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NEUQUA VALLEY HIGH SCHOOL
Music Education Advocates Coalition
Constitution

Ratified - November 15, 2007

ARTICLES

Article I – NAME

The association shall be known as the Neuqua Valley High School Music Education Advocates Coalition of Indian Prairie School District 204, hereinafter designated as "MEAC" or as the "Coalition." MEAC shall be comprised of three autonomous groups known as the Neuqua Valley Band Parents Association (BPA), the Neuqua Valley Choir Parents Association (CPA), and the Neuqua Valley Orchestra Parents Association (OPA), hereinafter designated as the "Associations."

Article II – PURPOSE

The purpose for which MEAC is organized is exclusively for charitable and educational purposes as defined in Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereinafter be amended. The purpose of the Coalition shall be the advancement of music education at Neuqua Valley High School (NVHS), Indian Prairie School District 204, and in specific furtherance thereof.

- a) To enhance music learning for all members of the Neuqua Valley High School community through collaboration with the goals and objectives of the NVHS music faculty.
- b) To assist the Neuqua Valley High School music faculty with the organization and administration of curricular and co-curricular music programs and events.
- c) To provide resources, financial and otherwise, to support, facilitate, and/or enhance the implementation and/or operation of curricular and co-curricular music activities as recommended and approved by the NVHS music faculty and supported by the Executive Boards and General Membership of the respective Associations.
- d) To promote communication, understanding, collaboration, and involvement amongst music students, parents/guardians, alumni, community members, and faculty connected with the Neuqua Valley Music Department, and/or within the Neuqua Valley High School community.
- e) To maintain a historical record of the activities, programs, achievements, student musicians, and faculty of the Neuqua Valley High School Music Department.
- f) To promote and enhance through various media local community interest in music education and the Neuqua Valley High School Music Department concerts and activities.
- g) To cooperate with the Neuqua Valley High School administration and the Indian Prairie District 204 Board of Education.

Article III – MEMBERSHIP

All parents/guardians of student members of curricular or co-curricular Neuqua Valley High School music ensembles are members of the Coalition and the respective Association(s). All members have a vote in any business transacted at a Coalition or a respective Association General Membership meetings.

Article IV – GOVERNMENT

Section I AUTHORITY. Legal authority for the management, policies, actions, and funds of the Coalition and the respective Associations shall be vested in the elected members of the respective Executive Boards and the Neuqua Valley High School Music Department certified faculty. The Executive Board officers, faculty representatives, and individual members may make recommendations regarding management, policies, actions and funds. The legislative power of the respective Associations and the Coalition shall be vested in the membership through the Executive Board officers and certified faculty. Provisions for the regulation of affairs of each Association shall be provided for in the By-Laws of each respective Association.

Section II EXECUTIVE BOARD OFFICERS. In addition to the respective members of the music department faculty, the Executive Board for each Association shall consist of four elected officers: President, Vice-President, Secretary, and Treasurer. As presiding officer, the Association President shall be responsible for the leadership of the respective Association, plan and preside at all Executive Board meetings, and serve as the Association's representative on the MEAC Council. The title, term of office, duties, and responsibilities for each elected officer shall be provided for in the By-Laws of each respective Association.

Section III MUSIC EDUCATION ADVOCATES COALITION COUNCIL. The membership of the MEAC Council shall consist of the President of each Association, a faculty representative from each of the three performing areas, and the Neuqua Valley High School Music Department Chairperson. The MEAC Council will coordinate, support, and promote performances and music education programs involving students from multiple Neuqua Valley High School Music Department ensembles. The Coalition Council shall meet on an annual basis during the school year at a time and place identified by the Music Department Chairperson and agreed upon by the membership of the Council. Special meetings of the Coalition Council may be called at the request of an Association President, a faculty representative, or the Music Department Chairperson. The time and place for special meetings of the MEAC Council shall be coordinated and communicated by the Music Department Chairperson. The Music Department Chairperson shall appoint an Association President to serve in the capacity of Secretary for all Council meetings.

Section IV ASSOCIATION AUTONOMY. Within the Articles of this Constitution, each Association shall operate in an autonomous manner with respect to elections, meetings, activities, and finances. Any actions taken by the MEAC Council which affect the activities and/or expenditures of a respective Association and/or its Executive Board will require a minimum of 6 of 7 votes from the Council membership.

Section V WEBMASTER

On an annual basis, with the approval of the MEAC Council, the Music Department Chairperson shall appoint a webmaster for the Neuqua Valley High School Music Department website (www.neuquamusic.org). It shall be the responsibility of the webmaster to maintain and update in a timely manner NVHS Music Department, MEAC, BPA, CPA & OPA information submitted by a faculty representative, an Association President, or a Committee Chairperson with Association President approval for posting on the website.

Article V – ELECTIONS

The manner of the election of Executive Board officers and the appointment of committee chairpersons shall be provided for in the By-Laws of the respective Associations.

Article VI – INUREMENT OF INCOME

No part of the net earnings of the BPA, CPA or OPA shall inure to the benefit of, or be distributable to, its members, trustees, officers or other private persons except to those that the Association(s) shall be authorized and empowered to pay reasonable compensation for services rendered.

All funds credited to an individual student as a result of participation in a MEAC, BPA, CPA or OPA sponsored fund raising program will be deposited into a personalized student account under the management of an Association treasurer. Such funds may only be used by said student to defer the cost of participation in a Neuqua Valley H.S. Music Department activity. Funds in student accounts:

- (a) May be transferred from Association to Association within the Coalition upon written request by said student's parents.
- (b) Will, upon the graduation of a senior musician, be automatically transferred to the account of a younger sibling, including an incoming freshman, enrolled in the Music Department.
- (c) Will, upon the graduation of a senior musician without a younger sibling or incoming freshman enrolled in the Music Department, be transferred to the general operations account of the Association administering said student's account.

Article VII – OPERATIONAL LIMITATIONS

Notwithstanding any other provisions of these articles, MEAC and the respective Associations shall not conduct or sponsor any other activities not permitted to be carried on by a corporation:

- a) exempt from Federal Income Tax Section 501 (c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law,
- b) contributions to which are deductible under Section 170 (C)(2) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law,

Article VIII – ADVOCACY

The MEAC Council, the Executive Boards, and the General Membership of the respective Associations shall serve as advocates for music education within the curriculum of Indian Prairie School District 204, the City of Naperville, and the State of Illinois. No part of the activities of MEAC or the respective Associations shall be dedicated to the publication and/or distribution of political propaganda. Neither MEAC nor the respective Associations shall participate in or intervene in any political campaign on behalf of a candidate for public office.

Article IX – DISSOLUTION & DISPOSITION OF ASSETS

As school affiliated bodies, MEAC, BPA, CPA, and OPA exist solely with the approval of the Neuqua Valley High School music faculty. In the event of dissolution of the Coalition as a result of the disbanding of one or more of the respective Associations, the Executive Board officers shall, after satisfying the liabilities of said Association and with the approval of the Neuqua Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of music education at Neuqua Valley High School and in accordance with the regulations under Section 501 (c)(3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Coalition is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

Article X – AMENDMENTS

Section I: Articles of this Constitution may be amended by a two-thirds majority vote of the MEAC Council. Association Presidents shall be bound to support or reject a proposed Amendment on the basis of the adoption or rejection of said proposal by the General Membership of the respective Association.

Section II: Proposed amendments to this Constitution may be initiated by a majority vote of the MEAC Council, a majority vote of the Executive Board of the BPO, CPO or OPA, or by a petition signed by 5% of the General Membership of a respective Association.

Section III: A respective Association can adopt a proposed Amendment and forward it to the MEAC Council by a two-thirds majority vote of the membership present, providing the Amendment has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed Amendment has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed Amendment will be considered no less than seven (7) days prior to the vote.

CONSTITUTION COMMITTEE

Mrs. Linda Plaskota, Band Parents Association

Mrs. Judith Ways, Choir Parents Association

Mrs. Lynette Pajkos, Orchestra Parents Association

Mr. Jay Kellner, Choir Faculty

Mr. Ryan Rimington, Choir Faculty

Mr. Richard Bauer, Orchestra Faculty

Mr. Greg Schwaegler, Orchestra Faculty

Mr. William Jastrow, Fine Arts Department Asst. Chairperson

Mr. Charles Staley, Fine Arts Department Chairperson

Neuqua Valley Band Parents Association By-Laws

Ratified – November 15, 2007

By-Law I – EXECUTIVE BOARD

The Executive Board shall be responsible to:

- (a) Interpret and act in accordance with the Constitution of the Music Education Advocates Coalition (MEAC) and the By-Laws of the Neuqua Valley Band Parents Association (BPA).
- (b) Recommend, coordinate, and implement, in concurrence with the Band Director(s), programs to fulfill the purposes of the Coalition and the Association.
- (c) Manage the operations of the Association and control the assets thereof.
- (d) Prepare and present a budget to the Association at the first General Membership meeting of the school year.
- (e) Meet each month of the school year, with the exception of December-January and March-April, on dates previously approved, and hold additional meetings as called by the President or Band Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Band Director(s). Four (4) members of the Executive Board, one of which must be the President or Vice-President and one of which must be a Band Director, constitute a quorum at an Executive Board meeting.
- (f) Approve expenditures of Association funds. Any regular expenditure under \$250.00 shall require the approval of the Band Director(s) and one Executive Board member. Any regular expenditure under \$250.00 charged to the Association procurement card may be made by an authorized Association member without prior Executive Board approval with the understanding that a full accounting be given at the subsequent Executive Board meeting. Any expenditure over \$250.00 shall require the approval of the Executive Board.
- (g) Designate one Executive Board officer as a signatory on all Association payments. Two signatories (2), one Executive Board officer and one Band Director(s), must co-sign all Association payments.
- (h) Act in an emergency capacity to expend appropriate monies as requested by the Band Director(s) to address a crisis situation requiring immediate resolution. Such action by the Board shall require approval of the Band Director(s) and one Executive Board member. Such action and justification for such action shall be presented to the General Membership at the next meeting of the Membership.
- (i) Keep the General Membership informed via newsletter, website or email on a monthly basis, or as directed by the President or the Band Director(s), of all actions, programs, activities, and functions of the Association.
- (j) Solicit replacements for Executive Board offices vacated in accordance with By-Law IV.

By-Law II – EXECUTIVE OFFICERS

In addition to the Band Director(s), the voting members of the Executive Board of the Association shall include the elected offices of President, Vice-President, Secretary and Treasurer. *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board shall hold office for a period of one year, coinciding with the Association's fiscal year: July 1 through June 30.

An officer absent from three consecutive General Membership and/or Executive Board meetings may be removed from office by a majority vote of the remaining Executive Board members. An officer may also be removed from office for cause as determined by a majority vote of the remaining Executive Board members. If the President or Co-Presidents are unable to fulfill the specified term of office, the Vice-President shall assume the unexpired portion of the office. If the Vice-President, Secretary or Treasurer should be unable to fulfill the specified term of office, the President shall appoint, with the approval of the remaining Executive Board members and the Band Director(s), a person to fill the unexpired portion of the term.

By-Law II – EXECUTIVE OFFICERS continued

President:

- (a) Shall be the executive head of the Association with full power to enforce and uphold the Constitution and By-Laws of the Coalition and the Association.
- (b) Shall plan and preside at all Executive and General Membership meetings and govern same with proper parliamentary procedure.
- (c) Shall compile and provide an agenda for all Executive Board and General Membership meetings.
- (d) Shall be the Ex-officio member of all Association committees.
- (e) Shall serve as the Association's representative on the MEAC Council.
- (f) Shall cast a single vote at Board and General Membership meetings only when necessary to break a tie vote.
- (g) Shall have the power to appoint committees not otherwise provided for in the By-Laws.
- (h) Shall have the power to make temporary rulings in concurrence with the Band Director(s) pending the approval of the full Executive Board.
- (i) Shall serve in concurrence with the Band Director(s) as the liaison between the Association and the Coalition webmaster.

Vice-President:

- (a) Shall assume the duties of the President in cases of the President's absence or incapacity.
- (b) Shall administer the yearly financial review of the Association as well as the filing of the Association's State and/or Federal tax returns as required under Section 501 (c)(3) by (1) setting a date of completion in compliance with Federal and State tax guidelines, (2) appointing, with the approval of the Executive Board, members of the Financial Review Committee, (3) contracting, with the approval of the Executive Board, a licensed Certified Public Accountant, (4) obtaining by a specified date all pertinent financial information from the Association Treasurer, and (5) presiding over all meetings of the Financial Review Committee.
- (c) Shall provide a copy of the Coalition Constitution, the Association By-Laws, and Rules of Order governing parliamentary procedure to each Executive Board member upon the assumption of office.
- (d) Shall, upon request, provide an electronic copy via the Association website, of the Coalition Constitution, and the Association By-Laws, to each new member of the Association.

Secretary:

- (a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board, General Membership, and Coalition Council meetings.
- (b) Shall provide minutes of each Executive Board and General Membership meeting for approval at the subsequent meeting of each respective body.
- (c) Shall, upon request, provide a copy of approved Association or Coalition Council minutes to members of the Executive Board or individuals of the General Membership.
- (d) Shall provide timely notice to the Executive Board, the General Membership, and/or the Band Director(s) of all upcoming dates, meetings, and/or Constitutional/By-Law obligations.
- (e) Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the Association.
- (f) Shall provide mailing labels, Association stationery, or contact information to any Executive Officer or Committee chairperson.

By-Law II: EXECUTIVE OFFICERS continued

Treasurer:

- (a) Shall receive, record, deposit, and disperse all monies on behalf of the Neuqua Valley Band Parents Association within the fiscal year of July 1 through June 30.
- (b) Shall receive, record, deposit, and disperse all monies assigned to student accounts on behalf of the members of the Neuqua Valley High School Bands.
- (c) Shall deposit monies only in institutions and accounts approved by the Executive Board.
- (d) Shall disperse funds only as authorized by the Executive Board in accordance with the Constitution and the By-Laws.
- (e) Shall provide a written, monthly financial report for all Executive Board meetings detailing the income, donations, expenditures, and assets of the Association.
- (f) Shall provide in detail all pertinent and necessary financial information as requested by the Vice-President for use by the Financial Review Committee.
- (g) Shall serve as the Chairperson for the Budget Committee.
- (h) Shall be bonded with the approval of the Executive Board at the expense of the Association.
- (i) Shall appoint with the approval of the Executive Board an assistant to administer student accounts.

By-Law III- FACULTY REPRESENTATIVE

The faculty representative(s) to the BPA shall be the NVHS music teacher(s) responsible for the curricular bands.

- (a) The Band Director(s) is/are a voting member(s) of the Executive Board and is/are expected to attend Executive Board and General Membership meetings.
- (b) The Band Director(s) shall work with the Association President to generate an agenda for Executive Board and General Membership meetings.
- (c) The Band Director(s) shall report to the Executive Board the activities of the curricular and co-curricular bands and related ensembles.
- (d) The Band Director(s) can expend up to \$500.00 in an emergency situation requiring immediate resolution, not to exceed \$1000.00 per fiscal year. Justification for such an emergency expenditure shall be presented in writing at the subsequent Executive Board meeting. In an extreme situation, additional emergency funds can be authorized via By-Law I-Section H.
- (e) A Band Director shall serve as the faculty representative for the BPA on the Coalition Council.
- (f) Should the Band Director(s) resign, or for any other reason be removed or suspended from faculty responsibilities at Neuqua Valley High School, the Executive Board will carry on all business with the assistance of one administrative advisor appointed by the high school principal.

By-Law IV- ELIGIBILITY, ELECTIONS & RE-ELECTIONS

Eligibility:

- (a) To be eligible for an Executive Board office, the nominee must be a parent or guardian of a Neuqua Valley High School Band or Color Guard student.
- (b) To be eligible for appointment to the position of Committee Chairperson, the nominee must be a parent or guardian of a Neuqua Valley High School Band or Color Guard student.



Elections:

- (a) Officers shall be elected from a slate of candidates presented by the Nominating Committee and approved by the Executive Board or from nominations from the floor at the final General Membership meeting of the school year.
- (b) If there are no nominations from the floor, the slate of candidates approved by the Nominating Committee will be presented for election by voice vote. If a nomination is received from the floor, the voting for that office(s) shall be by written ballot.
- (c) A candidate must receive a simple majority of the votes cast to assume an elect-office.

By-Law IV- ELIGIBILITY, ELECTIONS & RE-ELECTIONS cotinued

Re-Elections:

- (a) The Association President and Vice-President may not be elected to serve consecutive terms but may return to office after one year has lapsed.
- (b) The Association Secretary and Treasurer may serve two (2) consecutive terms in office and may be returned to office after one year has lapsed.
- (c) The Association Vice-President, Secretary and Treasurer may be elected to a different office on the Executive Board upon completion of their expired term.

By-Law V- MEETINGS

General Membership:

General Membership meetings shall be held on the Neuqua Valley High School campus on dates established by the Executive Board and publicized in advance by the Coalition Webmaster. All members in attendance at a General Membership meeting, including four Executive Board members, one of whom must be the President or the Vice-President and one of whom must be a Band Director, will constitute a quorum. Special meetings of the General Membership may be called by the President, the Band Director(s), or by a petition presented to the President and signed by 10% of the General Membership. A minimum of two (2) days advance notice is required for the scheduling of any special General Membership meeting outside of the dates previously approved by the Executive Board. No business shall be transacted at a special General Membership meeting except that which was stated in the petition for which the special meeting was called.

Executive Board:

Meet each month of the school year, with the exception of December-January and March-April, on dates previously approved, and hold additional meetings as called by the President or Band Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Band Director(s). Four (4) members of the Executive Board, one of whom must be the President or Vice-President and one of whom must be a Band Director, constitute a quorum at an Executive Board meeting. A minimum of two (2) days advance notice is required for the scheduling of any additional meeting outside of the monthly dates approved by the Executive Board or of a change in the date of a monthly meeting previously approved by the Executive Board. No business shall be transacted at any additional Executive Board meeting except that which was stated in the notification for which the additional meeting was called.

By-Law VI- COMMITTEE CHAIRPERSONS

Committee Chairpersons shall be nominated by an Executive Officer and appointed to office by the President with the approval of the Executive Board for a period of one school year or for a term specified by the President or the Band Director(s). To be eligible for the position of Committee Chair, the nominee must be a parent or guardian of a Neuqua Valley High School Band or Color Guard student. Should a Chairperson vacancy occur during the term of office, a successor shall be appointed by the President as deemed necessary by the Executive Board and the Band Director(s).

Committee Chairperson:

- (a) Shall contact Association members regarding participation on the committee.
- (b) Shall be responsible for scheduling committee meetings and communicating schedules and activities to committee members in a timely manner.
- (c) Shall organize the work of the committee in accordance with the Constitution, Association By-Laws, and/or the directives of the President, the Executive Board, or the Band Director(s).
- (d) Shall communicate to the Executive Board and the Band Director(s) on a monthly basis the progress of the committee.

- (e) Shall oversee Committee expenditures as approved by the Executive Board and shall provide the Treasurer with receipts for all such expenditures.
- (f) Shall provide the President and the incoming Chairperson with a written end-of-the-year report of the committee's responsibilities, operational procedures, activities, membership, meetings, and expenditures.

By-Law VII- STANDING & AD HOC COMMITTEES

Nominating Committee:

- (a) Shall consist of the President, a minimum of two Committee Chairpersons, and a Band Director.
- (b) Shall elect a Chairperson from the membership of the committee.
- (c) Shall prepare a slate of candidates for approval by the Executive Board no less than thirty (30) days prior to the General Membership meeting during which elections will be held.
- (d) Shall call for and accept nominations from the floor at the General Membership meeting during which elections will be held.
- (e) Shall present a slate of candidates at the General Membership meeting during which elections will be held.

Budget Committee:

- (a) Shall consist of the President, the Treasurer (Chairperson), a member-at-large in good standing concurrently serving on the Audit Committee, and a Band Director.
- (b) Shall be responsible for developing the annual budget for the BPA.
- (c) Shall present an annual budget for approval by the Executive Board by September 15.
- (d) Shall, upon request, provide a written copy of the budget to the General Membership.

Financial Review Committee:

- (a) Shall consist of the Vice-President (Chairperson), a member-at-large concurrently serving on the Budget Committee, and at least one additional member-at-large. Designated signatories on the Association's financial accounts may not serve on the Financial Review Committee. Should the Vice-President be a signatory, the Executive Board will appoint an alternative Executive officer to serve as Chairperson.
- (b) Shall conduct and complete a review of the financial records of the BPA by July 1.
- (c) Shall report the results of the completed financial review to the Executive Board by September 1.

Ways and Means:

- (a) Shall establish with the approval of the Executive Board and the Band Director(s) a calendar of fund raising programs designed to realize the financial goals of the Association.
- (b) Shall establish with the approval of the Executive Board and the Band Director(s) a calendar of fund raising programs designed to assist band and color guard members raise funds for individual music student accounts.
- (c) Shall assist the band director(s) with the presentation of information, the organization and distribution of sale merchandise, and the collection and record keeping of monies associated with all fund raising programs.
- (d) Shall recruit and coordinate the student and parent volunteers needed to complete the fund raising program.
- (e) Shall submit all monies and/or expenditures associated with a fund raising program to the Treasurer for deposit or payment.
- (f) Shall, for each fund raising program, submit a detailed financial statement delineating individual student profits and committee expenditures to the Treasurer.

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By-Law VII- STANDING & AD HOC COMMITTEES continued

Uniform Committee:

Marching Band Uniform Sub-Committee

- (a) Shall inventory, prepare for dry cleaning, and organize marching band uniforms for summer storage.
- (b) Shall assist with the distribution and collection of marching band uniforms prior to and following on and off campus performances.
- (c) Shall fit and assign marching band uniforms, including shoes, for fall and spring season performances.
- (d) Shall notify the marching band director(s) of uniform inventory needs, as well as damaged or lost uniform parts.
- (e) Shall instruct marching band members as to proper uniform appearance and care, including written directions on garment bag storage, shoe bags, hat boxes, and alterations.

Color Guard Uniform Sub-Committee

- (a) Shall inventory, prepare for dry cleaning, and organize color guard uniforms for summer storage.
- (b) Shall assist with the distribution and collection of color guard uniforms prior to and following on and off campus performances.
- (c) Shall fit and assign color guard uniforms, including shoes, for fall and spring season performances.
- (d) Shall notify the marching band director(s) of uniform inventory needs, as well as damaged or lost uniform parts.
- (e) Shall assist with the design and manufacture of color guard uniforms, equipment, and/or props.
- (f) Shall instruct color guard members as to proper uniform appearance and care, including written directions on garment bag storage, shoe bags, hat boxes, alterations, and make-up.

Historical Records Committee:

- (a) Shall take photographs of Band and Color Guard functions for public relations and historical record purposes.
- (b) Shall maintain a permanent record of all Band and Color Guard activities such as newspaper articles, programs, etc.
- (c) Shall construct an annual yearbook of all Band and Color Guard activities including photographs, programs, etc.
- (d) Shall create seasonal, rehearsal room bulletin board photographic displays.

Transportation Committee:

- (a) Shall procure and return necessary vehicles to transport musical instruments and equipment for selected in-state festivals and trips.
- (b) Shall provide volunteer drivers for the vehicles needed to transport musical instruments and equipment for selected in-state festivals and trips.
- (c) Shall provide and coordinate volunteers for the loading and unloading of instruments and equipment in transport vehicles.

Scholarship Committee:

- (a) Shall, within the directives of the Executive Board, identify BPA music scholarship recipients on the basis of written applications and essays.
- (b) Shall consist of members-at-large recruited by the Chairperson to serve as essay readers.
- (c) Shall facilitate the creation and distribution of scholarship application materials to students.
- (d) Shall present a list of scholarship recipients to the President prior to the final General Membership meeting of the school year.
- (e) Shall announce the list of scholarship recipients at the annual Band Awards Ceremony.

By-Law VII- STANDING & AD HOC COMMITTEES continued

Hospitality Committee:

- (a) Shall organize and prepare food and beverages for designated annual events: (i.e. Back to School Picnic, Marching Band Showcase, Homecoming Barbecue, Senior Picnic & Ice Cream Social). Shall organize and prepare food and beverages for special events (i.e. Solo & Ensemble Contest, IMEA Festival).
- (b) Shall coordinate with the CPA and/or OPA the organization and preparation of food and beverages for designated Music Department events.
- (c) Shall finalize dates for Hospitality Committee meals and/or receptions no later than the first General Membership meeting of the school year.
- (d) Shall compile a list of Association members willing to assist and/or contribute food and/or beverage items for specific Hospitality Committee events.

Alumni Committee:

- (a) Shall obtain from the Band Director(s) the names and contact information for recent graduates of the NVHS Band and Color Guard.
- (b) Shall compile and maintain a file of all NVHS Band and Color Guard alumni.
- (c) Shall, with the assistance of the Band Director(s), invite NVHS Band and Color Guard alumni to attend and/or participate in programs and events designated by the Executive Board or the Band Director(s).

Publicity Committee:

- (a) Shall create and maintain displays in the auditorium lobby, Music Department hallway and other areas as requested by the Band Director(s) in conjunction with special events or recognitions such as the first day of school, Crystal Concerts, Masterwork Concerts, tours, festivals, GRAMMY Award Ceremony, etc.
- (b) Shall update as necessary the Music Department calendar display case.
- (c) Shall assist the Historical Records Committee in the gathering of newspaper articles, programs, photographs and other publicity-related materials.

Concert Committee:

Crystal Concert Sub-Committee:

- (a) Shall coordinate with the CPA and OPA the distribution of tickets to students, faculty, and members of the general public.
- (b) Shall coordinate with the CPA and OPA the arrangement of concert hall decorations.
- (c) Shall secure and coordinate homeroom monitors.

Masterworks Concert Sub-Committee:

- (a) Shall coordinate with the CPA and OPA the distribution of tickets to students, faculty, and members of the general public.
- (b) Shall secure and coordinate homeroom monitors.

Fine Arts Festival Sub-Committee:

- (a) Shall coordinate with the CPA, OPA and the faculty Fine Arts Festival Chairperson in the preparation of the facilities, equipment, food, beverages and signage needed for the festival.
- (b) Shall secure and coordinate parent and student volunteers to assist with the set-up, tear-down, and supervision of the festival.

By-Law VII-- STANDING & AD HOC COMMITTEES

Spirit Wear Committee:

- (a) Shall assist with the design of NVHS Band and Color Guard spirit wear.
- (b) Shall display samples of NVHS Band spirit wear and provide purchase information at designated BPA meetings and band activities.
- (c) Shall advertise the availability of NVHS Band spirit wear through the website.
- (d) Shall manage the inventory of NVHS Band spirit wear available for purchase.
- (e) Shall take orders and coordinate delivery of NVHS band spirit wear items.
- (f) Shall submit all monies collected through the sale of spirit wear items to the Treasurer.
- (g) Shall, upon request, submit a detailed financial report on the expenditures and sales of spirit wear to the Treasurer.

Gold Building Committee:

- (a) Shall assist with the day to day operations of the Gold Building bands (i.e. music library, listening library, uniforms, etc.).
- (b) Shall provide information and assistance to freshmen parents concerning the policies and activities of the Neuqua Valley Music Department and the Neuqua Valley Band Parents Association.

Ad Hoc Committee:

An Ad hoc committee shall be formed at the discretion of the President with the approval of the Executive Board. The purpose of such a committee will be to oversee a one-time special event or purpose (i.e. IMEA Festival, IHSA Contest) outside the purview of defined standing committees.

By-Law VIII-- LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Executive Board and the Band Director(s), but it is expressly understood that neither the Executive Board, nor any member thereof, nor any faculty member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and the By-Laws of the Association.

By-Law IX -- AMENDMENTS

Section I: The By-Laws of the BPA may be amended by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing the Amendment has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed Amendment has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed Amendment will be considered no less than seven (7) days prior to the vote.

Section II: Proposed amendments to the Association By-Laws may be initiated by a majority vote of the Executive Board or by a petition signed by 5% of the General Membership.

By-Law X- DISSOLUTION

Section I: As a school affiliated body, BPA exists solely with the approval of the Neuqua Valley High School band director(s). The Association may also be dissolved by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing a Motion to Dissolve in the form of a petition signed by 5% of the General Membership has been received by the President no less than sixty (60) days prior to a General Membership meeting. Upon receipt of a Motion to Dissolve, the President shall direct the Secretary to inform the General Membership of the motion no less than thirty (30) days in advance of the General Membership meeting, and to provide notice to all members of the membership meeting at which the Motion to Dissolve will be considered no less than seven (7) days prior to the vote.

Section II: In the event of dissolution of the Association, the Executive Board officers shall, after satisfying the liabilities of the Association and with the approval of the Neuqua Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of instrumental music education at Neuqua Valley High School and in accordance with the regulations under Section 501 (3)© of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

Neuqua Valley Choir Parents Association By-Laws

Ratified – November 15, 2007

By-Law I – EXECUTIVE BOARD

The Executive Board shall be responsible to:

- (a) Interpret and act in accordance with the Constitution of the Music Education Advocates Coalition (MEAC) and the By-Laws of the Neuqua Valley Choir Parents Association (CPA).
- (b) Recommend, coordinate, and implement, in concurrence with the Choral Director(s), programs to fulfill the purposes of the Coalition and the Association.
- (c) Manage the operations of the Association and control the assets thereof.
- (d) Prepare and present a budget to the Association at the first General Membership meeting of the school year.
- (e) Meet as needed between meetings of the General Membership and when called by the President or Choral Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Choral Director(s). Four (4) members of the Executive Board, one of which must be the President or Vice-President and one of which must be a Choral Director, constitute a quorum at an Executive Board meeting.
- (f) Approve expenditures of Association funds. Any regular expenditure under \$250.00 shall require the approval of the Choral Director(s) and one Executive Board member. Any regular expenditure under \$250.00 charged to the Association procurement card may be made by an authorized Association member without prior Executive Board approval with the understanding that a full accounting be given at the subsequent Executive Board meeting. Any expenditure over \$250.00 shall require the approval of the Executive Board.
- (g) Designate one Executive Board officer as a signatory on all Association payments. Two signatories (2), one Executive Board officer and one Choral Director(s), must co-sign all Association payments.
- (h) Act in an emergency capacity to expend appropriate monies as requested by the Choral Director(s) to address a crisis situation requiring immediate resolution. Such action by the Board shall require approval of the Choral Director(s) and one Executive Board member. Such action and justification for such action shall be presented to the General Membership at the next meeting of the Membership.
- (i) Keep the General Membership informed via newsletter, website or email on a monthly basis, or as directed by the President or the Choral Director(s), of all actions, programs, activities, and functions of the Association.
- (j) Solicit replacements for Executive Board offices vacated in accordance with By-Law IV.

By-Law II– EXECUTIVE OFFICERS

In addition to the Choral Director(s), the voting members of the Executive Board of the Association shall include the elected offices of President, Vice-President, Secretary and Treasurer. . *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board shall hold office for a period of one year, coinciding with the Association's fiscal year: July 1 through June 30, and may not serve more than two consecutive terms. An officer absent from three consecutive General Membership and/or Executive Board meetings may be removed from office by a majority vote of the remaining Executive Board members. An officer may also be removed from office for cause as determined by a majority vote of the remaining Executive Board members. If the President is unable to fulfill the specified term of office, the Vice-President shall assume the unexpired portion of the office. If the Vice-President, Secretary or Treasurer should be unable to fulfill the specified term of office, the President shall appoint, with the approval of the remaining Executive Board members and the Choral Director(s), a person to fill the unexpired portion of the term.

By-Law II- EXECUTIVE OFFICERS continued

President:

- (a) Shall be the executive head of the Association with full power to enforce and uphold the Constitution and By-Laws of the Coalition and the Association.
- (b) Shall plan and preside at all Executive and General Membership meetings and govern same with proper parliamentary procedure.
- (c) Shall compile and provide an agenda for all Executive Board and General Membership meetings.
- (d) Shall be the Ex-officio member of all Association committees.
- (e) Shall serve as the Association's representative on the MEAC Council.
- (f) Shall vote at Board and General Membership meetings only when necessary to break a tie vote.
- (g) Shall have the power to appoint committees not otherwise provided for in the By-Laws.
- (h) Shall have the power to make temporary rulings in concurrence with the Choral Director(s) pending the approval of the full Executive Board.
- (i) Shall serve in concurrence with the Choral Director(s) as the liaison between the Association and the Coalition webmaster.

Vice-President:

- (a) Shall assume the duties of the President in cases of the President's absence or incapacity.
- (b) Shall administer the yearly financial review of the Association as well as the filing of the Association's State and/or Federal tax returns as required under Section 501 (c)(3) by (1) setting a date of completion in compliance with Federal and State tax guidelines, (2) appointing, with the approval of the Executive Board, members of the Financial Review Committee, (3) contracting, with the approval of the Executive Board, a licensed Certified Public Accountant, (4) obtaining by a specified date all pertinent financial information from the Association Treasurer, and (5) presiding over all meetings of the Financial Review Committee.
- (c) Shall provide a copy of the Coalition Constitution, the Association By-Laws, and Rules of Order governing parliamentary procedure to each Executive Board member upon the assumption of office.
- (d) Shall, upon request, provide an electronic copy via the Association website, of the Coalition Constitution, and the Association By-Laws, to each new member of the Association.

Secretary:

- (a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board, General Membership, and Coalition Council meetings.
- (b) Shall provide minutes of each Executive Board and General Membership meeting for approval at the subsequent meeting of each respective body.
- (c) Shall, upon request, provide a copy of approved Association or Coalition Council minutes to members of the Executive Board or individuals of the General Membership.
- (d) Shall provide timely notice to the Executive Board, the General Membership, and/or the Band Director(s) of all upcoming dates, meetings, and/or Constitutional/By-Law obligations.
- (e) Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the Association.
- (f) Shall provide mailing labels, Association stationery, or contact information to any Executive Officer or Committee chairperson.

By-Law II – EXECUTIVE OFFICERS continued

Treasurer:

- (a) Shall receive, record, deposit, and disperse all monies on behalf of the Neuqua Valley Choir Parents Association within the fiscal year of July 1 through June 30.
- (b) Shall receive, record, deposit, and disperse all monies assigned to student accounts on behalf of the members of the Neuqua Valley High School Choirs.
- (c) Shall deposit monies only in institutions and accounts approved by the Executive Board.
- (d) Shall disperse funds only as authorized by the Executive Board in accordance with the Constitution and the By-Laws.
- (e) Shall provide a written, monthly financial report for all Executive Board meetings detailing the income, donations, expenditures, and assets of the Association.
- (f) Shall provide in detail all pertinent and necessary financial information as requested by the Vice-President for use by the Financial Review Committee.
- (g) Shall be bonded with the approval of the Executive Board at the expense of the Association.
- (h) Shall appoint with the approval of the Executive Board an assistant to administer student accounts when activity warrants such an appointment.

By-Law III-- FACULTY REPRESENTATIVE

The faculty representative(s) to the CPA shall be the NVHS music teacher(s) responsible for the curricular choirs.

- (a) The Choral Director(s) is/are a voting member(s) of the Executive Board and is/are expected to attend Executive Board and General Membership meetings.
- (b) The Choral Director(s) shall work with the Association President to generate an agenda for Executive Board and General Membership meetings.
- (c) The Choral Director(s) shall report to the Executive Board the activities of the curricular and co-curricular bands and related ensembles.
- (d) The Choral Director(s) can expend up to \$500.00 in an emergency situation requiring immediate resolution, not to exceed \$1000.00 per fiscal year. Justification for such an emergency expenditure shall be presented in writing at the subsequent Executive Board meeting. In an extreme situation, additional emergency funds can be authorized via By-Law I-Section H.
- (e) A Choral Director shall serve as the faculty representative for the CPA on the Coalition Council.
- (f) Should the Choral Director(s) resign, or for any other reason be removed or suspended from faculty responsibilities at Neuqua Valley High School, the Executive Board will carry on all business with the assistance of one administrative advisor appointed by the high school principal.

By-Law IV-- ELIGIBILITY, ELECTIONS & RE-ELECTIONS

Eligibility:

- (a) To be eligible for an Executive Board office, the nominee must be a parent or guardian of a Neuqua Valley High School Choir student.
- (b) To be eligible for appointment to the position of Committee Chairperson, the nominee must be a parent or guardian of a Neuqua Valley High School Choir student.

Elections:

- (a) Officers shall be elected from a slate of candidates presented by the Nominating Committee and approved by the Executive Board or from nominations from the floor at the final General Membership meeting of the school year.
- (b) If there are no nominations from the floor, the slate of candidates approved by the Nominating Committee will be presented for election by voice vote. If a nomination is received from the floor, the voting for that office(s) shall be by written ballot.
- (c) A candidate must receive a simple majority of the votes cast to assume an elect-office.

By-Law IV– ELIGIBILITY, ELECTIONS & RE-ELECTIONS continued

Re-Elections:

- (a) The Association Executive Officers may serve two (2) consecutive terms in office and may be returned to office for an additional term after one year has lapsed.
- (b) The Association Executive Officers may be elected to a different office on the Executive Board upon completion of their expired term, but may not serve more than four (4) consecutive terms in total.

By-Law V– MEETINGS

General Membership:

A minimum of four (4) General Membership meetings per year shall be held on the Neuqua Valley High School campus on dates established by the Executive Board and publicized in advance by the Coalition Webmaster. All members in attendance at a General Membership meeting, including four Executive Board members, one of whom must be the President or the Vice-President and one of whom must be a Choral Director, will constitute a quorum. Special meetings of the General Membership may be called by the President, the Choir Director(s), or by a petition presented to the President and signed by 10% of the General-Membership. A minimum of two (2) days advance notice is required for the scheduling of any special General Membership meeting outside of the dates previously approved by the Executive Board. No business shall be transacted at a special General Membership meeting except that which was stated in the petition for which the special meeting was called.

Executive Board:

The members of the Executive Board shall meet a minimum of six (6) times per fiscal year on dates previously approved, and hold additional meetings as called by the President or Choral Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Choral Director(s). Three (3) members of the Executive Board, one of whom must be the President or Vice-President and one of whom must be a Choral Director, constitute a quorum at an Executive Board meeting. A minimum of two (2) days advance notice is required for the scheduling of any additional meeting outside of the monthly dates approved by the Executive Board or of a change in the date of a monthly meeting previously approved by the Executive Board. No business shall be transacted at any additional Executive Board meeting except that which was stated in the notification for which the additional meeting was called.

By-Law VI– COMMITTEE CHAIRPERSONS

Committee Chairpersons shall be nominated by an Executive Officer and appointed to office by the President with the approval of the Executive Board for a period of one school year or for a term specified by the President or the Choral Director(s). To be eligible for the position of Committee Chair, the nominee must be a parent or guardian of a Neuqua Valley High School Choir student. Should a Chairperson vacancy occur during the term of office, a successor shall be appointed by the President as deemed necessary by the Executive Board and the Choral Director(s).

Committee Chairperson:

- (a) Shall contact members regarding participation on the committee.
- (b) Shall be responsible for scheduling committee meetings and communicating schedules and activities to committee members in a timely manner.
- (c) Shall organize the work of the committee in accordance with the Constitution, Association By-Laws, and/or the directives of the President, the Executive Board, or the Choral Director(s).
- (d) Shall communicate to the Executive Board and the Choral Director(s) as warranted based upon committee activity.

- (e) Shall oversee Committee expenditures as approved by the Executive Board and shall provide the Treasurer with receipts for all such expenditures.
- (f) Shall provide the President and the incoming Chairperson with a written end-of-the-year report of the committee's responsibilities, operational procedures, activities, membership, meetings, and expenditures.

By-Law VII- STANDING & AD HOC COMMITTEES

Standing Committees:

The Executive Board shall create such Standing Committees as it may deem necessary to promote the purpose and carry on the work of the Association.

Nominating Committee:

- (a) Shall consist of the President, a minimum of two Committee Chairpersons, and a Choral Director.
- (b) Shall prepare a slate of candidates for approval by the Executive Board no less than thirty (30) days prior to the General Membership meeting during which elections will be held.
- (c) Shall elect a Chairperson from the membership of the committee.
- (d) Shall prepare a slate of candidates for approval by the Executive Board no less than thirty (30) days prior to General Membership meeting during which elections will be held.
- (e) Shall call for and accept nominations from the floor of members in good-standing at the General Membership meeting during which elections will be held.
- (f) Shall present a slate of candidates at the General Membership meeting during which elections will be held.

Financial Review Committee:

- (a) Shall consist of the Vice-President (Chairperson), and at least one additional member-at-large. Designated signatories on the Association's financial accounts may not serve on the Financial Review Committee. Should the Vice-President be a signatory, the Executive Board will appoint an alternative Executive officer to serve as Chairperson.
- (b) Shall conduct and complete a review of the financial records of the CPA by July 1.
- (c) Shall report the results of the completed financial review to the Executive Board by September 1.

Ad Hoc Committee:

An Ad hoc committee shall be formed at the discretion of the President with the approval of the Executive Board. The purpose of such a committee will be to oversee a one-time special event or purpose (i.e. IMEA Festival, IHSA Contest) outside the purview of defined standing committees.

By-Law VIII- LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Executive Board and the Choral Director(s), but it is expressly understood that neither the Executive Board, nor any member thereof, nor any faculty member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and the By-Laws of the Association.

By-Law IX – AMENDMENTS

Section I: The By-Laws of the CPA may be amended by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing the Amendment has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed Amendment has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed Amendment will be considered no less than seven (7) days prior to the vote.

Section II: Proposed amendments to the Association By-Laws may be initiated by a majority vote of the Executive Board or by a petition signed by 5% of the General Membership.

By-Law X– DISSOLUTION

Section I: As a school affiliated body, CPA exists solely with the approval of the Neuqua Valley High School choral director(s). The Association may also be dissolved by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing a Motion to Dissolve in the form of a petition signed by 5% of the General Membership has been received by the President no less than sixty (60) days prior to a General Membership meeting. Upon receipt of a Motion to Dissolve, the President shall direct the Secretary to inform the General Membership of the motion no less than thirty (30) days in advance of the General Membership meeting, and to provide notice to all members of the membership meeting at which the Motion to Dissolve will be considered no less than seven (7) days prior to the vote.

Section II: In the event of dissolution of the Association, the Executive Board officers shall, after satisfying the liabilities of the Association and with the approval of the Neuqua Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of vocal music education at Neuqua Valley High School and in accordance with the regulations under Section 501 (3)© of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

Neuqua Valley Orchestra Parents Association By-Laws

Ratified – November 15, 2007

By-Law I – EXECUTIVE BOARD

The Executive Board shall be responsible to:

- (a) Interpret and act in accordance with the Constitution of the Music Education Advocates Coalition (MEAC) and the By-Laws of the Neuqua Valley Orchestra Parents Association (OPA).
- (b) Recommend, coordinate, and implement, in concurrence with the Orchestra Director(s), programs to fulfill the purposes of the Coalition and the Association.
- (c) Manage the operations of the Association and control the assets thereof.
- (d) Prepare and present a budget to the Association at the first General Membership meeting of the school year.
- (e) Meet each month of the school year, with the exception of December-January, on dates previously approved, and hold additional meetings as called by the President or Orchestra Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Orchestra Director(s). Four (4) members of the Executive Board, one of which must be the President or the Vice-President and one of which must be an Orchestra Director, constitute a quorum at an Executive Board meeting.
- (f) Approve expenditures of Association funds. Any regular expenditure under \$250.00 shall require the approval of the Orchestra Director(s) and one Executive Board member. Any regular expenditure under \$250.00 charged to the Association procurement card may be made by an authorized Association member without prior Executive Board approval with the understanding that a full accounting be given at the subsequent Executive Board meeting. Any expenditure over \$250.00 shall require the approval of the Executive Board.
- (g) Designate one Executive Board officer as a signatory on all Association payments. Two signatories (2), one Executive Board officer and one Orchestra Director(s), must co-sign all Association payments.
- (h) Act in an emergency capacity to expend appropriate monies as requested by the Orchestra Director(s) to address a crisis situation requiring immediate resolution. Such action by the Board shall require approval of the Orchestra Director(s) and one Executive Board member. Such action and justification for such action shall be presented to the General Membership at the next meeting of the Membership.
- (i) Keep the General Membership informed via newsletter, website or email on a monthly basis, or as directed by the President or the Orchestra Director(s), of all actions, programs, activities, and functions of the Association.
- (j) Solicit replacements for Executive Board offices vacated in accordance with By-Law IV.

By-Law II – EXECUTIVE OFFICERS

In addition to the Orchestra Director(s), the voting members of the Executive Board of the Association shall include the elected offices of President, Vice-President, Secretary and Treasurer. *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board shall hold office for a period of one year, coinciding with the Association's fiscal year: July 1 through June 30. An officer absent from three consecutive General Membership and/or Executive Board meetings may be removed from office by a majority vote of the remaining Executive Board members. An officer may also be removed from office for cause as determined by a majority vote of the remaining Executive Board members. If the President is unable to fulfill the specified term of office, the Vice-President shall assume the unexpired portion of the office. If the Vice-President, Secretary or Treasurer should be unable to fulfill the specified term of office, the President shall appoint, with the approval of the remaining Executive Board members and the Orchestra Director(s), a person to fill the unexpired portion of the term.

By-Law II- EXECUTIVE OFFICERS continued

President:

- (a) Shall be the executive head of the Association with full power to enforce and uphold the Constitution and By-Laws of the Coalition and the Association.
- (b) Shall plan and preside at all Executive and General Membership meetings and govern same with proper parliamentary procedure.
- (c) Shall compile and provide an agenda for all Executive Board and General Membership meetings.
- (d) Shall be the Ex-officio member of all Association committees.
- (e) Shall serve as the Association's representative on the MEAC Council.
- (f) Shall vote at Board and General Membership meetings only when necessary to break a tie vote.
- (g) Shall have the power to appoint committees not otherwise provided for in the By-Laws.
- (h) Shall have the power to make temporary rulings in concurrence with the Orchestra Director(s) pending the approval of the full Executive Board.
- (i) Shall serve in concurrence with the Orchestra Director(s) as the liaison between the Association and the Coalition webmaster.

Vice-President:

- (a) Shall assume the duties of the President in cases of the President's absence or incapacity.
- (b) Shall administer the yearly financial review of the Association as well as the filing of the Association's State and/or Federal tax returns as required under Section 501 (c)(3) by (1) setting a date of completion in compliance with Federal and State tax guidelines, (2) appointing, with the approval of the Executive Board, members of the Financial Review Committee, (3) contracting, with the approval of the Executive Board, a licensed Certified Public Accountant, (4) obtaining by a specified date all pertinent financial information from the Association Treasurer, and (5) presiding over all meetings of the Financial Review Committee.
- (c) Shall provide a copy of the Coalition Constitution, the Association By-Laws, and Rules of Order governing parliamentary procedure to each Executive Board member upon the assumption of office.
- (d) Shall, upon request, provide an electronic copy via the Association website, of the Coalition Constitution, and the Association By-Laws, to each new member of the Association.

Secretary:

- (a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board, General Membership, and Coalition Council meetings.
- (b) Shall provide minutes of each Executive Board and General Membership meeting for approval at the subsequent meeting of each respective body.
- (c) Shall, upon request, provide a copy of approved Association or Coalition Council minutes to members of the Executive Board or individuals of the General Membership.
- (d) Shall provide timely notice to the Executive Board, the General Membership, and/or the Orchestra Director(s) of all upcoming dates, meetings, and/or Constitutional/By-Law obligations.
- (e) Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the Association.
- (f) Shall provide mailing labels, Association stationery, or contact information to any Executive Officer or Committee chairperson.

By-Law II – EXECUTIVE OFFICERS continued

Treasurer:

- (a) Shall receive, record, deposit, and disperse all monies on behalf of the Neuqua Valley Orchestra Parents Association within the fiscal year of July 1 through June 30.
- (b) Shall receive, record, deposit, and disperse all monies assigned to student accounts on behalf of the members of the Neuqua Valley High School Orchestras.
- (c) Shall deposit monies only in institutions and accounts approved by the Executive Board.
- (d) Shall disperse funds only as authorized by the Executive Board in accordance with the Constitution and the By-Laws.
- (e) Shall provide a written, monthly financial report for all Executive Board meetings detailing the income, donations, expenditures, and assets of the Association.
- (f) Shall provide in detail all pertinent and necessary financial information as requested by the Vice-President for use by the Financial Review Committee.
- (g) Shall be bonded with the approval of the Executive Board at the expense of the Association.
- (h) Shall appoint with the approval of the Executive Board an assistant to administer student accounts.

By-Law III– FACULTY REPRESENTATIVE

The faculty representative(s) to the OPA shall be the NVHS music teacher(s) responsible for the curricular orchestras.

- (a) The Orchestra Director(s) is/are a voting member(s) of the Executive Board and is/are expected to attend Executive Board and General Membership meetings.
- (b) The Orchestra Director(s) shall work with the Association President to generate an agenda for Executive Board and General Membership meetings.
- (c) The Orchestra Director(s) shall report to the Executive Board the activities of the curricular and co-curricular orchestra and related ensembles.
- (d) The Orchestra Director(s) can expend up to \$500.00 in an emergency situation requiring immediate resolution, not to exceed \$1000.00 per fiscal year. Justification for such an emergency expenditure shall be presented in writing at the subsequent Executive Board meeting. In an extreme situation, additional emergency funds can be authorized via By-Law I-Section H.
- (e) An Orchestra Director shall serve as the faculty representative for the OPA on the Coalition Council.
- (f) Should the Orchestra Director(s) resign, or for any other reason be removed or suspended from faculty responsibilities at Neuqua Valley High School, the Executive Board will carry on all business with the assistance of one administrative advisor appointed by the high school principal.

By-Law IV– ELIGIBILITY, ELECTIONS & RE-ELECTIONS

Eligibility:

- (a) To be eligible for an Executive Board office, the nominee must be a parent or guardian of a Neuqua Valley High School Orchestra student.
- (b) To be eligible for appointment to the position of Committee Chairperson, the nominee must be a parent or guardian of a Neuqua Valley High School Orchestra student.

Elections:

- (a) Officers shall be elected from a slate of candidates presented by the Nominating Committee and approved by the Executive Board or from nominations from the floor at the final General Membership meeting of the school year.
- (b) If there are no nominations from the floor, the slate of candidates approved by the Nominating Committee will be presented for election by voice vote. If a nomination is received from the floor, the voting for that office(s) shall be by written ballot.
- (c) A candidate must receive a simple majority of the votes cast to assume an elect-office.

By-Law IV- ELIGIBILITY, ELECTIONS & RE-ELECTIONS

Re-Elections:

- (a) The Association President and Vice-President may not be elected to serve consecutive terms but may return to office after one year has lapsed.
- (b) The Association Secretary and Treasurer may serve two (2) consecutive terms in office and may be returned to office after one year has lapsed.
- (c) The Association Vice-President, Secretary and Treasurer may be elected to a different office on the Executive Board upon completion of their expired term.

By-Law V- MEETINGS

General Membership:

General Membership meetings shall be held on the Neuqua Valley High School campus on dates established by the Executive Board and publicized in advance by the Coalition Webmaster. All members in attendance at a General Membership meeting, including four Executive Board members, one of whom must be the President or the Vice-President and one of whom must be an Orchestra Director, will constitute a quorum. Special meetings of the General Membership may be called by the President, the Orchestra Director(s), or by a petition presented to the President and signed by 10% of the General Membership. A minimum of two (2) days advance notice is required for the scheduling of any special General Membership meeting outside of the dates previously approved by the Executive Board. No business shall be transacted at a special General Membership meeting except that which was stated in the petition for which the special meeting was called.

Executive Board:

Meet each month of the school year, with the exception of December-January, on dates previously approved, and hold additional meetings as called by the President or Orchestra Director(s). Meetings shall be held on the campus of Neuqua Valley High School or off campus at locations designated by the President or the Orchestra Director(s). Four (4) members of the Executive Board, one of whom must be the President or Vice-President and one of whom must be a Orchestra Director, constitute a quorum at an Executive Board meeting. A minimum of two (2) days advance notice is required for the scheduling of any additional meeting outside of the monthly dates approved by the Executive Board or of a change in the date of a monthly meeting previously approved by the Executive Board. No business shall be transacted at any additional Executive Board meeting except that which was stated in the notification for which the additional meeting was called.

By-Law VI- COMMITTEE CHAIRPERSONS

Committee Chairpersons shall be nominated by an Executive Officer and appointed to office by the President with the approval of the Executive Board for a period of one school year or for a term specified by the President or the Orchestra Director(s). To be eligible for the position of Committee Chair, the nominee must be a parent or guardian of a Neuqua Valley High School Orchestra student. Should a Chairperson vacancy occur during the term of office, a successor shall be appointed by the President as deemed necessary by the Executive Board and the Orchestra Director(s).

Committee Chairperson:

- (a) Shall contact members regarding participation on the committee.
- (b) Shall be responsible for scheduling committee meetings and communicating schedules and activities to committee members in a timely manner.
- (c) Shall organize the work of the committee in accordance with the Constitution, Association By-Laws, and/or the directives of the President, the Executive Board, or the Orchestra Director(s).
- (d) Shall communicate to the Executive Board and the Orchestra Director(s) on a monthly basis the progress of the committee.

- (e) Shall oversee Committee expenditures as approved by the Executive Board and shall provide the Treasurer with receipts for all such expenditures.
- (f) Shall provide the President and the incoming Chairperson with a written end-of-the-year report of the committee's responsibilities, operational procedures, activities, membership, meetings, and expenditures.

By-Law VII- STANDING & AD HOC COMMITTEES

Nominating Committee:

- (a) Shall consist of the President, a minimum of two Committee Chairpersons, and an Orchestra Director.
- (b) Shall elect a Chairperson from the membership of the committee.
- (c) Shall prepare a slate of candidates for approval by the Executive Board no less than thirty (30) days prior to General Membership meeting during which elections will be held.
- (d) Shall call for and accept nominations from the floor at the General Membership meeting during which elections will be held.
- (e) Shall present a slate of candidates at the General Membership meeting during which elections will be held.

Financial Review Committee:

- (a) Shall consist of the Vice-President (Chairperson), a member-at-large, and at least one additional member-at-large. Designated signatories on the Association's financial accounts may not serve on the Financial Review Committee. Should the Vice-President be a signatory, the Executive Board will appoint an alternative Executive officer to serve as Chairperson.
- (b) Shall conduct and complete a review of the financial records of the OPA by July 1.
- (c) Shall report the results of the completed financial review to the Executive Board by September 1.

Ways and Means:

- (a) Shall establish with the approval of the Executive Board and the Orchestra Director(s) a calendar of fund raising programs designed to realize the financial goals of the Association.
- (b) Shall establish with the approval of the Executive Board and the Orchestra Director(s) a calendar of fund raising programs designed to assist orchestra members raise funds for individual music student accounts.
- (c) Shall assist the orchestra director(s) with the presentation of information, the organization and distribution of sale merchandise, and the collection and record keeping of monies associated with all fund raising programs.
- (d) Shall recruit and coordinate the student and parent volunteers needed to complete the fund raising program.
- (e) Shall submit all monies and/or expenditures associated with a fund raising program to the Treasurer for deposit or payment.
- (f) Shall, for each fund raising program, submit a detailed financial statement delineating individual student profits and committee expenditures to the Treasurer.

Scholarship Committee:

- (a) Shall, within the directives of the Executive Board, identify OPA music scholarship recipients on the basis of written applications and essays.
- (b) Shall consist of members-at-large recruited by the Chairperson to serve as essay readers.
- (c) Shall facilitate the creation and distribution of scholarship application materials to students.
- (d) Shall present a list of scholarship recipients to the President prior to the final General Membership meeting of the school year.
- (e) Shall announce the list of scholarship recipients as part of the Orchestra Awards Ceremony.

By-Law VII- STANDING & AD HOC COMMITTEES continued

Hospitality Committee:

- (a) Shall organize and prepare food and beverages for designated annual events: Shall organize and prepare food and beverages for special events (i.e. Solo & Ensemble Contest, IMEA Festival).
- (b) Shall coordinate with the CPA and/or BPA the organization and preparation of food and beverages for designated Music Department events.
- (c) Shall finalize dates for Hospitality Committee meals and/or receptions no later than the first General Membership meeting of the school year.
- (d) Shall compile a list of Association members willing to assist and/or contribute food and/or beverage items for specific Hospitality Committee events.

Publicity Committee:

- (a) Shall create and maintain displays in the auditorium lobby, Music Department hallway and other areas as requested by the Orchestra Director(s) in conjunction with special events or recognitions such as the first day of school, Crystal Concerts, Masterwork Concerts, tours, festivals, GRAMMY Award Ceremony, etc.
- (b) Shall update as necessary the Music Department calendar display case.
- (c) Shall assist in the gathering of newspaper articles, programs, photographs and other publicity-related materials.

Concert Committee:

Crystal Concert Sub-Committee:

- a. Shall coordinate with the CPA and OPA the distribution of tickets to students, faculty, and members of the general public.
- b. Shall coordinate with the CPA and OPA the arrangement of concert hall decorations.
- c. Shall secure and coordinate homeroom monitors.

Masterworks Concert Sub-Committee:

- a. Shall coordinate with the CPA and OPA the distribution of tickets to students, faculty, and members of the general public.
- b. Shall secure and coordinate homeroom monitors.

Fine Arts Festival Sub-Committee:

- (a) Shall coordinate with the CPA, BPA and the faculty Fine Arts Festival Chairperson in the preparation of the facilities, equipment, food, beverages and signage needed for the festival.
- (b) Shall secure and coordinate parent and student volunteers to assist with the set-up, tear-down, and supervision of the festival.

Ad Hoc Committee:

An Ad hoc committee shall be formed at the discretion of the President with the approval of the Executive Board. The purpose of such a committee will be to oversee a one-time special event or purpose (i.e. IMEA Festival, IHSA Contest) outside the purview of defined standing committees.

By-Law VIII- LIMITATION OF RESPONSIBILITY OF THE OFFICERS

The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Executive Board and the Orchestra Director(s), but it is expressly understood that neither the Executive Board, nor any member thereof, nor any faculty member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and the By-Laws of the Association.

By-Law IX – AMENDMENTS

Section I: The By-Laws of the OPA may be amended by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing the Amendment has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed Amendment has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed Amendment will be considered no less than seven (7) days prior to the vote.

Section II: Proposed amendments to the Association By-Laws may be initiated by a majority vote of the Executive Board or by a petition signed by 5% of the General Membership.

By-Law X– DISSOLUTION

Section I: As a school affiliated body, OPA exists solely with the approval of the Neuqua Valley High School orchestra director(s). The Association may also be dissolved by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing a Motion to Dissolve in the form of a petition signed by 5% of the General Membership has been received by the President no less than sixty (60) days prior to a General Membership meeting. Upon receipt of a Motion to Dissolve, the President shall direct the Secretary to inform the General Membership of the motion no less than thirty (30) days in advance of the General Membership meeting, and to provide notice to all members of the membership meeting at which the Motion to Dissolve will be considered no less than seven (7) days prior to the vote.

Section II: In the event of dissolution of the Association, the Executive Board officers shall, after satisfying the liabilities of the Association and with the approval of the Neuqua Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of instrumental music education at Neuqua Valley High School and in accordance with the regulations under Section 501 (3)© of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.