

**CONSTITUTION AND BY-LAWS OF THE
EVERGREEN PARK COMMUNITY HIGH SCHOOL
MUSIC BOOSTERS ASSOCIATION**

Article I: NAME

The name of this organization shall be the Evergreen Park Community High School (EPCHS) Music Boosters Association.

Article II: OBJECTIVES

1. The Music Boosters are dedicated to the support of the district's music program, which includes the Band, Choir, Guard and Drama.
2. To cooperate with and assist the Music Department.
3. To encourage student and member participation.
4. To assist in Music Department projects through volunteering and financing.

Article III: POLICIES

1. This Association shall not seek to direct the administrative activities of the Music Department; nor control its policies.
2. This Association may cooperate with other organizations provided that no commitments are made which bind their member groups without the prior approval of the Executive Committee.

Article IV: MEMBERSHIP AND DUES

1. The membership of this Association shall not be limited. All adults interested in supporting the EPCHS Music Department are eligible.
2. The annual dues for a voting membership shall be \$20.00 per family.
3. The membership year shall be from August 1 to July 31.

Article V: MEETINGS

1. The Association shall meet throughout the school year typically on the first Monday of the month.
2. The May meeting shall be designated as the annual meeting where elections will be held for the next year, and the president will appoint a 3 person audit committee.
3. Membership shall be notified of regular and special meetings five days before the date of the meeting. Special meetings may be called by the President.
4. At all meetings, a minimum of two officers and five additional members shall constitute a quorum for the transaction of business.

Article VI: OFFICERS AND ELECTIONS

1. Officers of this Association shall be a President, Incoming President, Recording Secretary, Corresponding Secretary and a Treasurer.

2. The Incoming President should be elected from among the members who plan to be active for at least three years. (Those 3 years would look like: first year - Incoming President - voting officer, second year - President - voting officer, third year - Outgoing President - advisor only, voting member only).
3. The Recording Secretary, Corresponding Secretary and Treasurer shall be nominated for a one year term of office, limited to no more than two (2) consecutive years. An exception may be made by a quorum-majority vote of the members of the Association in the case of a vacancy.
4. Incoming officers shall take office at the conclusion of the annual meeting in May of each year.
5. Vacancy of any office can be filled for the unexpired term at a regular meeting of the Association. Nomination and elections shall be accepted from the floor followed by a show of hand or closed ballot.
6. Only those persons who have consented to serve if elected shall be eligible for nomination.
7. If an elected officer (Executive Board Member) abandons their seat they will be ineligible to hold any seat on EPCHS Music Boosters for the rest of the year.

Article VII: DUTIES OF OFFICERS

1. The President shall preside at all meetings of the Association and of the Executive Committee; and shall be a member ex-officio of all committees.
2. The Incoming President shall act as assistant to the President and assume his/her duties in the President's absence, but not that of the ex-officio member of any committee.
3. The Outgoing President shall act as advisor to the President and Incoming President as needed.
4. The Corresponding Secretary shall give notice to the membership of all general and special meetings not less than five (5) days prior to such meetings; shall be responsible for electronic mailings pertaining to the Association; shall maintain a permanent list of all committees and a permanent membership file.
5. The Recording Secretary shall keep an accurate record of all meetings of the Association and the Executive Committee.
6. The Treasurer shall receive all monies of the Association; shall keep an accurate record of receipts, deposits and disbursements and shall present the Treasurer's Report at every meeting of the Association. All disbursements shall be by check signed by the Treasurer, President or Incoming President and two signatures are required for every disbursement.

Article VIII: BUDGET AND FINANCIAL AUDIT

1. The Treasurer's account shall be examined annually by an auditing committee of not less than three (3) members who will submit their audit no later than July 1st. The President shall appoint these members at the annual meeting in May. The audit report will be presented to the membership and approved at the first meeting.
2. A Budget Committee of not less than three (3) members shall meet following the audit of the Treasurer's account. The final budget shall be presented and approved at the first meeting of the school year in August.

Article IX: EXECUTIVE COMMITTEE

1. The Executive Committee shall consist of the elected officers, the Music Directors, Guard Coaches and EPCHS Activities Director.
2. The duties of the Executive Committee shall be to transact necessary business in intervals between regular meetings of the Association; shall designate such committees as are deemed necessary to carry out the objectives of the Association; shall approve all disbursements of monies; shall promote membership; and shall plan activities and work to support the Association.
3. Special meetings may be called by the President or by the Music Director, Guard Coaches or Activities Director.

Article X: COMMITTEES

1. Committees shall be created by the Executive Committee as deemed necessary to promote the objectives and interests of the Association.
2. Chairperson(s) shall be appointed by the Executive Committee with a one year term or until the committee is dissolved.
3. Committees shall hold their own meetings. The President shall be an ex-officio member of all committees and shall be notified five (5) days in advance of any meeting.
4. The Chairpersons of all committees shall present plans of work to the Executive Committee and no committee work shall be undertaken without the approval of the Executive Committee.

Article XI: PERMANENT RECORDS

1. Officers and Chairpersons of committees shall maintain accurate records in the discharge of their responsibilities and shall present such reports as may be required by the President.
2. All records must be shared with the music boosters executive board or handed over to the next elected official at the conclusion of May's Annual meeting. Permanent files must be kept for at least 7 years.

Article XII: AMENDMENTS

The by-laws may be amended at any regular meeting of the Association by a two-thirds vote of the quorum present, provided a notice of the proposed amendment has been given at the previous regular meeting. The by-laws shall be reviewed at least every two (2) years by the Executive Committee and revised if necessary.

Article XIII: RULES OF ORDER

The rules contained in "Robert's Rules of Order" revised, shall govern the Association.
Official Site: <https://robertsrules.org>

Article XIV: DISSOLVEMENT

If the EPCHS Music Boosters Association dissolves, all monies in the Treasury will be turned over to the Music Department Fund of Evergreen Park Community High School.

1st Revision	1/9/1995
2nd Revision	3/1/2004
3rd Revision	1/11/2004
4th Revision	1/17/2012
5th Revision	4/29/2019
6th Revision	10/20/2021
7th Revision	8/29/2022
8th Revision	7/18/2023 (revised after Covid)