CONSTITUTION AND BYLAWS
OF THE
COLLINSVILLE HIGH SCHOOL BAND PARENTS ASSOCIATION
(revised 2005)

I. TITLE

This not for profit organization shall be known as the COLLINSVILLE HIGH SCHOOL BAND PARENTS ASSOCIATION, aka CHS Band Parents Association (hereinafter referred to as the "Association.") This Association is incorporated under the laws of the State of Illinois.

II. PURPOSE AND OBJECTIVES

The purpose of the Association shall be to raise and expend monies, to assist the band director and/or assistant band director as needed or as directed to keep the operation of the Collinsville High School Band at the highest possible level, with special attention to appearance and morale, and to carry out the work of committees assigned to attain the aforementioned goals.

III. MEMBERSHIP

Membership shall be open to parents/legal guardians of band students or color guard members from Collinsville High School and persons interested in promoting the work of the CHS Band.

IV. FISCAL YEAR

The fiscal year shall begin June 1 and end May 31 of the following Year.

V. MEETINGS

Section 1

a) Regular meetings of the Association shall be held once per month from June through May, unless otherwise designated by the Executive Board or Director.
b) A quorum at any regular meeting shall consist of a minimum of four officers and three Association Members not currently holding an elected office.

Section 2 – Regular meetings of the Executive Board shall be held once per month from June through May, unless otherwise designated by the Executive Board or Director.

Section 3 – The President, Executive Board or Director may call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least one-week notice will be given.

Section 4 – Discussions of the school teaching policies or instructional methods of the Director, individual student(s) or their problems, or misunderstandings concerning the Band program are not appropriate matters for the Association.

VI. EXECUTIVE BOARD

Section 1 – The Executive Board consists of the President, First Vice-President, Second Vice-President, Recording Secretary, Corresponding Secretary and Treasurer. The band Director(s) and/or assistant Director(s) (hereinafter referred to as "Director), shall serve as ex-officio member(s) of the Executive Board. Outgoing officers shall remain as members of the Executive Board in the interval between the April election and the end of the fiscal year.

Section 2 – The term of office for the Executive Board members shall coincide with the current fiscal year.

Section 3 – The Executive Board shall function to plan meetings, study finances, diagnose problems, recommend policy, transact necessary business in the intervals between regular meetings, and such other business as may be referred by the Association, as needed, to support the stated purpose.

Section 4 – Three Executive Board members shall constitute a quorum for the transaction of business.

Section 5 – Executive Board meetings will not be open to the general membership.

Section 6 – The Executive Board, with a two-thirds (2/3) majority vote, shall have the authority to remove any elected/appointed board member, appointed committee chairperson or committee member whose actions conflict with the Association's Constitution and By-Laws.

Section 7 – All members of the Executive Board shall sit on the Budget/Finance Committee (see Art. VIII, Sec. 1).

Section 8 – Members of the Executive Board, except the Director, are not members of the Election Committee.

Section 9 – A member of the Executive Board shall be appointed as an ex-officio member of each committee, except as specifically defined in the Sections 7 and 8 above.

VII. OFFICERS

Section 1 – Election of Officers

a) Nomination of Candidates

i. Nominations for Officers will be taken from the floor at the March meeting of the Association. More than one nomination for any office may be accepted. Candidates for office must meet the following criteria: Only members that have attended four (4) meetings within the current fiscal year and must have all band fees current. The requirement for attendance at four (4) meetings will become effective June 1, 2005.

ii. In the event no nominations are received for any given office, the President shall appoint an Election Committee. The Election Committee shall consist of the Director and three non-Executive Board Association members. It shall be the responsibility of the Election Committee to confer with Association members before the election to procure at least one candidate for any office for which no nominations were received.

iii. All nominations will be placed on a pre-prepared ballot prior to the election.

iv. At the April meeting additional nominations will be taken from the floor providing the candidates have met the listed criteria in Article VII Section a) i.

v. At the April meeting each candidate will receive one opportunity to express their qualifications for the position. Each candidate will hold the floor for a period of time not to exceed five (5) minutes.

b) Election:

i. The election of Officers will be held at the April meeting of the Association by secret ballot after all candidates have had an opportunity to express their qualifications.

ii. The ballots shall be counted by the Director and two impartial persons as selected by the Director. A simple majority of the members present at the April meeting is needed to elect Officers. In the event of a tie, a repeat vote will be taken for that office.

iii. The results of the secret ballot shall be announced at the end of the April meeting and entered into the minutes of the said meeting.

c) Vacancies: In the event the President is unable to complete his/her term, the First Vice-President assumes the Presidency. A special appointment to fill any other vacancy for the balance of the terms will be made by the

Executive Board, subject to the approval of the Association membership by simple majority.

Section 2 – Duties of Officers

a) General Duties:

i. The term of office for each Officer shall be one (1) year.
ii. Newly elected Officers shall be installed during the May meeting and shall assume the responsibilities of all activities during the succeeding fiscal year.
iii. No Association member shall hold more than one elected office concurrently.

b) Duties of the President:

i. Conduct regular meetings of the Executive Board and the Association, utilizing Roberts Rules of Order (most recent edition).
ii. Prepare an agenda for all Executive Board meetings and meetings of the general Association.
iii. Manage or assist the Director in communications with other Schools or other groups and organizations regarding funding needs, concerns, or other matters.
iv. Establish special projects and/or committees, appointing chairpersons for such projects or committees for informational gathering only.
v. May serve in an ex-officio capacity on all committees except as indicated.
vi. Arrange an independent audit/financial review of the Treasurer's records at the end of the fiscal year.
vii. Prepare an end-of-year report to aid the incoming President.

c) Duties of the First Vice-President

i. Conduct regular meetings of the Executive Board and the Association, in the absence of the President.
ii. Serve as aid to the President and assist the President as necessary.
iii. Serve in ex-officio capacity on all committees except as indicated.
iv. Appoint chairpersons of and oversee the operation of the following Standing Committees which are not limited to: Uniform, Hospitality, Telephone, Band Camp Food, Band Banquet, Marching Band Banquet, Auxiliary, Historical, and Equipment.
v. Shall act as Parliamentarian at all official meetings of the Association.
vi. Prepare an end-of-year report to aid the incoming First Vice-President.

d) Duties of the Second Vice-President

i. Conduct regular meetings of the Executive Board and the Association, in the absence of the President and the First Vice-President.
ii. Serve as aid to the President and assist the President as necessary.
iii. Serve in ex-officio capacity on all committees except as indicated.
iv. Coordinate all fund raising projects subject to the approval of the Executive Board and Director(s).
v. Appoint chairpersons and oversee the operation of the following Ways and Means Committees which are not limited to: Craft Fair, Concert Book, Spaghetti Dinner, Silent Auction Fundraiser, Concert Tickets, Concession Stand, Tag Days, Raffle, Busch Stadium, Edward Jones Dome, Cheese and Sausage Fundraiser, Pizza Sales Fundraiser, Entertainment Book Fundraiser, Pizza Hut Fundraiser, Trivia Night Fundraiser
vi. Prepare an end-of-year report to aid the incoming Second Vice-President.

e) Duties of the Recording Secretary

i. Take minutes at the Executive Board and Association meetings and submit for approval at the next meeting.
ii. Keep organized, complete records of the activities of the Association. Such records shall include, but not be limited to: The current By-Laws, any amendments, meeting minutes and those required by the Articles of Incorporation.
iii. Compile a directory containing the names, addresses, telephone numbers and email addresses of the membership.
iv. Take attendance at each associational meeting and maintain records for voting purposes.
v. Prepare an end-of-year report to aid the incoming Recording Secretary.

f) Duties of the Corresponding Secretary

i. Document awards and honors of the whole band or groups and individuals as needed for periodic newsletters or other announcements.
ii. Coordinate with local newspapers announcements of special honors, events, or other notifications.
iii. Assist the Ways and Means Committee chairpersons with publicity as needed.
iv. Gather information from the band directors, association officers and committee chairpersons for inclusion in the newsletter.

v. Publish a monthly newsletter and distribute to the members within 48 hours after the regularly scheduled monthly meeting.
vi. Write such communication as directed by the Executive Board or President.
vii. Prepare an end-of-year report to aid the incoming Corresponding Secretary.

g) Duties of the Treasurer

i. Receive and keep the funds of the Association in such institutions as shall be agreed upon by the Executive Board.
ii. Maintain organized, accurate and current records of financial transactions of funds, maintain the following items: checkbook, bank statements, voided checks, deposit slips, treasurer's record book, receipt book, and invoices for all disbursements and receipts.
iii. Present written financial reports of the funds and the budget at each regularly scheduled meeting of the Association. Reports shall include but not be limited to:
    a. Progress of each category of the budget as set forth by the Budget/Finance Committee.
    b. Monthly fund statements showing all income, disbursements and register receipt
    c. Monthly statement of students' accounts to be posted in the band room (if such information has been made available to the Treasurer by committee chairs).
iv. Disburse all monies of the organization according to the approved budget. The Treasurer shall have the authority to disburse up to $500 dollars or 10% (whichever is greater) of the allocated budget item. Disbursements over the designated amounts shall have Executive Board approval.
v. Shall serve as the primary person authorized to sign checks, with two (2) other members of the Executive Board authorized as needed, and as such legal authorization is obtained from the institution wherein the funds of the band are kept.
vi. Arrange the change of authorized signatures on all bank accounts and credit cards as needed.
vii. Serve as chairperson on the Budget/Finance Committee.
viii. Shall file all necessary financial forms and reports as required by the State of Illinois and the Federal Government.
ix. Ensure that there is an inventory of all items over $250 and insurance coverage is maintained on same owned by the Association.
x. Prepare an end-of-year report to aid the incoming Treasurer.

VIII. BUDGET

Section 1 – The annual budget shall be formulated in April by of the incoming and outgoing Executive Boards. Both the incoming and outgoing Executive Boards and Director(s) shall comprise the Budget/Finance Committee.

Section 2 – The budget shall be presented by mail to the general membership prior to the meeting of the Association in the month of May and the vote for approval shall take place at the May meeting.

Section 3 – The Treasurer may designate a transfer of funds from category to category as needed to assist with fluctuation in income, expenditures, and non-budgeted items. The threshold for transfer of funds shall not exceed 50% of any one category or $500 whichever is less. Any transfer of funds exceeding the threshold must have the approval of the Executive Board. Membership shall be notified of any budgeted move in the Treasurer's report.

IX. FUNDS

Section 1 - Student Accounts

a) The Executive Board may designate certain monies earned by the students to be credited to individual accounts.

b) Student account funds will be solely used towards band obligations, such as registration fees, trip fees, or other band related expenses as needed throughout the year.

c) Any unused funds in student accounts will be held towards the following year with the understanding that the student will be returning as a band student. If the student does not return to band the following year, or drops out of band during the current year, the funds will become part of the general fund account.

d) Student funds are not transferable to other students, with the exception of an incoming sibling or sibling currently in band. At the written request of a band parent with a parental membership whose child will be enrolled in the Collinsville High School Band Programs within one year of their current band student's graduation, any remaining funds may be held in escrow for a period of one fiscal year. At that time, if the younger sibling is not enrolled in the Collinsville High School Band Programs, these funds shall become the possession of the Association and placed in the general fund.

e) Financial obligations owed by the student to the Association beyond thirty days of original due date shall be deducted from the student's account if funds are available, with documentation provided to the student's parents by the Corresponding Secretary.

Section 2 - General Fund Account

The General Fund Account shall hold all monies earned by the Association.

Section 3 - Parental Monetary Obligations (Effective June 1st, 2005)

a) An Annual fee may be assessed by the Association in order for a student to participate in extra curricular band activities. The extra curricular activities shall be referred to as "Activities". The Activities may include but are not limited to: Pep Band, Jazz Band, Marching Band, Lab Band, Flute Choir, Drum Line, Color Guard or Winter Guard.

b) All estimated fees assessed for extra curricular activities for the upcoming school year (Fall semester) will be assessed on January 1st of the current fiscal year.

c) The estimated fee for extra curricular activities for the winter semester will be assessed on December 1st. If this fee is paid in full within 30 days of the time of assessment a 10% reduction of fees will be given by the Association.

d) At the time of assessment, if payment in full is not possible, the Association and the Parent of the student shall enter into a financial contract (payment plan) with the understanding that failure to meet this plan can result in non-participation.

e) All assessed Activity fees paid to the Association by May 31st of the current fiscal year for the upcoming fiscal year will receive a 10% reduction of fees, with the understanding that failure to meet this plan can result in non-participation.

Article X COMMITTEES AND FUNDRAISERS OF THE ASSOCIATION

Section 1 – The Chairperson of each Standing Committee shall produce an end-of-the-year report to the Executive Board to aid all incoming chairperson(s).

Section 2 – The Chairperson of each Ways and Means Committee shall submit a report to the Executive Board within sixty (60) days after the completion of their event.

Article XI AMENDMENTS

Section 1 - These By-Laws may be amended at any regular meeting of this Association by a two-thirds (2/3) vote of the members present and voting.

Section 2 - Proposed amendments or revisions shall be submitted to the Executive Board for review prior to presentation at a regular meeting of the Association for its consideration and action.

Section 3 - After approval by a two-thirds (2/3) vote at a regular meeting of the Association, a signed and dated copy of these By-Laws must be kept on file with the permanent records of the Secretary of this Association.

Adopted this date: _____/_____/_____

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President of the CHS Band Parents Association.

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Recording Secretary of the CHS Band Parents Association.