

By-Laws of the Plainfield South High School Band Boosters  
Plainfield, IL  
(Adopted June 20, 2007)  
(Amended September 9, 2025)

ARTICLE I – NAME

- Section 1        The name of this non-profit organization shall be the Plainfield South High School Band Boosters.
- Section 2        The place where the principal office of the organization is to be located at 7800 Caton Farm Road, Village of Plainfield, Kendall County, State of Illinois. The mailing address of the organization is to be P.O. Box 1591, 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(s) 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(s) 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 these departments be brought to and kept at the highest possible degree of efficiency. The organization agrees to adhere to Board policies and administrative procedures set by Plainfield School District 202.
  - D. To build and maintain an organization which will help promote and enhance the general activities of the instrumental music programs.
  - E. To provide financial support, in the form of scholarship and support for necessary educational expenses to deserving students of the instrumental music programs of Plainfield South High School, Aux Sable and Drauden Point Middle Schools. Scholarships are limited and will be distributed at the discretion of the Scholarship Committee under the guidance of the Executive Board. The rules and eligibility can be found in Article VIII, Section 15.
- 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 Nonprofit 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.
- Section 6        Organization will hold liability insurance covering any event having attendees to protect Organization and Executive Board members from liability that takes place at the event.

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 program(s) of Plainfield South High School, Aux Sable and Drauden Point Middle Schools.
- Section 2        The dues shall be \$20 per family per school year.

## ARTICLE IV – OFFICERS

- Section 1      The Plainfield South High School Band Boosters shall have the following officers, who shall be elected from the Organization membership: President, Vice-President, Secretary, Bookkeeper, 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.
  - B. Officers must be a legal guardian of a current student in the Plainfield South High School Band program.
- Section 2      A nominating committee, composed of three persons, shall be selected by the President and approved by the Executive Board at the October meeting to present a slate of officers at the January Executive Board meeting.
- A. The slate of officers is to be published in two places prior to the February election. In addition to the slate presented by the committee, nominations from the floor may be made at the February general meeting.
  - B. 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 general meeting without prior posting.
  - C. Election of officers will occur at the February general meeting, allowing time for officers-elect to shadow current officers for the remainder of their term.
  - D. If more than one candidate is nominated for any office, voting shall be by written ballot.
- Section 3      Attendance of all officers, including officers-elect, at the executive and general membership meetings is essential to the operation of the organization
- Section 4      No person shall be nominated as a candidate for any officer nor selected as chairman or member of any committee without their consent.
- Section 5      All elected officers must be members of the organization for the entirety of the fiscal year.
- Section 6      No member shall hold more than one elected office at a time.
- Section 7      The officers-elect shall fulfill a shadow period to 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.
- A. The purpose of the shadow period is to ensure continuity of leadership, minimize disruption, and disseminate the necessary information and understanding to effectively perform the duties of the position.
  - B. Shadow period shall be from immediately after the election until the end of the incumbent officers term.
  - C. The incumbent officers retain full authority and responsibility for their position until their official end of term, unless removal has taken place.
  - D. It is the responsibility of the incumbent officers to actively mentor and guide their successors during the shadow period in familiarizing themselves with the duties, responsibilities, and ongoing operations of their respective offices.
  - E. It is the responsibility of the officers-elect to actively engage in learning, understanding, and retaining necessary information of their incoming office.
- 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 at any general meeting of the organization and requires a two-thirds vote to pass.
- A. An interim officer shall be appointed by the President or Acting President to fill the vacancy until the election can be held.

Section 9        Vacancies occurring in any elected office shall be filled by election at the following general meeting without prior posting. The selection shall be voted upon at any general meeting of the organization and requires a simple majority in favor vote to pass.

#### ARTICLE V – DUTIES OF THE OFFICERS

Section 1        The President shall:

- A. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- B. Preside at all meetings.
- C. Provide a written agenda for each general 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. Serve as the Parliamentarian in their absence.
- G. Conduct all general business as directed by the vote of the organization membership.
- H. Be responsible for smooth transition of offices upon completion of term(s).
- I. Call special meetings when necessary.
- J. Have signing authority on all bank accounts.
- K. In the event of any tie vote, the President shall cast an additional tie breaking vote.
- L. Complete and submit annual reports required by the State of Illinois to maintain the corporation status with the state. A copy of the filing report shall be kept in the Blue House Band Booster Google Drive.

Section 2        The Vice President shall:

- A. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- 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. Oversight of the committees as defined in Article VIII, including purchases for tax exempt purposes.
- F. Perform such other duties as from time to time may be assigned to them by the President or Directors.
- G. Have signing authority on all bank accounts.

Section 3        The Secretary shall:

- A. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- B. Keep accurate minutes of all general meetings and Executive Board meetings of the organization.
- C. Provide meeting notes to the communication committee chair for publication on social media and the Booster website.
- D. Have charge of all financial, legal, and operational correspondence.
- E. Keep an accurate roster of the names and phone numbers of the executive board members.
- F. Perform other duties as from time to time may be assigned by the President or Directors.
- G. Have charge of record keeping for voting on any actionable items brought to a vote, excluding approval of minutes or opening and closing a meeting, during executive and general meetings.

Section 4        The Treasurer shall:

- A. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).

- B. Collect and have charge of all funds of the organization, deposit all such monies in the name of the Plainfield South High School 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. Accurate completion and filing of all required Illinois State and IRS forms such as Tax Filing, Tax Exemption Renewal and others as required. A copy of the filing report shall be kept in the Blue House Band Booster Google Drive.
- D. Have the authority to sign checks and to pay out funds as approved by the members.
- E. Work directly with the Membership Committee and Fundraising Committee.
- F. Upon change of officers, Treasurer shall have the responsibility to promptly update all financial accounts to reflect the new appointments.

Section 5      The Bookkeeper shall:

- A. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- B. Be responsible for maintaining accurate financial records of all receipts and disbursements
- C. 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.
- D. Perform such other duties as from time to time may be assigned to them by the President or Directors.
- E. Cooperate with and support the Auditing Committee.
- F. Provide outstanding high school student debt reports to the directors in November and April.

## ARTICLE VI – EXECUTIVE BOARD

Section 1      The officers, the chairpersons of all Board approved committees, and the band director(s) shall constitute the Executive Board.

Section 2      All Committee Chairpersons must be members of the organization for the entirety of the fiscal year, beginning June 1.

Section 3      The Executive Board shall have general supervision of the affairs of the organization between general 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 4      Meetings of the Executive Board shall be held monthly, except December. Special meetings of the Executive Board may be called by the President, a Band Director, or upon the request of three members of the Executive Board.

Section 5      To conduct actionable business, a quorum must be present at the executive board meeting. A quorum is defined as at least 50% of the Executive Board, including at least two elected officers.

Section 6      Approving actionable business, is defined by any questions or changes to the financial, legal, or operational aspects of the organization.

- A. In addition to a quorum of the Executive Board, at least one middle school director must be present for middle school level actionable business to be approved.
- B. In addition to a quorum of the Executive Board, at least one high school director must be present for high school level actionable business to be approved.

Section 7      The rules of order at all Executive Board meetings shall be as follows:

- 1. Approval of minutes
- 2. Actionable items only of directors, standing committees, and officers
- 3. Actionable items only of special committees
- 4. Unfinished actionable business

5. New actionable business

- Section 8 For matters brought to a vote at a meeting of the Executive Board, there shall be one vote per acting Board member.
- Section 9 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 general membership meeting, the President shall be contacted as soon as possible, and a report submitted and/or a substitute found to attend the meeting.
- Section 10 Organization Record retention is the responsibility of all Executive Board members. All records of the organization shall be maintained and housed in the Blue House Band Booster Google Drive, and destroyed in accordance with law and standard record retention guidelines. All documents created for the organization become property of the organization and should be maintained in a manner that can be easily transferred to the following officer or chairperson.

ARTICLE VII – MEETINGS OF THE ORGANIZATION

- Section 1 General meetings of the Organization shall start in August and be held monthly, except December during the school year. The final meeting of the Organization shall take place in May.
- Section 2 Eight members of the organization, including at least two (2) officers and at least one director, shall constitute a quorum to conduct actionable business.
- Section 3 Approving Actionable Business
- A. In addition to a quorum of the Executive Board, at least one middle school director must be present for middle school level actionable business to be approved.
  - B. In addition to a quorum of the Executive Board, at least one high school director must be present for high school level actionable business to be approved.
- Section 4 The rules of order at all general meetings shall be as follows:
- 1. Approval of minutes
  - 2. Reports of directors, standing committees, and officers
  - 3. Reports of special committees
  - 4. Unfinished business
  - 5. New business
- Section 5 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 When possible, there will be two (2) committee chairs to serve on each committee, unless otherwise noted in committee description. One committee chair shall be experienced with past committee functions, and one shall be newer and preparing to take over after the experienced chair steps down.
- Section 2 Auditing Committee – The Auditing Committee shall consist of two members of the Executive Board (not including the Treasurer, Bookkeeper, Fundraising Chair, and the Middle School Liaison(s)) and shall be appointed by the President during the May Executive Board meeting. The purpose of this committee shall be to perform an internal audit of the financial records of the organization.
- A. Financial records shall be audited at the end of each fiscal year, or as deemed necessary.
  - B. The Bookkeeper shall present a financial report at each executive and general meeting of the organization and prepare a final report at the close of the year in accordance with the organization's financial policies. The Auditing Committee will have charge of determining how the reports and accounts will be examined annually. If the organization grosses less than \$100,000 per year, the financial practices and accounts may be reviewed by an internal audit committee. The audit committee shall consist of two or more Executive Board members who are not involved in the routine

handling of the organization's finances, including not having signature authority on bank accounts or approval authority over disbursements. If the organization grosses over \$100,000 in receipts, an external professional, such as a certified public accountant (CPA), shall be hired by the audit committee to perform a financial review or compilation. A full audit shall be conducted by an external CPA when annual gross receipts equal or exceed \$250,000.

- C. When any audit is performed, the Auditing Committee's responsibility will be to review and report to the Executive Board on the result of the audit.

### Section 3

Booster Shop – This committee will manage and administer all aspects of band spirit wear sales.

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Contribute to budget discussion for this committee.
- D. Committee Chair to provide a report of all sales or additions to the Executive board on a quarterly basis.
- E. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

### Section 4

Budget Committee – The Budget Committee shall consist of the outgoing officers, along with the newly elected officers, all committee chair people with budgetary requests, and at least one middle school director and at least one high school director and will meet no later than March 31st of each year. The purpose of this meeting shall be to prepare a budget for the upcoming fiscal year.

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

- 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.
- C. Budget to be presented to Executive Board and General Membership at the May meeting for review with final vote to occur at the June Executive meeting of the next fiscal year.

### Section 5

Communications Committee – The Communications Committee shall have charge of all publication of information not covered by the Secretary as referenced in Article V, Section 3, D whether social, electronic or hard copy. This includes, but is not limited to:

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Maintenance of the Booster Website and Gmail account.
- D. Maintenance of the Booster online presence sites utilizing current methods to communicate.
- E. Staying current on band awards and important functions, upcoming performances, meetings, or any event deemed appropriate by the Director or Board.
- F. 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 designee.

- ii. For communications to outside sources such as newspapers: information must have approval noted in F.b.i above, and also approval by PSHS Building Administration Representative.

G. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 6

Craft Show Committee – The members of this committee will serve on the "Plainfield Band Boosters Craft Show Committee". There will be two (2) Craft Show Liaisons from each participating organization named in the Agreed Operations Manual of the Plainfield High Schools Band Booster Craft Show. When possible, one liaison shall be experienced with past Craft Show functions, and one shall be newer and preparing to take over after the experienced liaison steps down. Responsibilities include:

- A. The Chairperson shall attend Executive Board meetings.
- B. Both Liaisons shall attend all Plainfield Band Boosters Craft Show Committee meetings, and agree to follow the guidelines and protocols spelled out in the agreed Operations Manual.
- C. Report on activities related to the show at the Executive meetings.
- D. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 7

Fundraising Committee – This committee investigates fundraising options to present to the Executive Board for consideration. This committee also organizes, administers and oversees all approved fundraising activities for events as specified in the yearly fundraising calendar.

- A. The Chairperson shall attend Executive Board meetings.
- B. The Fundraising Committee shall meet no later than June ~~July~~ 30th to create the yearly fundraising calendar to be presented at the July Executive meeting for review and discussion.
- C. Secure fundraising permits as needed.
- D. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- E. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 8

Hospitality Committee – The Hospitality Committee shall have the responsibility for soliciting donations for, and organizing, refreshments for non-fundraising events.

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Other events deemed appropriate by the Executive Board.
- D. Organize the inventory of paper products in the storage room, and report any needs to the Vice President.
- E. Contribute to Budget discussion for this committee.
- F. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 9

Marching Band Props – This committee will coordinate with the high school directors to implement props into the marching band show.

- A. The Chairperson shall attend Executive Board meetings.
- B. Contribute to budget discussion for this committee.
- C. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 10

Membership Committee – The Membership Committee shall have the following responsibilities:

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Ensure all Executive Board members are active members of the organization prior to the June Executive meeting.
- D. Accurately recording the names of all paid members and reporting at each board meeting.

- E. Sending acknowledgements of all memberships.
- F. Ensuring that each member family receives the benefits of their membership level, per current Membership Application, by the second general meeting of the organization.
- G. Maintain gift inventory and order items as required through the Vice President.
- H. Preparing a list of members for publication in concert bulletins, and on the Booster website.
- I. Verifying the family membership status of scholarship applicants.
- J. Contribute to budget discussion for this committee.
- K. Lead membership recruiting activities.
- L. Other events deemed appropriate by the Executive Board.
- M. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 11 Middle School Liaison Committee – The committee members serve as liaison for the middle school band programs. Responsibilities include, but are not limited to:

- A. The Liaison(s) shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Maintenance of the Booster online presence utilizing current methods to communicate.
- D. Staying current on band awards and important functions, upcoming performances, meetings, or any event deemed appropriate by the Director or Board.
- E. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 12 Nominating Committee – The duties of the nominating committee are stated in Article IV, Section 2, herein.

Section 13 Parliamentary Committee – The Parliamentary Committee shall be appointed by the President every two years to review the by-laws of the organization. The duties of the parliamentary committee are stated in Article XII, Section 1, herein.

Section 14 Plainfield South Marching Band Invitational Committee – This committee is responsible for the organization and hosting of the annual "Plainfield South Marching Band Invitational". Responsibilities include:

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- 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.
- F. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 15 Scholarship Committee – The Scholarship Committee shall consist of three members of the Executive Board (not including the Officers, Directors, or senior parents of high school students) and shall be appointed by the President during the June Executive Board meeting. The purpose of this committee shall be to review requests for scholarships throughout the year, for summer/winter/leadership camps, private lessons, and/or higher learning scholarships meant to assist in financial support of higher/extended education.

Eligible recipients of scholarships from this organization must be a 6-12th grade student of one of the instrumental band programs provided by Plainfield South High School, Aux Sable Middle School, or Drauden Point Middle School, be members of this Organization, submit an application and supporting documentation for scholarship request by the specified deadline, and adhere to the specific requirements outlined within each scholarship opportunity.

Responsibilities include:

- A. Evaluate eligibility for scholarship applicants based on established criteria above and outlined within each scholarship.
- B. Review all completed applications, select recipients, and provide selected information to the Treasurer for payment of funds.
- C. Committee members will be fair and non-discriminatory.
- D. Funds for camp and private lesson scholarships will be provided to the family of the awarded applicant in the form of reimbursement after participation has occurred. For higher/extended education scholarships, funds will be distributed to the designated institution. All funds will be paid within 60 days of awarding.
- E. The Chairperson shall attend Executive Board meetings.
- F. Contribute to budget discussions for this committee.
- G. Maintain a record of received and awarded scholarships, along with all documentation provided by submission, and provide reporting to the Executive Board on a quarterly basis.
- H. All records of submissions, approval, and payments shall be housed in the Blue House Band Booster Google Drive, in accordance with Article VI, Section 10 of these by laws.
- I. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 16      Special Events Committee – This committee is assembled for special projects such as hosting events, impromptu fundraisers or other activities as deemed necessary by the Board, excluding the Plainfield South Marching Band Invitational.

Section 17      Truck/Trailer/Pit Crew Committee – This 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. Responsibilities include:

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Train the volunteers in procedures for loading, unloading and set-up.
- D. Schedules and coordinates truck(s) and driver(s) to pull trailer(s).
- E. Schedules and supervises other crew volunteers.
- F. Assists students in loading and unloading the trailers.
- G. Assists students in moving instruments on/off the football field, stage, etc.
- H. Perform or coordinate general maintenance of trailer, golf cart, and other equipment.
- I. Report to the board any serious equipment condition problems.
- J. Contributing to budget discussion for this committee.
- K. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

Section 18      Uniform committee – The Uniform Committee is responsible for ensuring that every member of the high school marching band has the proper uniform for all events, including:

- A. The Chairperson shall attend Executive Board meetings.
- B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
- C. Coordination of fittings, alterations, repairs and assignment tracking.
- 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.
- G. Maintain a record of missing/damaged uniform parts.
- H. Maintain a spreadsheet of inventory.
- I. Contribute to budget discussion for this committee.
- J. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.

- Section 19      Used Merchandise sales – This committee will coordinate with the directors to sell used merchandise that was originally purchased by the Boosters.
- A. The Chairperson shall attend Executive Board meetings.
  - B. Committee Chair to provide a report of all sales or additions to the Executive board on a quarterly basis.
  - C. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.
- Section 20      Volunteer Committee – This committee solicits volunteer needs from all directors for all committees and events requiring assistance.
- A. The Chairperson shall attend Executive Board meetings.
  - B. Actively promote all activities of the organization including, but not limited to, attendance at events (performances, fundraisers, social events, etc.).
  - C. Be responsible for gathering volunteers for Blue House sponsored events.
  - D. Maintain the committee operations manual housed in the Blue House Band Booster Google Drive.
- Section 21      The President and Band Director(s) shall be Ex-Officio members of all committees, except the nominating, scholarship, and auditing committees.

#### ARTICLE IX – FUNDRAISING

- Section 1      Each fundraising event shall be facilitated as follows:
- A. There shall be one overall chairperson.
  - B. The chairperson shall coordinate the sale.
  - C. The chairperson shall maintain records for each student who participated, including but not limited to:
    - i. Items sold
    - ii. Items returned – monetary credits due
    - iii. Monies collected
    - iv. 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 by the event chair. After the two-week collection period proceedings will be started to collect the funds.
- Section 4      The Fall Plainfield Band Booster Craft Shows shall continue to be supplied 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 approved budget, and shall pay any and all bills incurred by the organization.
- Section 2      All checks must have the signature of at least two officers, such as the Treasurer and the President, to be issued. The President, Vice President, Treasurer, and Bookkeeper 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 adhere to the allocated budget and be submitted to the Executive Board by the Band Director(s). All contracts shall be approved by the Executive Board.
- Section 2        No monies over \$1,000.00 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.
- A. The Parliamentarian shall have the responsibility to give advice in parliamentary procedure when requested or if procedure found to be out of alignment/order with by laws or Robert's Rules.
  - B. The Parliamentarian shall attend Executive Board meetings.
  - C. The Parliamentarian shall have a copy of Robert's Rules of Order at each meeting of the organization.
    - a. Robert's Rules of Order will be provided by the organization
  - D. Parliamentarian shall have a copy of the bylaws of the organization at each meeting of the organization.
  - E. The Parliamentarian shall preside over the by law review meeting every two years.

## ARTICLE XIII CONFLICT OF INTEREST

- Section 1        The Executive Board and volunteers of the organization should refrain from any actions or activities that impair, or appear to impair, their objectivity in the performance of their duties on behalf of the Organization. A conflict of interest may exist when the direct, personal, financial, or other interest(s) of any Executive Board member or volunteer competes or appears to compete with the interests of the Organization. If any such conflict of interest arises the interested person shall call it to the attention of the Executive Board for resolution. If the conflict relates to a matter requiring board action, such person shall not vote on the matter. When there is a doubt as to whether any conflict of interest exists, the matter shall be resolved by a vote of the Executive Board, excluding the person who is the subject of the possible conflict.

## ARTICLE XIV INDEMNIFICATION

- Section 1        Every member of the Executive Board may be indemnified by the Organization against all expenses and liabilities, including counsel fees, reasonably incurred or imposed upon such members of the Board, officer or employee in connection with any pending or completed action, suit or proceeding to which she/he may become involved by reason of her/his being or having been a member of the Board, officer, or employee of the Organization, or any settlement thereof, unless adjudged therein to be liable for negligence or misconduct in the performance of her/his duties. Provided, however, that in the event of a settlement the indemnification herein shall apply only when the Board approves such settlement and reimbursement as being in the best interest of the Organization. The foregoing right of indemnification shall be in addition and not exclusive of all other rights which such member of the Board, officer or employee is entitled.

## ARTICLE XV – AMENDMENT TO BY-LAWS

- Section 1        Parliamentary committee as defined in Article 8, Section 7, will meet to determine current, applicable adjustments to the by laws. Upon completion of the committee, suggested changes will be presented to the Executive Board within fourteen (14) days for review and adjustments. Final changes will then be presented to the organization's membership fourteen (14) days prior to the meeting at which the final by-laws shall be voted on.
- Section 2        These by-laws, excluding Article VIII, Section 7 as noted therein, may be amended at any general meeting of the organization by a simple majority 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 the amendment(s) shall be voted on.

#### ARTICLE XVI – 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 XVII – 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 general 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: September 9, 2025

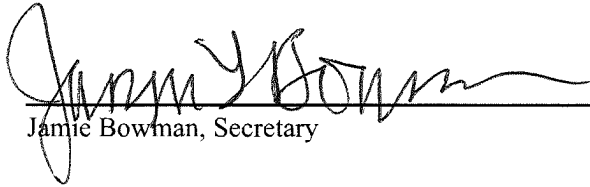
In witness whereof, we have hereunto subscribed our names this 9th day of September, 2025.



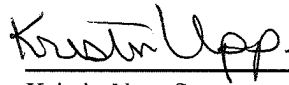
Ken Stevens, President



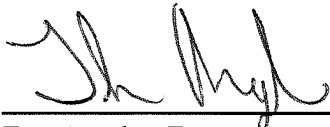
Carol Meller, Vice President



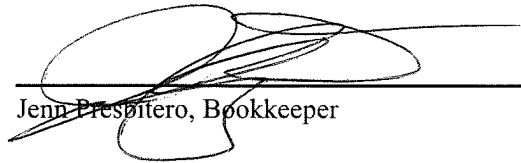
Jamie Bowman, Secretary



Kristin Upp, Secretary



Tom Angelos, Treasurer



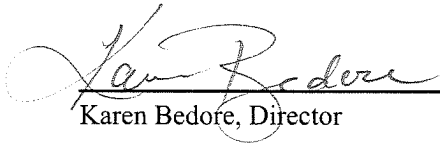
Jenn Presbitero, Bookkeeper



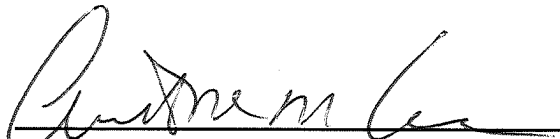
Jerrod Cook, Director



Luke Podvrsan, Assistant Director



Karen Bedore, Director



Annette McCammon, Director

