Board of Directors. A vacancy in the President's office shall be filled by nomination by the Board of Directors to complete the term of office. The Vice President shall convene the general meeting and approval shall be by an affirmative 2/3 vote of the general Music Booster membership present.

SECTION 5. The term of office shall be:

- President – 2 years
- Vice-President – 2 years
- Secretary – 2 years
- Treasurer – 2 years
- Publicity Chair – 2 years
- Scholarship Chair – 2 years
- Fundraising Chair – 2 years

The President, Secretary, and the Fundraising Chair shall be elected in even-numbered years. The Vice President, Treasurer, Scholarship Chairperson, and Publicity Chair shall be elected in odd-numbered years. Members of the Board may seek re-election.

SECTION 6. Termination of Officers

Any one (1) or more of the Officers of the Board may be removed either with or without cause, at any time by a two-thirds majority vote of eligible voting members who participate in a special vote called for this purpose. The vote will take place by secret ballot only after a 30-day notice to the members and an opportunity for discussion.

ARTICLE IX – QUORUM

SECTION 1. The members attending a meeting of the organization at any regular or special meeting shall constitute a quorum for the transaction of business and no certain number of members shall be necessary providing proper notification of the meeting was made as specified in ARTICLE VI, SECTION 1.

SECTION 2. Three Board members shall constitute a quorum for Board meetings. At each meeting, the secretary shall record attendance in the minutes.

ARTICLE X – AMENDMENTS

Any proposed amendments to this Constitution must be approved by a 2/3 vote of the Board. The proposal shall then be submitted to the entire membership and to be adopted, shall require an affirmative vote of 2/3 of the members present.

ARTICLE XI – REVENUES AND EXPENDITURES

SECTION 1. All revenues collected shall be deposited with the Treasurer. Fund-raising activities must be approved by the Board and membership.

SECTION 2. The Sycamore Music Boosters budget calendar will be January 1 through December 31. The development of the budget will be completed by the budget committee. Requests for expenditures of funds to be allocated specifically to departmental spending will be submitted to the Sycamore Music Boosters budget committee in November. (For example, for the 2011-2012 school year, the list should be submitted in November 2011.) The Music Department will follow the following procedures for submitting the requests.

- a. The Department Chair will meet with the department and prioritize a list based upon needs and long-range plans.
- b. The Department Chair will meet with the budget committee of the Sycamore Music Boosters in December to review the requests established by the music department and to present specific funding requests for the following year.
- c. The budget committee will finalize a budget for the next calendar year and will present the budget for approval at the January meeting of the Sycamore Music Boosters.

SECTION 3. All requests for funds that were not previously approved in the budget for the current fiscal year must be presented in writing for approval by the Board. Requests by the faculty in the music department for amounts in excess of \$100 for any single project shall be presented for approval also to the general membership, along with the Board's recommendations, at the next membership meeting following introduction of the request.

SECTION 4. The Treasurer is authorized to pay all bills for budgeted items approved by the Board of Directors and membership and for any miscellaneous expenses of the organization not exceeding \$100. The Treasurer, as directed by the Board, shall pay all major bills marked "approved for payment" by the President or committee chairperson responsible for the expense.

ARTICLE XIII – STANDING COMMITTEES

Each Committee Chair may choose to seek the help of a co-chair or committee consisting of a number of volunteers to complete their assigned task.

SECTION 1. The Scholarship Committee shall, in consultation with the Board, determine policies and appropriate awards.

SECTION 2. The Treasurer shall chair the Budget Committee which must submit to the Board and the membership, each January, a budget report in which budgeted items for the coming year are presented for approval. Approved budgeted items shall be paid for by the Treasurer if marked “approved for payment” by the President or Committee Chair responsible for the expense. The Budget Committee will include the President and Scholarship Chair as voting members, and Chair of the Music Department as a consultant and non-voting member of the Budget Committee. Other members of the committee can be appointed by the President.

SECTION 3. The Vice President shall chair the Program Committee which shall be responsible for program presentations at membership meetings, concert receptions, and the annual Awards Night.

SECTION 4. Volunteer Committee must recruit volunteers with the help of the Publicity Chair. They must also go to Band, Choir, and Orchestra concerts to get parents interested in volunteering for the Music Boosters. Working with the music department Chair, help notify volunteers/parents about upcoming events and fundraisers. Also, the Volunteer Committee must work with existing Chairs and Committees to find out how many volunteers are needed for events, then set up Sign-up genius (or other agreed-upon mechanism) to notify parents of volunteer opportunities. Finally, the Volunteer Committee must track the time and effort put in by volunteers, and students for scholarship considerations.

ARTICLE XIV – *ad hoc* COMMITTEES

Each Committee has its own operation manuals to attain specific goals. These Committees will work with the Board attain specific goals.

Sycamore Autumn Craft & Treasure Market [hereafter: “Craft Fair”]

The responsibility of this committee is to plan and operate the annual SMB Craft Fair fundraiser. This committee shall consist of a Chair who oversees operation of the Craft Fair and other area Chairs which may include publicity, concessions, vendors, and volunteers to ensure the smooth operation of the craft fair. The Chair or designee will report the SMB board each month as needed; however, the Chair or designee must report their progress to the Board in person two meetings prior to their activity.

A Note to Remember Committee

The responsibility of this committee is to plan and operate the annual A Note to Remember fundraiser. This committee shall consist of a Chair who oversees operation of A Note to Remember, and other area chairs/coordinators which may include publicity, donations, refreshment/food, volunteers to ensure the smooth operation of this fundraiser. The Chair will report the SMB board each month as needed; however, the Chair or designee must report their progress to the Board in person two meetings prior to their activity.

The Hall of Fame Committee

This committee shall seek out and determine nominees for the Music Hall of Fame. The Hall of Fame committee must coordinate award presentations (at this time, ANTR). The Chair will report to the SMB board each month as needed; however, the Chair or designee must report their progress to the Board in person two meetings prior to their activity.

Revised November 2020