

By Laws of the Plainfield South High School Choir Boosters (10/07/2015)
Plainfield IL

ARTICLE I – NAME

- Section 1 The name of this non profit organization shall be the **Plainfield South High School Choir Boosters.**
- Section 2 The place where the principal office of the organization is to be located in the village of Plainfield, Will County, State of Illinois

ARTICLE II – NON PROFIT PURPOSES

- Section 1 Aims and purposes of this organization are:
- To generate and maintain interest and enthusiasm in all aspects of the vocal music program at Plainfield South High School
 - To lend as much support as necessary, financial and otherwise, to the vocal music program at Plainfield South High School.
 - To cooperate with those in charge of the choral music department and the school board to the end that this department be brought to and kept at the highest possible degree of efficiency
 - To create and maintain an organization that will help promote, and enhance the general activities of the vocal music program, now and for years to come
- Section 2 This organization 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 ©(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 Non-Profit Corporation under the Non Profit Law of Illinois
- Section 4 IRS 501©(3) tax exemption provisions can be found in Article XI
- Section 5 Procedure for distribution of assets upon dissolution of this corporation can be found in Article XII

ARTICLE III – MEMBERSHIP

- Section 1 The membership of this organization shall not be limited. Anyone interested in the progress and development of the vocal music program of Plainfield South High School may apply for membership
- Section 2 Membership dues of \$12 per family, per school year will be collected by the organization.

ARTICLE IV – OFFICERS

- Section 1 The Plainfield South High School Choir Boosters shall have the following officers, who shall be elected by the members: President, Vice President, Secretary and Treasurer.
- The position of the Treasurer shall be a bonded position
 - The cost of the bond shall be born of the organization and not the Treasurer themselves.
- Section 2 Nominations for new officers for the following school year will take place at the March regular meeting. Invitations to 8th grade parents will be extended to participate in the election. No first year member may serve on the Executive board. Elections will take place at the May regular meeting. In the time in between, nominated persons will be published and sent to all members for consideration.
- Section 3 Attendance of all officers is essential to the operation of the organization
- Section 4 No person shall be nominated as a candidate for any office, or selected as Chairman of any committee without his/her consent.
- Section 5 All officers shall be members of the organization.
- Section 6 No member shall hold more than one office at a time.
- Section 7 The elected officers shall assume their duties in June and shall serve for a term of one school year, or until a successor shall be elected and assumes office, whichever comes first
- Section 8 Term limits for elected officers will be 2 school years in the same position.
- Section 9 An officer can be removed from office only for cause (neglect of duty in office or misconduct)
- Section 10 An interim officer shall be appointed by the President and Choir director to fill the vacancy until the election can be held.
- Section 11 Vacancies occurring in any elected office shall be filled by election at the following regular meeting without prior posting

ARTICLE V – DUTIES OF OFFICERS

- Section 1 The President Shall:
- Actively promote all activities of the organization
 - Preside at all meetings
 - Provide a written agenda for each regular meeting
 - Appoint chairpersons and committee members of standing committees and special committees as needed
 - Conduct all general business as directed by the vote of the organization members
 - Be responsible for smooth transition of offices upon completion of terms
 - Call special meetings as necessary

- Have signing authority on all bank accounts (two officer signatures required on all checks)

Section 2 The Vice President Shall:

- Actively promote all activities of the organization
- 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
- Perform duties of absent or vacant officers until a new officer is appointed
- Serve as an aide to the President
- Perform such other duties as from time to time may be assigned to them by the President or the Executive board.
- Have signing authority on all bank accounts (two officer signatures required on all checks)

Section 3 The Secretary Shall:

- Actively promote all activities of the organization
- Keep accurate minutes of all general meetings and Executive Board meetings of the organization
- Keep an accurate roster of the names and phone numbers of the Executive Board members
- Perform such other duties as from time to time may be assigned to them by the President or the Executive board.
- Have signing authority on all bank accounts (two officer signatures required on all checks)

Section 4 The Treasurer Shall:

- Actively promote all activities of the organization
- Collect and have charge of all funds of the organization, deposit all such monies in the name of the Plainfield South High School Choir Boosters in such banks or other depositories as shall be selected by the Executive Board, and disburse those funds as needed, with accounting of receipts and disbursements and bank statements at all general meetings and Executive Board meetings.
- Be responsible for maintaining accurate financial records of all receipts and disbursements and completing and filing all required IRS forms
- Have the authority to sign checks and to pay out funds as approved by the members (two signatures are required on all checks)
- Supply full monthly and annual financial reports, and make such interim reports as the Executive Board may request
- Perform such other duties as from time to time may be assigned to them by the President or the Executive Board

ARTCILE VI – EXECUTIVE BOARD

- Section 1 The officers, the chairpersons of all standing committees, and the Choir director shall constitute the Executive Board
- Section 2 The Executive Board shall have general supervision of the affairs of the organization. Between regular meetings of the organization and during the period between June and September, shall fix the hour and place of meetings and shall perform such other duties as are specified in these by laws
- Section 3 Meetings of the Executive Board shall be held monthly prior to the regular meetings of the organization. Special meetings of the Executive Board may be called by the President or upon the request of three members of the Executive Board.
- Section 4 Five members of the Executive Board, including at least two officers, shall constitute a quorum
- Section 5 For matters brought to a vote at a meeting of the Executive Board, there shall be one vote per Board member
- Section 6 Attendance of all committee chairs is essential to the operation of the organization. If a chair can not attend an Executive or regular meeting, the President shall be contacted as soon as possible and a report submitted and/or substitute found to attend the meeting.

ARTICLE VII – MEETINGS OF THE ORGANIZATION

- Section 1 Monthly meetings of the organization shall start in September and shall be held during the school year, with the last meeting being held in May, at which time officers shall be elected. Notice of meetings shall be published in two places prior to the stated meeting
- Section 2 Seven members of the organization, including at least two officers shall constitute a quorum.
- Section 3 The rules of order at all regular meetings shall be as follows:
- A. Reading and approval of minutes from last meeting
 - B. Reading and approval of treasurer’s report
 - C. Reports of officers, directors, board and standing committees
 - D. Reports of special committees
 - E. Unfinished business
 - F. New business
- Section 4 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 Fundraising and Budget Committee

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters

Budget

It is the responsibility of this sub committee is to determine a yearly budget, based on information from the Choir director as well as other special committees. Upon the assessment of need, they will then come up with activities to satisfy the budget.

Once the budget is approved by the organization, no expense shall be incurred, or funds dispersed varying from this budget without first forwarding either of the following to the Executive Board

- A. Change of Budget Allocation (a 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. Change of Budget (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 their changes of budget.

As well, any expense exceeding \$50 must be approved by a quorum of the executive board. For any larger expense (\$200+), three proposals shall be submitted to the executive board, if multiple sources are available. After review of the proposals, the decided upon choice will be presented to the general assembly. A quorum of the general assembly will be necessary to move forward with this purchase/expense.

Fundraising:

It is the responsibility of this sub committee to come up with activities to satisfy the budget. Potential options are to be presented to the Executive Board members for consideration. This group also organizes, administers, and oversees all approved fundraising activities for the Choir Booster.

Each fundraising event shall be organized as follows:

- There shall be one chairperson for each sale/event
- The chairperson shall coordinate the sale/event
- The chairperson shall maintain records for each event including, but not limited to:
 - Items sold
 - Monies collected
 - Monies owed

- Total profit

The chairperson shall summarize and compile a report to be submitted at the next Executive Board meeting, and regular meeting

Section 2 Marketing and PR

The goal of this committee is to promote the vocal music program and become well known in the public and not just the Plainfield School District community.

This committee will be responsible for the publication and documentation (photos and videos) of events and information as follows:

- Upkeep of PSHS Choir booster website (once established)
- Update of PSHS Choir parents FB page, Twitter account, etc
- Staying current on all vocal music events, including awards, performances, functions, meetings and any other important details.
- Promote said events with the use of social media and email
- Establish a presence in the community by scheduling performances at various public venues

In addition to the above outreach efforts, this committee will also be responsible for Handbills (programs) for each event as necessary. This committee will also be responsible for the creation and sales of tickets for the Spring musical.

Chairperson will attend Executive Board meetings.

All members of this committee will actively promote all activities of the PSHS Boosters

Section 3 Hospitality

This committee will work to provide food and drink as needed for events. Events include, but not limited to:

- Madrigal Dinner
- Choir O Rama (dinner)
- Fall and Spring Picnic
- Alumni Dinner
- Musical Dinner for middle schools

This committee will also work with Fundraising to provide necessities for sales at events

It is their role to solicit donations as necessary to provide such refreshments, if needed.

The responsibility of this group will be to set up and clean up and provide all necessary items (i.e.: plates, napkins, table cloths, etc).

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters

Section 4 Membership

This committee will be responsible for the following:

- Accurately recording the family names and numbers for each paid membership
- Ensuring that all members have received the benefits of their membership
- Actively promote PSHS Choir Boosters at PSHS events and concerts.
- Strive for 100% membership among Vocal music families.

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters.

Section 5 Alumni

This committee will reach out to alumni and keep them current on upcoming events and news. In addition, encourage their participation in said event.

ARTICLE IX -OTHER COMMITTEES

Section 1 Madrigals

This committee is responsible for the successful execution of the Holiday Madrigal dinner. This group will work closely with the choir director to ensure its success.

This committee will be broken down into sub committees as follows:

- a. Costumes
- b. Set design
- c. Ticketing and Advertising (to work with Marketing/PR)
- d. Dinner (to work with Hospitality Committee)

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters

Section 2

Spring Musical

This committee is responsible for the successful execution of the Spring Musical. This group will work closely with the choir director to ensure its success

This committee will be broken down into sub committees as follows:

- a. Set design
- b. Costumes
- c. Ticketing and Advertising (to work with Marketing/PR)
- d. Concessions (to work with Fundraising and Hospitality)
- e. Pictures (to work with Marketing and PR)

Chairperson will attend Executive Board meetings.

All members of this committee will actively promote all activities of the PSHS Boosters

Section 3

Choir O Rama

This committee is responsible for the successful execution of Choir O Rama in the Fall each year.

This committee will be broken down into sub committees as follows:

- a. Set up and tear down
- b. Food for middle school students (work with Hospitality committee)
- c. Programs (work with Marketing and PR committee)
- d. Parent volunteers

Chairperson will attend Executive Board meetings.

All members of this committee will actively promote all activities of the PSHS Boosters

Section 4

Choir Concerts

This committee will be responsible for the successful execution of the Fall, Christmas and Spring Ensemble concerts

This committee will be broken down into sub committees as follows:

- a. Concessions (to work with Fundraising and Hospitality committees)
- b. Programs (to work with Marketing and PR committee)
- c. Robes/clothing/prep
- d. Parent volunteers

Chairperson will attend Executive Board meetings.

All members of this committee will actively promote all activities of the PSHS Boosters

Section 5 Tour Committee

This committee is responsible for the planning and execution of the Tours. This group will work closely with the Choir director. Chair person will hold their position for 2 years
A parent of a senior may not be a chair

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters

Section 6 Middle School Relations

This committee is responsible to promote PSHS Vocal music to students at Aux Sable and Drauden middle schools. This group will work closely with the Choir director at PSHS as well as the choir directors at the middle schools.

A student chair will be active in this committee as well.

Chairperson will attend Executive Board meetings.
All members of this committee will actively promote all activities of the PSHS Boosters

ARTICLE X – AMENDMENT TO BY LAW

Section 1 These By Laws may be amended at any regular meeting of the organization by two thirds vote of those present, provided the amendment has been submitted in writing to the membership, by email a minimum of two weeks prior to the meeting at
Which these amendments shall be voted upon

ARTICLE XI – 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 distributed to; it's 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 purpose of the corporation set forth in Article II 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 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
- 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.
 - 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 XII – DISSOLUTION

- Section 1 Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) on the Internal Revenue code, or the corresponding section of any future federal tax code, or shall distributed to the federal government, or to a state or local government, for 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 purpose.
- Section 2 This organization may be dissolved by a two thirds majority vote of those present at any regular meeting of this organization, provided the dissolution has been submitted in writing to the membership by email 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 Plainfield South High School choir.

