

Elk Grove High School Parent Teacher Council

Elk Grove Village, Illinois

BYLAWS

ARTICLE I – NAME AND LOCATION

The name of this organization shall be the Elk Grove High School Parent Teacher Council (“Council”), located at 500 West Elk Grove Boulevard, Elk Grove Village, Illinois 60007.

ARTICLE II – PURPOSE, ORGANIZATION AND AUTHORITY

The Council shall work to enrich the educational and extracurricular environment and build relationships between parents, teachers, and students. The Council is organized as a non profit organization under the laws of the State of Illinois. The Council is recognized as a 501(c)3 corporation (charitable organization) under the laws of the United States. The directors and members of the Council, as defined below, will be held harmless by Elk Grove High School and District 214 in relation to Council activities that are performed by the directors and members as long as they are following all prescribed policies and procedures of Elk Grove High School and District 214 that are applicable to those activities.

ARTICLE III – MEMBERSHIP AND DUES

Section 1. Membership

Membership in the Council shall be open to all staff members of Elk Grove High School and all parents/guardians that have a student enrolled in Elk Grove High School. Only dues-paying members will be allowed to vote.

Section 2. Dues

Annual Dues shall be determined by Township High School District 214 each school year.

ARTICLE IV – OFFICERS, QUALIFICATIONS, NOMINATION AND ELECTION, TERM AND DUTIES

Section 1. Officers

The officers of the Council shall be President(s), Vice President(s), Secretary(s), and a Treasurer and will compose the Board of Directors.

Section 2. Qualifications

- A. A candidate for office shall preferably be a member of the Council for a period of at least one-year prior to the time of nomination or have served on a Parent Teacher Organization Board of Directors from another school.
- B. A candidate for the office of President shall have preferably served as an officer of the Council for a least one year prior to the time of nomination.
- C. No member shall hold more than one Council office at a time.

Section 3. Nomination and Election Procedures

- A. The Nominating Committee shall submit to the membership a slate of one or more candidates for each office by the April meeting of the Council.

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- B. Nominations may also be made from the floor prior to the election and such nominees shall be entered on the slate, provided they have consented to the nomination. Nominations from the floor must receive two seconds.
- C. A majority vote of the paid members present at the May meeting shall be required for election, which shall be by ballot, except that if there is but one candidate for each office, the ballot may be dispensed with and the officers elected viva voce (voice vote), a quorum being present.

Section 4. Term

- A. The term shall run from August 1 - July 31. Officers shall assume their office on August 1, and shall serve for a term of one year, or until their successors are elected and take office.

Section 5. Duties Council officers shall be obligated to uphold and represent the interests of the Council.

A. The *President* shall:

- 1. Preside at all regular and Board only meetings.
- 2. Appoint committee chairs, subject to the approval of the bBoard of Directors.
- 3. Be an ex-officio member of all committees with the exception of the Nominating Committee.
- 4. Keep membership informed of all matters concerning the Council.

B. The *Vice President* shall:

- 1. Assist the President in all ways.
- 2. Assume the duties and powers of the presidency in the absence of the President.
- 3. In the event of a vacancy in the office of President, succeed to the office for the unexpired term.
- 4. Assist Committee Chairs as assigned by the President.
- 5. Be responsible for the requirements of membership and maintaining the list of paid members.
- 6. Perform such other duties as may be assigned by the Board of Directors or the Council.

C. The *Secretary* shall:

- 1. Attend and keep an accurate record of all regular and Board of Directors meetings.
- 2. Have available at all meetings an up-to-date copy of the Council Bylaws.
- 3. Conduct the correspondence of the Council in accordance with the direction of the President and/or Board of Directors.
- 4. Perform such other duties as may be assigned by the Board of Directors or the Council.

D. The *Treasurer* shall:

- 1. Have custody of all Council funds, depositing all funds received in a bank approved by the Board of Directors, and making disbursement only as authorized by the Council in accordance with the budget, either by specific Council action or by adoption of a budget line item appropriately approved as noted below.
- 2. Pay all approved bills promptly, the checks to be signed by the Treasurer.
- 3. Prepare an annual budget.
- 4. Keep the books on a current basis and make a monthly report to the Council, a copy of which shall be filed with the Secretary.
- 5. Have cash banks available when needed at Council events.
- 6. Prepare a complete financial report for the fiscal year.
- 7. Perform such other duties as may be assigned by the Board of Directors or the

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Council.

Section 6. Vacancies

- A. In the event of a vacancy in the office of:
 - 1. President, the Vice President shall succeed to the office for the unexpired term.
 - 2. Vice President, Secretary, or Treasurer, the Board of Directors shall, within 30 days, appoint a qualified member of this Council to fill the unexpired term for the respective office.

- B. All records pertaining to any officer are property of the Council. Each officer, shall within four weeks after the end of the term of office, transfer to the successor the files and records of that office within four weeks after the end of the term of office.

- C. Any person, except the Treasurer, vacating office at any time except at the regular expiration of the term of office, shall transfer the records of that office to the successor within two weeks. Should the Treasurer vacate that office before the expiration of the term, that individual shall, within two weeks, transfer the records of that office for the purpose of audit to the President.

ARTICLE V – BOARD OF DIRECTORS

The Board of Directors shall be the governing body on all matters requiring action between regular meetings, other than amending the Bylaws.

Section 1. Composition The officers of this Council shall be the Board of Directors.

Section 2. Duties

- A. The Board of Directors may discuss business in person or by any communications medium. For adoption of changes to the budget, policies or non-committee based changes, a majority vote of all members attending a Council meeting will be taken to determine acceptance of such changes.

- B. The Board of Directors may, by a three-fourths vote of the Board, remove any officer or committee chairman for misconduct or neglect of duty. The Board of directors shall request the resignation of such officer or chairman from the respective office or committee. If such resignation is not received by the Board of directors within two weeks after such resignation has been requested, the Board of Directors is empowered to and shall thereupon declare such position vacant and the vacancy filled in accordance with the provision of Article IV of these Bylaws.

Section 3. Meetings The Board of Directors shall meet as required to adequately discuss the business of the Council.

Section 4. Quorum The quorum for any meeting of the Board of Directors shall be a majority of the officers.

Section 5. Minutes Minutes of the Board of Directors meetings will not be required unless a majority of the Board members attending the meeting deem that they are necessary. These minutes will be provided to the paid members at the next Council meeting.

ARTICLE VI – COMMITTEES:

Section 1. Composition Standing and Optional Committees shall be composed of a chair and one or more members, unless otherwise specified. With the exception of the Auditing

Committee and Nominating Committee, committee members shall be appointed by the chair of the respective committee, subject to the approval of the Board of Directors. Appointments shall become effective at the beginning of the fiscal year for a term of one year, unless otherwise specified.

Section 2. Duties. Standing/Optional Committees and their duties are as follows:

- A. The *Auditing Committee* is not a required committee and may be appointed at any time by the Board of Directors and shall be composed of a chair and two other members whose duties are enumerated in Article VIII of these Bylaws. The members of the Auditing Committee shall select their own chair.
- B. The *Craft Fair Committee* shall:
 - 1. Coordinate and organize all crafters and vendors for the fair.
 - 2. Coordinate and organize the concession stand – providing food and drink.
 - 3. Coordinate and organize the raffle of acquired raffle items.
 - 4. Coordinate set up and clean up crews, parking attendants, and other volunteers needed to run the show.
- C. The *Hospitality Committee* shall:
 - 1. Provide refreshments for any events as directed by the PTC or school administration in accordance with the adopted budget or Council action.
 - 2. Maintain accountability of supplies purchased for events and for the storage of excess supplies after events.
 - 3. Enlist support of volunteers as needed to procure items for events and for set up and clean up after said events.
- D. The *Nominating Committee* ???KEEP??? shall be appointed and confirmed by the Board of Directors at least two months prior to the May meeting and shall consist of a chairman and two members. The members of the Nominating Committee shall select their own chairman. The committee shall carry out the duties as prescribed in Article IV, Section 3. of these Bylaws and shall prepare the official ballots for use at the May meeting.

E. The Post Prom Committee is a parent organized group that plans a safe, supervised, substance-free, post-prom activity. The committee works with the school administration, the PTC and EGHHS students to plan this activity. Any Council member may join the committee and the members will select their own chair.

F. The Orchestra Booster Committee is a special committee which shall work to enrich the educational and extracurricular environment and build relationships between Elk Grove High School Orchestra parents, teachers, and students. Policies and Procedures for the Orchestra Booster Committee are attached below and are incorporated within these Bylaws.

Section 3. Special Committees Special committees may be appointed when deemed necessary by the Board of Directors.

Section 4. Responsibilities

- A. All committees shall be directly responsible to the Board of Directors and shall submit all plans, prior to execution, to the Board of Directors for approval.
- B. Within 15 days of the beginning of the next fiscal year, all committees, with the exception of the Auditing Committee, shall transfer their files and records to their successors as directed by the Board of Directors.

ARTICLE VII – ELK GROVE PARENT TEACHER COUNCIL MEETINGS

Section 1. Regular Meetings

- A. Regular meetings of this Council shall be held on a specific day each month as determined at the beginning of each school year by the Principal of Elk Grove High School and the President of the Council from August - July, with the December, June and July meetings being held at the discretion of the Board of Directors.
- B. Election of officers for the next fiscal year shall take place at the May meeting.

Section 2. Special Meetings Special meetings may be called by the President, by a majority of the Board of Directors, or by one-third of the membership provided notice specifying the principal business of the meeting is given to all members at least five days prior to the date of the special meeting.

Section 3. Quorum A quorum is not required for a meeting of the Council. In order for business to be conducted or resolutions to be adopted at a Council meeting, at least three officers must be present at the Council meeting. Simple majority vote of the Council members in attendance is required to approve resolutions or conduct specific business that requires a vote.

Section 4. Minutes Minutes of the regular meetings shall be made available to Council members at the next regular meeting.

ARTICLE VIII – FISCAL RESPONSIBILITY

Section 1. Safeguarding of Assets of the Council The Treasurer is responsible for safeguarding all assets of the Council, however, the entire Board is responsible for ensuring that there is adequate proof of the safeguarding of Council assets provided to them on a monthly basis. Since the majority of the Council assets consist of the cash balance maintained in a local bank, the Treasurer is required to submit a copy of the bank statement along with the financial report to the entire Board and the Principal of Elk Grove High School on a monthly basis within 10 days after the end of each month. The Board as a whole and the Principal of Elk Grove High School are responsible

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for ensuring that they receive a bank statement in the timely manner noted and that they review the bank statement for unusual transactions and discrepancies with the Council financial report as submitted by the Treasurer. In the event that the Board has not received the bank statement within 10 days after the end of a month or if a Board member or the Principal has noted discrepancies or unusual transactions, it is the responsibility of that Board member or Principal to contact the President and require an immediate review of the financial report and bank statement with the Treasurer as soon as possible.

Since these bylaws only allow for the President and Treasurer to have legal access to the bank account, the Board members and the Principal should assess the discrepancies to determine whether the Treasurer, the President, or a collusion of both the President or Treasurer have compromised the cash assets. Without the requirement of holding a Council meeting, each member of the Board and the Principal are individually granted the authority to call for a vote to dismiss the Treasurer or President or both, remove the access of the appropriate officer or officers from all bank accounts and reclaim all financial records from the Treasurer immediately if a majority of the Board and the Principal (3 out of the five of these Council members) believes that the assets of the Council have been compromised by the Treasurer or President or through a collusion of both of these officers.

Section 2. Authority to Audit or Review the Financial Records of the Council. Any member of the Board and the Principal of Elk Grove High School has a right to request either an external audit or review of the financial records maintained by the Treasurer for any reason. A majority vote of the four Board members and the Principal will be required to perform an audit or review. The Board will decide if this review needs to be performed by a paid professional accountant or if it can be performed by any other person who has experience in preparing, auditing, analyzing, or evaluating financial records similar to those created by the Council. The Board may request and the President is authorized to establish an Audit Committee if deemed necessary as well. If the cost of an audit or review was not approved in the budget, the Board and the Principal may authorize the cost and alert the full Council at the next Council meeting.

In the event that District 214 requires an audit or review of the financial records of the Council at any time, the President is responsible to ensure that this request is valid and if so, will also ensure that the Council complies with this requirement as detailed in the District 214 regulation or request.

Section 3. Conflict of Interest Statement. The Board of Directors and all paid members of the Council shall abide by the Conflict of Interest Statement adopted by the Board of Directors. The Statement can be changed at any time by a majority vote of the Board of Directors so long as they communicate any changes within 10 days after adoption. The Board is required to post the Conflict of Interest Statement in electronic format which can be easily accessed by all Council members, such as on the Council website. The Board is responsible to ensure that the Statement is provided to any Council vendor when required.

ARTICLE IX – DISSOLUTION

In the event of dissolution, abandonment, or termination of the Council, no income, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group not affiliated with Elk Grove High School. 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, to Elk Grove High School. 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.

ARTICLE X – PARLIAMENTARY AUTHORITY

The current edition of Roberts Rules of Order Newly Revised governs the Elk Grove High

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School Parent Teacher Council in all matters of procedure not otherwise covered in these Bylaws.

ARTICLE XI – AMENDMENTS

Section 1. Bylaws These Bylaws may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Council (including representatives of Elk Grove High School who will represent School District 214), provided the text of the proposed amendment has been made available to the membership either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular meeting. An amendment not previously submitted to the membership may be adopted by a unanimous vote of the members present and voting.

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Section 2. Corrections Automatic grammatical, punctuation, and correlation corrections in these Bylaws or amendments thereto, which in no way alter the intent of the respective Bylaw or amendment shall be effected by the Bylaws Committee, subject to the approval of the Board of Directors.

Section 3. Enactment Bylaws, and/or amendments thereto, shall become effective upon adoption by an affirmative vote at a regular meeting of the Council.

Bylaws Adopted by Majority Council Vote on: May 7, 2019

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Council Vote certified by the following officers of Council and the Principal of Elk Grove High School:

Signature _____
Name _____
President

Signature _____
Name _____
Vice President

Signature _____
Name _____
Secretary

Signature _____
Name _____
Treasurer

Signature _____
Name _____
Principal of Elk Grove High School

Elk Grove High School
Parent Teacher Council
Orchestra Booster
Committee
Elk Grove Village, Illinois

POLICIES AND
PROCEDURES

SECTION I – NAME AND DURATION OF COMMITTEE

The name of this committee shall be the Orchestra Booster Committee (“OBC”) of the Elk Grove High School Parent Teacher Council (“Council”), located at 500 West Elk Grove Boulevard, Elk Grove Village, Illinois 60007. The OBC will remain in existence until the later of either (1) the date that the Council bylaws are amended to remove the OBC as a standing committee or (2) the date that the OBC voluntarily dissolves to form a freestanding organization apart from the Council. The OBC will operate using the same fiscal year as the Council in relation to reporting and managing OBC activities.

SECTION II – PURPOSE AND AUTHORITY

The OBC shall work to enrich the educational and extracurricular environment and build relationships between Elk Grove High School Orchestra (“Orchestra”) parents, teachers, and students. The OBC operates as a committee of the Council to plan activities, run fundraisers, and to manage various administrative responsibilities related to the Orchestra. Certain activities as described below require additional approval from the Council membership.

SECTION III – COMMITTEE MEMBERSHIP, LEADERSHIP, VOLUNTEERS AND ACTIVITY FEES

As a committee, the OBC may recruit up to 7 (seven) committee members, all of which must be parents or legal guardians of students enrolled in the Orchestra at the time of their membership. The Orchestra director employed by School District 214 will also be a member of the OBC. One committee member will be appointed by the President of the Council as Committee Chairperson during each year. An unlimited number of volunteers may be recruited to help execute the activities of the OBC and the Committee Chairperson and Orchestra director will be responsible for their actions. The Orchestra director may charge an activity fee to all students/guardians of students if desired and approved by the Elk Grove High School principal. These fees may be collected by the OBC to manage expenses that are part of the annual budget of the OBC.

SECTION IV – REQUIRED REPORTING

The OBC will manage various relationships and expenses that may not directly involve participating Council members or officers, including the Board of Directors of the Council (the Board”) Regular reporting the status of various events, funds and obligations to the Board is required as follows (note that the mere reporting of this information does not assume that appropriate approvals as noted below can be dismissed.):

Part 1. Sponsored Event Planning and Results. The Committee Chairperson will submit documents related to the planning of each sponsored event (i.e. concerts, fundraising events, etc.) to the Vice President of the Council at least 2 weeks prior to the events occurrence. The Committee Chairperson will also submit a written report detailing the results, successes and issues that occurred after each event has been completed.

Part 2. Financial Information.

- C. The Committee Chairperson and Orchestra director will prepare a simple budget for the year in conjunction with the Treasurer of the Council which will be signed and submitted to the President of the Council within 1 month after the beginning of each fiscal year.
- D. Each month, the Committee Chairperson will work with the Treasurer of the Council to submit financial results as compared to the budget to the Council. Financial questions posed by the Council will be answered on a timely basis by the Committee Chairperson. Additional fiscal responsibilities are noted in the Fiscal Responsibility section below.

Part 3. Proposed Obligations. Any contracts, letters of understanding or other document that expresses an obligation that the OBC has undertaken must be submitted to the Treasurer of the Council within a reasonable time prior to the occurrence of the event which will incur the obligation to allow for adequate review.

Part 4. Minutes. Minutes of each OBC meeting must be delivered to the Board within 1 week after the meeting has occurred.

SECTION V – COMMITTEE ACTIVITY REQUIRED APPROVALS AND RESTRICTIONS

Part 1. Duties. The Committee is required to perform the following duties:

- A. Plan appropriate fundraising events to accomplish the goals of the OBC.
- B. Plan concert events and other Orchestra performance or party activities.
- C. Manage requests from the Orchestra director.
- D. Research needs for outside contractors and vendors.
- E. Maintain a bank account for the OBC per the guidelines noted below including providing online and monthly access to the bank statement in a timely manner.
- F. Complete all tax and regulatory reporting needed related to OBC activities.
- G. Recruit committee members and volunteers and provide a reference for a Committee Chairperson to the President of the Council during each year for the upcoming fiscal year.

Part 2. Activities that Require Approval of the Board of the Council. The following activities of the OBC must be approved by the Board PRIOR to being executed:

- G. Hiring of a contractor or vendor which requires a payment of more than \$400.
- H. Issuing a check for more than \$1,000.
- I. Launching a fundraising event or program.
- J. Filing or issuing any tax or regulatory report (i.e. 1099's).
- K. Accepting a contribution of any non-cash item.
- L. Accepting a contribution that requires a future obligation.

Part 3. Activities that are Restricted/Prohibited. Certain activities cannot be initiated or executed by the OBC.

- A. Opening a bank or other account at a financial institution.
- B. Signing a document creating an obligation for the OBC or the Council. (All of these should be signed by a member of the Elk Grove High School administration.)
- C. Issuing funds directly to a student or a student's family member for expenses incurred that directly and solely benefitted that student or student's family.

SECTION VI – FISCAL RESPONSIBILITY

Part 1. Safeguarding of Assets of the Committee. The Committee Chairperson and the Treasurer of the Council are responsible for safeguarding all assets of the OBC, however, the entire Board is

responsible for ensuring that there is adequate proof of the safeguarding of Council assets provided to them on a monthly basis.

The Committee Chairperson will be the main authorized signer on a bank account to be titled “EGHS PTC – Orchestra Boosters Committee” which will be held at a local bank to be determined by the Treasurer of the Council. The President and Treasurer of the Council will be included as authorized signers on this account and will also be provided with online access to monitor the activity of the account.

Since the majority of the OBC assets consist of this cash balance maintained in a local bank, the Committee Chairperson is required to submit a copy of the bank statement along with the financial report to the entire Board and the Principal of Elk Grove High School on a monthly basis within 10 days after the end of each month. The Board as a whole and the Principal of Elk Grove High School are responsible for ensuring that they receive a bank statement in the timely manner noted and that they review the bank statement for unusual transactions and discrepancies with the OBC financial report as submitted by the Committee Chairperson. In the event that the Board has not received the bank statement within 10 days after the end of a month or if a Board member or the Principal has noted discrepancies or unusual transactions, it is the responsibility of that Board member or Principal to contact the President of the Council and the Committee Chairperson and require an immediate review of the financial report and bank statement with the Treasurer as soon as possible.

Since the President and Treasurer of the Council will be the only Board members to have legal access to the bank account, the Board members and the Principal should assess any discrepancies to determine whether the Treasurer, the President, the Committee Chairperson or a collusion of any of these so named individuals may have compromised the cash assets. Without the requirement of holding a Council meeting, each member of the Board and the Principal are individually granted the authority to call for a vote to dismiss the Treasurer or President or both, remove the access of the appropriate persons from all OBC bank account access and reclaim all financial records from the Treasurer immediately if a majority of the Board and the Principal (3 out of the five of these Council members) believes that the assets of the OBC have been compromised by the Treasurer, the Committee Chairperson, the President or through a collusion of any of these persons.

Part 2. Authority to Audit or Review the Financial Records of the OBC. Any member of the Board and the Principal of Elk Grove High School has a right to request either an external audit or review of the financial records maintained by the Treasurer and Committee Chairperson for any reason. A majority vote of the four Board members and the Principal will be required to perform an audit or review. The Board will decide if this review needs to be performed by a paid professional accountant or if it can be performed by any other person who has experience in preparing, auditing, analyzing, or evaluating financial records similar to those created by the Council. The Board may request and the President is authorized to establish an Audit Committee if deemed necessary as well. If the cost of an audit or review was not approved in the budget, the Board and the Principal may authorize the cost and alert the full Council at the next Council meeting.

In the event that District 214 requires an audit or review of the financial records of the OBC at any time, the President is responsible to ensure that the Council and the OBC complies with this requirement as detailed in the District 214 regulation or request.

SECTION VII – DISSOLUTION

A 30 day written notice signed by the Committee Chairperson and the Orchestra director delivered to the President of the Council is required in the event that the OBC and the Orchestra director desire to dissolve the OBC in order to form a separately funded and managed Orchestra booster

organization. Within those 30 days, the Treasurer of the Council will close any bank accounts titled to the OBC and will remit the remaining funds via check to the Orchestra director. In the event of involuntary dissolution, abandonment, or termination of the OBC, no income, contribution, or other revenue or funds shall inure to the benefit of any individual or of any group not affiliated with Elk Grove High School. Distribution of all assets then possessed by the OBC, after current indebtedness has been paid, will be made to the general fund of the Council first, and then to the general fund of Elk Grove High School.

SECTION VIII – AMENDMENTS

These policies and procedures may be amended by a two-thirds vote of the members present and voting at any regular meeting of the Council, provided the text of the proposed amendment has been made available to the membership either in writing at least ten (10) days prior to the meeting date or by reading at the previous regular Council meeting. An amendment not previously submitted to the membership may be adopted by a unanimous vote of the members present and voting.

Automatic grammatical, punctuation, and correlation corrections in these policies and procedures or amendments thereto, which in no way alter the intent of the respective policy, procedure or amendment shall be effected by the OBC, subject to the approval of the Board of Directors of the Council.

Policies and procedures, and/or amendments thereto, shall become effective upon adoption by an affirmative vote at a regular meeting of the Council.

Orchestra Booster Committee Policies and Procedures Adopted by Majority Council Vote on: May 7, 2019.

Council Vote certified by the following officers of Council:

Signature _____
Name _____
President _____

Signature _____
Name _____
Vice President _____

Signature _____
Name _____
Secretary _____

Signature _____
Name _____
Treasurer _____
