

# **Bylaws of the Rolling Meadows High School Music Boosters, Inc.**

## **Article I - Basic Policies**

1. Name: The name of this organization shall be the Rolling Meadows High School Music Boosters, Inc., hereafter referred to in these Bylaws as the “Organization.”
2. Location: 2901 Central Road, Rolling Meadows Illinois 60008
3. Rolling Meadows High School Music Boosters is a 501 (c)(3) Non-Profit organization.

## **Article II – Mission Statement**

The mission of the Organization is to support the Instrumental Music, Choral, Color Guard and Theater Programs and associated programs at Rolling Meadows High School, hereafter referred to as the “School,” in Rolling Meadows, Illinois, by providing student-centered services, opportunities and experiences that continue to inspire, develop and support a culture of musical excellence at the School.

The Organization shall at no time seek to direct the activities or control the policies of the School’s Instrumental Music, Choral, Color Guard and Theater Programs.

## **Article III – Goals**

The goals of the Organization shall be:

1. To stimulate individual student and group excellence in music;
2. To assist in promoting music activities through leadership, volunteering, and financial support;
3. To collaborate with and assist the Band, Orchestra, Choral, Color Guard and Theater Directors;
4. To develop and foster closer relationships between the students, directors, parents, the School and the Arlington Heights, Mount Prospect, and Rolling Meadows communities; and
5. To develop and maintain strong relationships with the junior-high, middle, and elementary schools that feed into the Rolling Meadows High School Instrumental Music, Choral, and Color Guard Theater Programs.

## **Article IV – Membership**

- Section 1** Voting members of the Organization shall consist of the parents or guardians of all students participating in the Instrumental Music, Choral, and Color Guard Theater Programs and associated programs of the School. At no time shall Music Boosters require dues in order to be a voting member.
- Section 2** Non-voting members of the Organization shall consist of alumni and friends of the Organization. Non-voting members are allowed the opportunity to discuss issues before the membership.

## **Article V – Meetings**

- Section 1** The Organization shall meet the second week of each month, typically a Wednesday, from September through the following May, unless otherwise specified by the Organization. Meeting places and times shall be designated by the Executive Board and published to the Membership in advance of the meeting. Virtual meetings will be determined as needed.
- Section 2** The May meeting shall be designated as the Annual Meeting.
- Section 3** Special meetings may be called by a majority of the Executive Board or by any ten (10) voting members of the Organization who petition the Executive Board to call a meeting. Membership shall be notified of special meetings at least seven (7) days before the date of the meeting.
- Section 4** At all general and special meetings of the Organization, the President, (Co)Vice President(s), or (Co) Treasurer(s) in the order named, shall preside.
- Section 5** At general and special meetings, seven (7) voting members shall constitute a quorum.

## **Article VI – Elected Officers**

Elected Officers shall include the President, (Co)Vice President(s), (Co)Treasurer(s) and Secretary. All elected officers must be voting members except when an officer is elected to serve for a term that will extend beyond his or her continuous term of voting eligibility.

## **Article VII – Duties of Officers**

**Section 1** **The President** shall preside at all meetings of the Organization and shall be an *ex officio* member of all committees. The President serves as the principal liaison for communication and collaboration with the Band, Orchestra, Choral, Color Guard and Theater Directors.

**Section 2** **The (Co) Vice President(s)** shall assume the duties of the President in the absence of the President but does not become an *ex officio* member of committees.

**Section 3** **The (Co) Treasurer(s)** shall keep an accurate record of all receipts and disbursements, showing each activity separately as well as a complete record of all funds. Financial records shall be kept in a proper financial-record system.

The (Co) Treasurer(s) and President shall be authorized to handle all financial transactions as directed by the Organization. There shall be three (3) designated signatories – the (Co)Treasurer(s), President, and one other Elected Officer if only one Treasurer has been elected. All checks over \$100 must be signed by two (2) of the three (3) signatories and neither signatory may be the recipient of said check.

The Treasurer(s) shall submit an Annual Financial Report to the Organization at the first fall meeting for review and approval.

**Section 4** **The Secretary** shall keep records of minutes of all general, special, and Executive Board meetings and perform other duties as the office might require. The Secretary will publish all general and special meeting minutes electronically for Membership review.

## **Article VIII – Nominations And Elections**

**Section 1** The call for nominations for Elected Officer positions will be made each April; however, nominations will be accepted up to and including at the Annual Meeting in May.

**Section 2** Only those persons who have consented to serve if elected shall be eligible for nomination.

**Section 3** Officers shall be elected for a term of one (1) year at the Annual Meeting by a majority vote of the voting Membership present.

**Section 4** Incoming Officers shall take office at the beginning of June.

**Section 5** Vacancies in any office shall be filled for the unexpired term by a member elected by a majority of the remaining members of the Executive Board.

**Section 6** All non-financial records must be turned over by June 1. Financial records will be turned over to the incoming (Co)Treasurer(s) from the outgoing (Co)Treasurer(s) after completion of the Annual Financial Report for the fiscal year, the completion of the Federal Tax Return, and the completion of the annual Audit (See Article X, Section 5.).

#### **Article IX – Executive Board**

**Section 1** The Executive Board shall consist of the Elected Officers (See Article VI.) and the current (Co)Chairperson(s) of the Jazz in the Meadows Festival (non-elected position).

**Section 2** An Executive Board meeting may be called by the President or any three (3) Executive Board members.

**Section 3** The purpose of the Executive Board shall be to administer the affairs of the Organization in accordance with the policies determined by the Membership and shall transact necessary business in the intervals between the Organization's monthly meetings.

The Executive Board shall also provide direction and leadership for such Standing Committees as are deemed necessary to carry out the goals of the Organization and shall appoint Standing Committee Chairpersons accordingly.

**Section 4** Each member of the Executive Board shall attend Executive Board meetings and general meetings and assist the other Elected Officers. If an Executive Board member misses three (3) consecutive monthly meetings for reasons other than illness, a new board member may be named by the Executive Board.

**Section 5** Each officer of the Executive Board shall be entitled to one (1) vote on any voting matter.

## **Article X – Standing Committees**

**Section 1** Standing Committee Chairpersons shall be appointed by the Executive Board (per Article IX, Section 3). All Standing Committee Chairpersons must be voting members of the Organization.

**Section 2** The terms of the Standing Committee Chairpersons are to be continued until a replacement Chairperson is named or the Standing Committee is dissolved by the Executive Board.

**Section 3** The Standing Committees may hold their own meetings. The President (or an officer appointed by the President) shall be an *ex officio* member of all Standing Committees and shall be notified seven (7) days in advance of any meeting.

**Section 4** Each Standing Committee Chairperson may prepare a short summary of the Committee's activities in advance of each monthly meeting of the Organization. This report shall be submitted to the Secretary at least two (2) days in advance for inclusion in the meeting minutes.

All Standing Committee reports will be included in the published meeting minutes and discussed at general meetings at the discretion of the meeting presider.

## **Article XI – Fiscal Year, Financial Reports, Receipts and Disbursements**

**Section 1** The Organization shall operate on a fiscal year commencing June 1 and ending May 31 the following year.

**Section 2** All disbursements made by the (Co)Treasurer(s) must be accompanied by a completed funding-disbursement form and matching receipts. No disbursements will be made without the proper documentation and approvals. Each disbursement must tie to a budget line item, and any ex-budget disbursements must be approved by two (2) Executive Board members.

All funds received must include a completed funds-receipt form, indicate in detail the source of the funds as well as the budget line item, and preferably be signed by two (2) non-related voting members.

**Section 3** An annual budget for the Organization shall be developed by a Budget Committee consisting of the Executive Board and the Band, Orchestra, Choral, Color Guard and Theater Directors at a meeting in April. The Budget Committee will then present the proposed budget to the Membership at the May meeting. The final budget must be passed by the Executive Board prior to the first meeting of the year and then ratified by the Membership at the first meeting of the fiscal year. Upon ratification, the budget will be published electronically for the Membership.

**Section 4** An Annual Financial Report summarizing the financial condition of the Organization shall be prepared each month, submitted to the President and Secretary and published to the Membership following each monthly meeting. The Annual Financial Report shall be published to the Membership after the close of the fiscal year and upon its approval at the first general meeting of the year.

**Section 5** In addition, the Auditing Committee summary will be presented to the Membership at the September meeting with its annual Audit of the Organization's financial records based on the financial data from the previous fiscal year. The Auditing Committee shall consist of two (2) members elected at large by the Membership present at the May meeting and one selected by the Executive Board from its own body. The latter shall serve as chairperson of the Auditing Committee.

**Section 6** The Organization must file all appropriate governmental reports, including "Annual Report for the Secretary of State (Illinois)" and "Federal Tax Schedules (IRS)." These reports will be generated and submitted by the (Co)Treasurer(s) to the appropriate agencies on a timely basis.

Engagement of external accounting resources for such filings will be done with the approval of the Executive Board.

## **Article XII - Funding**

### **1. General Account**

- a. Funding for the Rolling Meadows High School Music Boosters (music boosters) will come from select fundraisers, including but not limited to Jazz in the Meadows Annual Festival, Symphony of Spirits, Cookie Sales, Dine & Share Events, and Yard Signs (depending on availability), as well as twenty-five percent (25%) of designated Student-Led Fundraisers.

### **2. Student Account**

- a. The Treasurer and/or Student Account Chairperson shall maintain funds and records thereof, earned by students active in the music program. These funds will be maintained in a separate account from the funds of the organization.
- b. In order to protect the music boosters 501 (c) (3) status, all student accounts must remain the property of the music boosters. Twenty-five percent (25%) of all student-led account-based fundraisers will be deposited into the organization's general fund, and seventy-five percent (75%) will be deposited into the student's account. Shipping fees related to fundraising items shipped directly to the school will be paid by music boosters.
- c. Funds in a student's account can only be used for school related music expenses, such as but not limited to: program fees designated by the Directors, school sponsored trips, fees, uniforms, etc. The student and/or guardian shall request the use of these funds by submitting the request form to the Director for approval. The Director will then submit the form to the Treasurer.
- d. Any payments from student accounts made on behalf of the student will be paid directly from the Music Boosters account and not reimbursed to the student/parent, to maintain our 501 (c) (3) status. To accommodate payor sources that require online/prepayment, any possible reimbursement by the RMHS Music Boosters MUST have written documentation, pre-approval of expenses before payment is processed and can be reimbursed via student accounts.
- e. Funds remaining in a student's account at the end of the said student's graduating year, or funds remaining when a music student leaves the program, will be processed as follows:
  - i. First, any delinquent fees or other monies due to the music program will be deducted from the account balance effective on the student's graduation date.
  - ii. Second, remaining funds will be automatically rolled over into a sibling's account, or the funds may be transferred to another participating student. The action of transferring funds into another unrelated student account must be requested in writing by the student and/or guardian within two (2) months of the student's graduation date and directed to the Treasurer and/or Student Account Chairperson, and approved by the Director,
  - iii. If no request is received in writing within two (2) months of the student's graduation, and there is no sibling, all remaining funds will be placed in the music boosters general fund at the start of the following school year.
  - iv. In case of any dispute concerning the disbursement of a student account, the final decision shall be made by the Director(s).

### 3. Scholarship

- a. Funds permitting, scholarship(s) will be awarded to graduating seniors upon a vote of the Board. The Board vote is to determine the number and amounts for the scholarships at the start of each fiscal year during budget planning.
- b. Only students who have completed three (3) years with the Rolling Meadows High School Music Program are eligible to apply for this scholarship.
- c. The Board shall determine the method in which scholarships will be awarded, in writing, each year prior to application submissions.

### **Article XIII – Procedure**

*Robert's Rules of Order* shall govern the Organization in all cases in which they are applicable and practical and in which they are not in conflict with these Bylaws.

### **Article XIV – Amendments to the Bylaws**

Proposals for amendments to the Bylaws shall be presented to the Membership for discussion and approval. Proposed amendments will be posted electronically at least two (2) weeks prior to the presentation meeting. All proposed amendments will be read at a general meeting. Proposed Amendments shall be distributed to the Membership along with the meeting notices in accordance with Article V. They shall then be voted on at the next general meeting, and approval shall require a two-thirds ( $\frac{2}{3}$ ) vote of the voting Membership present.

### **Article XIIV – Bylaws Review**

The Bylaws shall be re-affirmed each year at the first general meeting. Once approved, the Bylaws will be published electronically for ongoing Membership access.

Every three (3) years, the Executive Board shall review the Bylaws in detail and present any revisions and/or amendments to the Membership for approval.

*Approved by the voting membership of the Rolling Meadows High School Music Boosters, Inc. present at its Wednesday, May 8, 2025 monthly meeting*

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Jackie Manola, President

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Stephanie Sutton, Secretary

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- + Amended and approved by the Membership on May 9, 2025
  - + Amended and approved by the Membership on April 12, 2022
  - + Reviewed, amended by the Membership on March 16, 2021
  - + Reviewed, amended by the Membership on September 10, 2019. Distributed to the Membership on September 23, 2019. Final review and Approved by the Membership on November 12, 2019.
  - + Reviewed and approved by the Membership on October 9, 2018.



- + Reviewed and amended by the Membership on December 3, 2013. Distributed to the Membership and approved on January 13, 2014.
- + Reviewed and amended by the Membership in May 2010. Distributed to the Membership on August 31, 2010. Approved by the Membership on September 7, 2010.
- + Reviewed, amended, and approved by the Membership in April 1997.
- + Approved by the Membership on April 4, 1994.