

Wildcat Music Booster Constitution

The purpose for which Wildcat Music Boosters is organized is exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code 1986 or the corresponding provision of any future United States Internal Revenue Law.

Notwithstanding any other provision of these articles, Wildcat Music Boosters shall not carry on any activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

ARTICLE I: NAME --WILDCAT MUSIC BOOSTERS shall be the name of this organization. (Herein referred to as WMB)

ARTICLE II: MISSION STATEMENT

The Wildcat Music Boosters is an organization comprised of parent volunteers who have a vested interest in the success of the music programs at Woodland District 50 schools. The primary purpose of the WMB is to assist the directors in the development of excellence in music education, performance skills, and leadership/personal growth in our students in grades 4-8. WMB also exists to promote the place and value of music in our community. WMB accomplishes this by providing financial, logistical, and moral support in a balanced fashion.

ARTICLE III: MEMBERSHIP

Only parents with kids in the Woodland music programs shall be eligible for membership and only members may vote.

ARTICLE IV: ETHICS

As a member who will be in immediate contact with individuals in Woodland School buildings, Music Boosters must maintain the same professional code of ethics as Woodland staff. The code is stated below:

1. A Music Booster shall always act in a professional manner in his/her relationship with students and staff.
2. A Music Booster shall always leave personal observations and confidential information at home.
3. A Music Booster shall only discuss grievances with the appropriate school administrator.
4. A Music Booster shall always remember that he/she is a helper in the school and is to work cooperatively and under the direction of those in charge.

ARTICLE V: OFFICERS

The officers of this organization shall be President, Vice- President, Secretary, and Treasurer who will be nominated and elected in the spring of each year. A representative of the Woodland Band and Choir Departments and an administrator of Woodland School shall serve as liaisons to this Organization but will not have membership functions.

ARTICLE VI: DUTIES OF OFFICERS

Section A: The President shall preside at all meetings of the Organization, shall appoint all committee chairpersons, shall be an official member of all committees except the nominating committee and in the event an officer resigns, shall appoint someone to fill the vacancy for the remaining term. President shall have access to bank accounts along with Treasurer.

Section B: The Vice-President shall assume all duties in the absence of the President. The Vice-President shall automatically become President if a vacancy occurs in the office of President. The Vice-President shall be responsible for arranging for help when needed and will lead all fundraising.

Section C: The Secretary shall keep all records and minutes of all meetings and attend to all correspondence. Minutes of all meetings will be provided to the administration and made available to the members.

Section D: The Treasurer shall receive and account for all monies of the organization, shall keep an accurate record of all receipts and expenditures, and shall conduct affairs for the organization on the following basis:

1. Make payment for approved expenditures
2. Oversee checks are signed by the President and Treasurer
3. Make no Expenditure without prior approval
4. Work with District 50 accounting office
5. Deposit all monies in a bank account in a timely fashion
6. Confirm correct documentation is submitted with each expenditure

Section E: An administrator shall act as an official member at all meetings and be a liaison to the Superintendent of Woodland District 50.

ARTICLE VII: THE EXECUTIVE BOARD

Section A: The Board of Directors shall be composed of the 4 officers and the two director positions (Fundraising/Community Relations) of the organization.

Section B: The Executive Board of 4 officers shall have general supervision of the affairs of the organization.

Section C: The Executive Board meetings and General meetings shall be on dates specified by the President.

ARTICLE VIII: MEETINGS

Section A: General meetings during the school year are open to all, but only those who are members are allowed to vote. Meeting dates for the oncoming year will be established at the September meeting, and will generally be the second Tuesday of every meeting month depending on the district calendar of events.

Section B: Special meetings may be called by the President.

ARTICLE IX: COMMITTEES

Committees shall be organized as needed.

ARTICLE X: FINANCIAL

Section A: Monthly and annual financial reports shall be on file in the Organization's files. The fiscal year shall be July 1 through June 30. The Treasurer's books must be audited at fiscal year's end by a committee composed of two non-officer booster members. A CPA can be hired if necessary. The audit may also be performed by the ESC.

Section B: All past, current and future properties acquired by the Organization through purchase orders paid by the district shall be the property of Woodland School District 50 and not viewed as personal property.

Section D: WMB shall not pay any person for services rendered more than \$599 per calendar year or so as to abide by IRS tax laws. District employees may not be paid a stipend, salary, or any other compensatory monies.

Section C: The Organization does not promote door-to-door sales and would prefer fundraising conducted through Internet sales. Student incentives during fundraisers are to include at least one incentive available to any student participating in the fundraiser by selling one item.

Section D: There may be a membership donation drive to help to financially support the activities of WMB.

ARTICLE XI: QUORUM

At general meetings and at executive board meetings, the members present shall constitute a quorum provided there are at least 2 officers present at every meeting.

ARTICLE XII: ELECTIONS

Section A: A nominating committee shall be appointed by the President to present a slate of nominees at a spring meeting. Nominations may be made from the floor after the report of the nominating committee.

Section B: A majority vote of the members present shall constitute an election at a spring meeting.

ARTICLE XIII: ACTIVITIES Wildcat Music Boosters assists in the following:

- 1. Assist with Local solo/ensemble for students in band/choir in grades 4-8.**
- 2. Provide Scholarships (Camp, Lesson, College)**
- 3. Purchase of materials/equipment**
- 4. Conduct fundraisers**
- 5. Assist with uniform distribution/collection**
- 6. Approve budget**
- 7. Approve grant monies**
- 8. Allocate funds appropriately according to mission statement**
- 9. Assist directors in coordinating volunteers**
- 10. Represent WMB and Woodland District 50 at music events**
- 11. Represent WMB in scholarship and award presentations**
- 12. Assist in purchase of awards**
- 13. Assist in sale of items to support music program**
- 14. Support social activities that directly involve students as a whole and not to only volunteers and their students.**
- 15. Form committees for the purpose of carrying out WMB activities**
- 16. Conduct surveys**

ARTICLE XIV: AUTHORITY

The rules contained in Robert's Rule of Order-Revised, shall govern this organization in cases which the do not conflict with the rules of the organization.

ARTICLE XV: AMENDMENTS

The Constitution and By-Lays may be amended by a majority vote of the members present at a General meeting.

Constitution Adopted: September 5, 2012