

# CONSTITUTION

## *Article I: Name*

This organization shall be known as Galesburg High School Band Parents.

## *Article II: Purpose*

1. To promote and encourage community / area support of the band program.
2. To supplement school board support of band activities.
3. To provide financial assistance and services for the band program.
4. To actively support all performances of the band program.
5. To serve as a means of communication to keep parents of Galesburg High School band members informed as to the activities and projects of the Galesburg High School band.
6. To provide for the Galesburg High School band members those things over and above that which is provided by the school board.
7. To make all plans and carry out fundraising for support of activities and projects.
8. To assume responsibility for publicity covering any activity or project sponsored by the organization.

## *Article III: Structure*

Under the provisions specified in the bylaws, this organization shall be governed by the elected officers, the membership, with the cooperation of the school band director(s).

# BYLAWS

## *Article I: Membership*

1. Members shall be the parents or legal guardians of the student(s) in the band organization and / or any interested persons desiring to participate in the functions of the organization.
2. Current students are not eligible for membership.
3. Each member in attendance shall have one vote on any matter under consideration by the membership at a meeting of the membership.
4. Members shall not be required to pay a membership fee.

## *Article II: Officers*

### General Guidelines

1. The officers of this organization shall be president, vice president, secretary, and treasurer. These officers will make up the executive board.
2. Any member of the organization in good standing shall be eligible to serve as an officer.
3. The band director and assistants may participate in an advisory capacity.
4. The band director(s) shall be ex officio, non voting members of the organization.
5. The officers of this organization shall serve without compensation.
6. To hold an office, a member must have a child who is currently active in the band and must be a member in good standing.

7. Officers of this association shall serve for as long as their student remains in good standing or until they decide to step down from said position.
8. All officers shall deliver to their successors all official material within 30 days following elections.

#### Nominations and Elections

1. The nomination committee shall be comprised of the officers and band director(s).
2. If a member in good standing is interested in any open position, they must notify the nominating committee in writing no later than the monthly February booster meeting.
3. Candidates will be presented to the organization members at the March booster meeting.
4. Candidates will be voted on at the April booster meeting.
5. Newly elected officers will assume their duties at the May meeting.

#### Voting

1. If there is only one candidate for an office, the election shall be voice vote.
2. If there is more than one candidate for an office, election shall be by ballot.
3. A majority vote of the members present shall constitute an election.

#### Duties of the President

1. The president shall be in communication with band director(s) and all other officers of the organization.
2. The president shall have supervision over the business affairs of the association.
3. The president shall act as judge of all elections and declare results.
4. The president shall cast a deciding vote in case of a tie.
5. The president shall preside at all executive board and general meetings and maintain order.
6. The president shall enforce a strict observance of the constitution and bylaws of the association.
7. The president shall put all questions, when seconded, to a vote.
8. The president shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the organization subject to the approval of the executive board.
9. The president can sign all checks, in addition to the treasurer, and can deposit funds. The president is an authorized user on all bank accounts.
10. File Annual Report at the end of the school year.

#### Duties of the Vice President

1. The vice president shall perform the duties of the president in the absence of the president.
2. In the event of a sudden presidential resignation, the vice president shall fill the office of president until a special election can be held.
3. The vice president shall chair the nominating committee.
4. The vice president shall act in the capacity of coordinator for all fundraising activities.

#### Duties of the Secretary

1. The secretary shall keep a copy of the constitution and bylaws.
2. The secretary shall keep records and minutes of all meetings.
3. The secretary shall attend to all routine correspondence and communication.
4. The secretary shall present a written report of minutes at all regular meetings.

5. The secretary shall keep a file of all recording, communications, and flyers.
6. Upon leaving office, the secretary shall transmit all property of the organization entrusted to him or her to his or her successor.

#### Duties of the Treasurer

1. The treasurer will work with the executive board and band director to have a budget ready for review and for adoption at the first general meeting of the fiscal year.
2. The treasurer shall file Federal 990 and IL 990 tax forms five (5) months after the end of the fiscal year to preserve the tax exempt status of the organization.
3. The treasurer shall be bonded.
4. The treasurer shall receive all funds due the association, issue appropriate receipts, be responsible for deposit of funds in a designated depository determined by the board, and shall pay all bills upon authorization of the board. Checks can be signed by the president and / or treasurer. The treasurer must be listed on the bank accounts as an authorized user along with the president.
5. The treasurer shall keep and record all monies of the organization.
6. The treasurer shall pay all orders when presented to him or her and approved by the organization.
7. The treasurer shall maintain correct accounts of all monies and shall make deposits and payments designated by the executive committee.
8. The treasurer shall give a summary of finances report at each monthly meeting.
9. Records will be audited at the end of the school year.
10. The treasurer shall prepare a summary of finances at the end of the fiscal year, which shall be available to all association members. Included in the report shall be an itemization of expenses and profits from each fundraising activity.
11. In an emergency and on approval of the president, the treasurer can disperse funds for expenditures outside the budget. Such disbursements shall be reported to the association at the next meeting.
12. During the summer months, the treasurer shall pay any bill when so ordered by the majority of the executive committee without the approval of the general membership.

#### Vacancies

1. In case of an unexpected vacancy in the office of president, the vice president shall serve for the unexpired term or until a special election can be held.
2. In the event of a vacancy in an elective office, the executive board may fill an unexpired term by appointment.
3. Elected offices vacated during the year shall be filled upon nomination by the president and upon approval of the executive board.
4. Any officer or head of a committee may be removed by a majority vote of the executive board.

#### *Article III: Meetings*

#### General Meetings

1. The band director(s) are to encourage attendance by making suitable announcements.
2. Public notices shall be made of all meetings.
3. Scheduled meetings may be changed by the executive committee.
4. Meetings shall be open to all members.

## Special Meetings

1. Special meetings may be called by the president or band director(s) at any time or by a majority of the executive board.
2. All members are to receive notification for such meetings stating the purpose of the meeting.
3. No other business may be transacted than that for which the special meeting was called.

## Quorum

1. The assembled members at a regular or special meeting of this organization shall constitute a quorum.
2. A simple majority of the members present and voting shall be sufficient to carry a motion.

## Order of Business

1. Call to Order
2. Secretary's report
3. Treasurer's report
4. Band director(s) report
5. Unfinished business
6. Old business
7. New business
8. Adjournment

## Parliamentary Procedure

1. The latest edition of Robert's Rules of Order, Revised shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.
2. Parliamentary law shall be the official guide for the association on all matters where this constitution and these bylaws are silent. The presiding officer shall, however, retain the authority to alter the order and procedures as he/she deems appropriate.
3. The aforementioned constitution and bylaws shall govern the Galesburg High School Band Parents.

## *Article IV: Committees*

### General Committee Guidelines

1. Any member of the organization is eligible to serve on a committee.
2. The head of a committee shall be appointed by the president with the approval of the executive board.
3. Persons serving as head of a committee can serve as long as their student remains in good standing or until they decide to step down from said position.
4. The head of each committee shall have general supervision of the committee, shall hold meetings that pertain directly to the work of their committee, conduct business directly related to their committee when necessary, and shall submit a report to the executive board periodically and be prepared to report at each general meeting.

### *Article V: Finances*

1. The association is tax exempt and shall make every effort to maintain its status as a tax-exempt organization.
2. Monies or funds raised by, for, or in the name of the Galesburg High School Band under the sponsorship of the Galesburg High School Parents become the property of the Galesburg High School parents.
3. Such funds are to be used only to cover minimal operating expenses and to support approved projects, activities, and programs of the Galesburg High School band.

### *Article VI: Awards and Scholarships*

1. The organization shall recognize the achievement of all GHS band members who complete a full year of requirements by purchasing and presenting the following awards annually:
  - a. 1<sup>st</sup> year – “G” chenille letter
  - b. 2<sup>nd</sup> year – Two-digit graduation year chenille numbers
  - c. 3<sup>rd</sup> year – Chenille instrument patch
  - d. 4<sup>th</sup> year – “Senior Band Service Award” plaque
2. In addition, the organization shall purchase and present the following awards to any GHS band student who qualifies as determined by the band director(s):
  - a. “Jazz Band” chenille patch
  - b. “Pep Band” chenille patch for perfect attendance at all performances
  - c. “Winter Guard” chenille patch
  - d. “Winter Drumline” chenille patch
3. The organization shall also recognize all GHS band students selected by audition for the Illinois Music Education Association’s All-State Band, Orchestra or Jazz Band by purchasing and presenting an award plaque.
4. The organization shall assume responsibility for maintaining all ongoing annual awards in the GHS band program including:
  - a. John Philip Sousa Band Award – presented to the outstanding senior band member as voted on by the band members and approved by the director(s).
  - b. Director’s Award for Band – presented to a senior band member selected by the band director(s) for outstanding musicianship and dedication to the band.
  - c. Louis Armstrong Jazz Award – presented to the outstanding senior jazz band member as voted on by the band members and approved by the director(s).
  - d. Rosemary E. Parkinson Memorial Band Award – presented to the runner-up in voting for the Sousa award.
  - e. Robert L. Chadwick Memorial Jazz Award – presented to the runner-up in voting for the Armstrong award.
  - f. Jack Larson Memorial Award for Service – presented to a band member selected by the director(s) for volunteer work and / or service to others through the band program.
5. The organization shall make funds available in its annual budget for the purpose of subsidizing the cost of band camps and other band related activities for individual students. The amount of such scholarship / subsidies is to be determined by the executive committee in consultation with the band director(s).

### *Article VII: Dissolution*

1. Upon dissolution or disbandment of this association, any and all unallocated cash funds shall be turned over to the school for exclusive use in the band program.

### *Article VIII: Standing Rules*

1. All matters pertaining to the activities, events, and projects of the Galesburg High School Band and the Galesburg High School parents must meet with the approval of the band director(s) and must be in keeping with the policy of the school district.
2. Each member shall have an equal right to speak on all matters brought before the organization.
3. Persons granted the right to speak will give their names.

### *Article IX: Amendments*

1. This constitution may be amended at any regular meeting of the organization by a majority vote, provided that the secretary has given 30 days written notice, including the full text of the proposed amendment, to the full membership.
2. All resolutions must be approved by a majority vote.

Approved and adopted 9/19/2023