

ROUND LAKE AREA SCHOOLS FINE ARTS BOOSTERS BYLAWS

Established: June 1, 2009
Revised and Effective By: June 9, 2016

ARTICLE I

NAME

The official name of the organization shall be the Round Lake Area Schools Fine Arts Boosters, hereinafter referred to in these Bylaws as “RLAS FAB” or “Boosters”.

ARTICLE II

PURPOSE

Section 1 Stimulate and maintain interest in the Fine Arts program (defined to include music, dance and theater) at Round Lake Area Schools (“RLAS”) by supporting the students in an educational, promotional and financial fashion.

Section 2 Provide assistance, in cooperation with the directors, in extra fine arts program needs. The primary purpose of the organization is fundraising. Additional functions will include but are not limited to: chaperone pool, hospitality, publicity, uniform organization and upkeep and other fine arts program needs.

Section 3 It is understood that the RLAS FAB cannot commit the band, choir or other part of the Fine Arts program, its directors or the school in any way; nor can the directors or school administration commit the RLAS FAB in any way.

ARTICLE III

MEMBERSHIP

Section 1 Each Fine Arts Department director is a non-voting member in an advisory capacity of the RLAS FAB.

Section 2 Parents and guardians of all Fine Arts students in the RLAS are automatically eligible to become booster members. The Booster membership is also open to any other interested community member.

ARTICLE IV

FISCAL YEAR

Section 1 The RLAS FAB shall operate on the fiscal year commencing August 1st and ending July 31st.

Section 2 Any addendums or revisions to the Bylaws of the RLAS FAB shall be made in accordance with Article X.

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Section 3 A budget shall be established by the Executive Committee of the RLAS FAB during the July meeting. This budget will be a working document that details the expected financial needs of the Boosters for the current year, and will take into account top priorities from the Fine Arts Department directors. This budget will drive the activities of the Boosters. The following items will be considered each year for budgeting, however this listing is not exclusive: scholarships, costs of leadership camps, transportation costs associated with performances, costs associated with marching season (props, paint, etc.), costs for drum-line instruction (both seasons), cost for guard supplies (both seasons), costs associated with the end of the year department banquet, director and outside instructors' gifts, postage and operating costs. Based on this budget, a fund raising calendar will be developed and presented during the August meeting.

ARTICLE V

ELECTIONS AND DUTIES OF OFFICERS AND CHAIRPERSONS

Section 1 Officers of the RLAS FAB shall be nominated and elected from anyone eligible to become a RLAS FAB member per Article III, Section 2, except Fine Arts Department directors.

Section 2 Nominations and election of officers will be held bi-annually at the regularly scheduled May meeting. Election of officers will occur during even numbered years.

Section 3 Voting shall be decided by the majority of the attending members. No member shall hold more than one elected office at a time.

Section 4 The officers shall assume their duties at the June meeting of the Executive Committee which shall be held as a joint meeting with outgoing and incoming officers.

Section 5 A term of office shall be two years.

Section 6 The Executive Committee of the RLAS FAB shall consist of a President, Vice President, Treasurer, and Secretary.

Section 7 The executive power shall be vested in the President, who shall preside at all meetings of the RLAS FAB. The President shall state and put all proper questions, preserve order and decorum, decide all questions, or order, enforce the observance of these Bylaws and perform other such duties as the nature of this office may require. The President will oversee formation and chair selection of all committees.

Section 8 The Vice President shall assist the President in the discharge and execution of his/her office. Additionally, he/she will assume the duties of the President, either permanently or temporarily, at any such time that the President is unable or has been deemed such, to fulfill his/her duties. The Vice President is responsible for compiling and collecting reports of all standing committees.

Section 9 The Treasurer shall receive all monies due to the RLAS FAB. The Treasurer shall pay out all expenditures of the Boosters. He/she will keep and report at all meetings of the boosters a record of all financial transactions. Funds of the Boosters shall be kept in proper accounts at the discretion of the Treasurer with the approval of the Executive Committee. All bills are to be paid in a timely fashion by check with the approval of the voting majority. He/she may disburse funds in an emergency when authorized by the Executive Committee. He/she shall have possession of all checks, debit cards and registers.

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Section 10 The Secretary shall prepare and keep accurate minutes of the proceedings of all RLAS FAB regular meetings of the RLAS FAB and present them for approval at each regularly scheduled meeting. The secretary shall also keep accurate minutes of the proceedings of the RLAS FAB Executive meetings. The secretary shall keep on file all reports of officers and committees and answer all correspondence as required of the Boosters.

Section 11 Committees shall be established as necessary. Duties and responsibilities of the Chair shall be defined by the President at the formation of any committee and shall be documented by the Secretary.

ARTICLE VI

GOVERNMENT

Section 1 The business and affairs of the RLAS FAB shall be run by the Executive Committee.

Section 2 Any elected member of the Executive Committee may be removed from the position because of failure for any reason to perform his/her duties. Such removal shall be recommended by the remaining Committee and approved by a majority vote of the voting membership present at designated meeting.

Section 3 Any vacancy in the office (other than that of the President) shall be filled by special election at the next regular meeting following the vacancy. Special election meetings must be announced to the membership ten (10) days prior to the designated meeting time and will begin by taking nominations for the vacant office from the attendees, providing the attendees make up a quorum. If no names are entered into nomination, the President will appoint a special committee who will canvas the membership to seek a suitable candidate for the vacant office.

Section 4 To be eligible to hold office, a person must be an active booster member. An active booster is defined as a RLAS FAB member with six (6) months of active participation / attendance with the RLAS FAB and must have a student active within the current year in any affiliated Fine Arts program.

ARTICLE VII

MEETING SCHEDULES

Section 1 The day and time of the regular meetings of the RLAS FAB shall be established by the incoming Executive Committee at the June meeting of each year.

Section 2 Special general meetings may be called by the President as the need arises, with five (5) days notice to the general membership and at least one director of the time, place and purpose.

Section 3 At least one director must be present at all general Booster meetings.

Section 4 Voting members present shall constitute a quorum.

Section 5 At every general meeting, each member present shall be entitled to one vote per issue.

Section 6 In the absence of the President, the Vice President may preside and conduct the meeting.

Section 7 Special Executive sessions may be called, if necessary, by the President.

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ARTICLE VIII

EXPENDITURES AND ACCOUNTS

Section 1 Approval of expenditures will be in accordance with the following:

- a. All expenditures of less than \$100.00 shall be approved by a majority vote of the Booster membership present at a general meeting.
- b. All expenditures of \$100.00 or more must be approved by the Executive Committee. Any requested expenditures over \$100.00 must be presented for approval to the Executive Committee at the regularly scheduled booster meeting that precedes the date that the expenditure must be made. The Executive Board shall be given no less than five (5) business days to consider such requests.
- c. Any disbursements of Booster funds made by check will require the signature of two authorized Executive Board members. Any disbursements of Booster funds made by debit card or other venue must be made by the Treasurer and with the approval of the Executive Board. Any reimbursements for expenses incurred while performing Booster business must have a receipt with clearly identifies the date, items purchased and place of purchase.

Section 2 A minimum of two ledger activity accounts will be maintained – a general fund account and an account to track student individual fundraising accounts. Tax exempt status will be achieved by using the RLAS District 116 tax exempt number. All accounts will be under the heading of Round Lake Area Schools Fine Arts Boosters.

Section 3 Student Accounts. The Executive Committee of the RLAS FAB is responsible for maintaining student accounts for all active members of the Fine Arts Department. A pre-determined pro rata percentage of any monies raised through each fundraising opportunity shall be placed in each student's individual student account, provided that the student participated in said fundraiser. If a student does not participate in any give fundraiser, then they shall not receive their pro rata share of any monies earned for that fundraiser. In addition, other funds may be deposited by the student or the student's parent or guardian into the individual accounts.

To maintain a student account, said student must be a student of the Fine Arts Department and/or enrolled in Round Lake Area Schools.

Any monies in said student accounts may be used toward the cost of any Fine Arts sanctioned trips, camps, events. The funds may also be used for expenses such as cleaning of uniforms, department attire, purchasing of required attire (i.e., band or choir t-shirts, polo shirts, marching shoes, choir dresses, tuxedos, etc.). The monies may not be used for "spending" money on any trips and/or events.

When a student is leaving the Fine Arts Department and has unused monies in his/her account, one of three options may be requested in writing by the student and his/her parent/guardian with respect to the disposition of those funds.

- a. The student may add the entire amount to a sibling's account. The receiver of the funds must be a student currently involved, or will be involved in the next school year in a Fine Arts activity at Round Lake Area Schools.

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- b. The student may pool his/her funds into a “department gift” fund. Notice of the student’s desire to contribute to the gift fund and their specification of which department (band, choir, guard or drama) shall receive the gift must be received by the RLAS FAB Executive Committee on or before May 10.
- c. If either option a or b is not exercised within the required time frame, the entire amount of the student’s account will be added to the RLAS FAB general fund.

Section 4 Students leaving the department and seniors must liquidate their accounts by the May deadline (set by the RLAS FAB) of their senior year. If not liquidated, any balance will be transferred into the RLAS FAB general fund.

Section 5 Student accounts will be maintained in the same account as the General Fund, under separate ledger.

ARTICLE IX

FINANCIAL

Section 1 Financial assistance may be provided by the Boosters for instructors, assistant directors, camps, clinics, seminars, special financial needs for students or any expenditures approved by, and at the direction of the Executive Committee for any activity which is covered by the purpose of these Bylaws. Requests for this assistance must be made by the director(s) in accordance with the rules set out in Article VIII, Section 1. A list of the directors’ priorities should be presented in June, before the Boosters annual budgets and fundraising calendars are developed.

Section 2 All monies received by the Boosters shall at any and all times be counted and tallied by a minimum of two (2) of its Booster meetings, or at the time of the actual activity/event by minimum of two (2) Executive Committee members for said purpose as needed. All monies must have an account voucher initialed by two (2) booster members verifying that these monies have been accounted for and are correct.

Section 3 Any checks returned by the bank as not being paid for any reason against the Booster account will be assessed a \$25.00 service fee from the Boosters, in addition to the current fees charged by our bank. All money to replace such a check and the fees incurred will be required to be paid in cash. Upon a second offense, future checks will no longer be accepted from the offending party.

Section 4 A limited review of the financial books and statements will be conducted by June 1st of any given year where there is a change in the office of Treasurer or any year that the membership requests one. The Boosters will have a limited review by a committee of at least three (3) members who are selected by the Boosters. This committee will be appointed by the current President and shall NOT include the current Treasurer. The Treasurer will be present at the “audit” for clarification. This limited review is meant to insure the orderliness and accuracy of the financial records of the RLAS FAB.

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ARTICLE X

REVISION OF OR ADDENDUM TO BYLAWS

Section 1 Any addendums or revisions to the Bylaws of the RLAS FAB shall be made and approved annually in coordination with the fiscal year, or as determined by the Executive Committee. Bylaws can be amended no more than one (1) time per school year.

Section 2 Proposed changes to the Bylaws may be made by an eligible member of the RLAS FAB and submitted to the Executive Committee. A copy of the proposal shall be presented at a general meeting, with notification of the proposal given to the Executive Committee at least fourteen (14) days in advance of the meeting for purpose of review and consideration.

Section 3 Proposal of changes can be made at any meeting after submission to the Executive Committee but not to exceed two (2) months. Members shall have a minimum of one month to review proposed changes prior to voting on the changes.

Section 4 Additional proposals following presentation to membership refer to Sections 2 and 3.

Section 5 A two-thirds affirmative vote of the members present is required for approval.

ARTICLE XI

DISSOLUTION

The Boosters may be dissolved upon approval of the majority of the Members. Upon dissolution, the Members shall consider whether to adopt a plan for the distribution of the Booster's assets in accordance with Article 12 of the Illinois General Not-For-Profit Corporation Act, as amended from time-to-time, and shall comply with the following limitations:

- Upon dissolution, the Board shall, after paying or making provision for the payment of all of the liabilities of the corporation, distribute the remaining assets for one or more exempt purposes within the meaning of § 501 (c)(3) of the Internal Revenue Code of 1986, or corresponding section of any future federal tax code, or to the federal government, or to a state or local government, for a public purpose.
- Any such assets not disposed of shall be disposed of by the appropriate court of law 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.

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These Bylaws were established and approved by the Executive Committee of the RLAS Fine Arts Boosters.

Dated this _____ day of _____, 20____.

Executive Committee members present:

President _____

Vice President _____

Treasurer _____

Secretary _____