

WAUBONSIE VALLEY HIGH SCHOOL

Music Education Advocates Coalition

Constitution

Ratified – September 2011

ARTICLES

Article I – NAME

The association shall be known as the Waubonsie 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 Waubonsie Valley Band Boosters Association (BB), the Waubonsie Valley Choir Parents Association (CPA), and the Waubonsie 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 Waubonsie Valley High School (WVHS), Indian Prairie School District 204, and in specific furtherance thereof:

- a) To enhance music learning for all members of the Waubonsie Valley High School community through collaboration with the goals and objectives of the WVHS music faculty.
- b) To assist the Waubonsie 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 WVHS 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 Waubonsie Valley Music Department, and/or within the Waubonsie Valley High School community.
- e) To maintain a historical record of the activities, programs, achievements, student musicians, and faculty of the Waubonsie Valley High School Music Department.
- f) To promote and enhance through various media local community interest in music education and the Waubonsie Valley High School Music Department concerts and activities.
- g) To cooperate with the Waubonsie 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 Waubonsie 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 meeting.

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 Waubonsie 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 at least 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 Waubonsie Valley High School Music Department Chairperson. The MEAC Council will coordinate, support, and promote performances and music education programs involving students from multiple Waubonsie 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 Waubonsie Valley High School Music Department website (www.wvhs-music.org). It shall be the responsibility of the webmaster to maintain and update in a timely manner WVHS Music Department, MEAC, BB, 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 BB, 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, BB, 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 Waubonsie 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) May, 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, serving the Naperville, Aurora, Bolingbrook, & Plainfield communities, 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, BB, CPA, and OPA exist solely with the approval of the Waubonsie 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 Waubonsie Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of music education at Waubonsie 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 BB, CPA 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.

*Waubonsie Valley High School
Choir Parents Association Bylaws*

By-Law I – EXECUTIVE BOARD

The Executive Board shall be responsible to:

- a. The Executive Board is defined as the President, Vice-President, Treasurer, Secretary, Choral Director(s), Fundraising Chair, Show Choir Liaison (1), and one (1) committee chair voted on by the general membership at the final meeting of the year, not to exceed nine (9) members.
- b. Interpret and act in accordance with the Constitution of the Music Education Advocates Coalition (MEAC) and the By-Laws of the Waubonsie Valley Choir Parents Association (CPA).
- c. Recommend, coordinate, and implement, in concurrence with the Choir Director(s), programs to fulfill the purposes of the Coalition and the Association.
- d. Manage the operations of the Association and control the assets thereof.
- e. Prepare and present a budget to the Association at the first General Membership meeting of the school year.
- f. Meet as needed, on dates previously approved, and hold additional meetings as called by the President or Choir Director(s). Meetings shall be held on the campus of Waubonsie Valley High School or off campus at locations designated by the President or the Choir Director. At least four (4) members of the Executive Board, one of which must be the President or the Vice-President and one of which must be a Choir Director, constitute a quorum at an Executive Board meeting.
- g. Approve expenditures of Association funds.
- h. Designate one Executive Board officer as a signatory on all Association payments. Two signatories (2), either two (2) Executive officers or one (1) Executive Board officer and one Choir Director(s), shall co-sign all Association payments over **\$250.00**.
- i. Act in an emergency capacity to expend appropriate monies as requested by the Choir Director(s) to address a crisis situation requiring immediate resolution. Such action by the Board shall require approval of the Choir 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.
- j. Keep the General Membership informed via newsletter, website or email on a monthly basis, or as directed by the President or the Choir Director(s), of all actions, programs, activities, and functions of the Association.
- k. Solicit replacements for Executive Board offices vacated in accordance with By-Laws (By-law IV).

By-Law II—EXECUTIVE OFFICERS

In addition to the Choir 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 offices of President, Vice-President, Secretary and Treasurer, 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 Choir Director(s), a person to fill the unexpired portion of the term.

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 with proper parliamentary procedure.
- c. Shall create and provide an agenda at 48 hours in advance 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 have the power to appoint new committees and respective chairpersons not otherwise provided for in the By-Laws.
- g. Shall have the power to make temporary rulings in concurrence with the Choir Director(s) pending the approval of the full Executive Board.

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 © (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, 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.
- d. Shall perform any additional duties requested by the President.
- e. Shall notify all Executive Board Members of all meetings and upcoming events.
- f. Shall act as liaison between Executive Board and CPA committee chairpersons by providing any assistance and guidance to CPA committees.
- g. Shall report CPA committee updates to CPA Executive Board at monthly meetings.

Secretary:

- a. Shall keep detailed and authentic minutes of all 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, bylaws, and constitution to members of the Executive Board or individuals of the General Membership.
- d. Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the Association.
- e. Shall provide timely notice to the Executive Board, the General Membership, and/or the Choir director(s) of all upcoming dates, meetings, and or Constitutional/By-Law obligations.
- f. Shall provide mailing labels, Association stationery, or contact information to any Executive Officer or Committee chairperson.

Treasurer:

- a. Shall receive, record, deposit, and disperse all monies on behalf of the Waubonsie 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 Waubonsie 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 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 Secretary 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 WVHS music teacher(s) responsible for the curricular choirs.

- a. The Choral Director(s) are 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 choir 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 Waubonsie 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 General Membership in this Association, one must be a parent or guardian of a Waubonsie Valley High School Choir student.
- b. To be eligible for an Executive Board office and/or the appointment as a Committee Chairperson, the nominee must be a parent or guardian of a Waubonsie 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 year. 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.
- b. A candidate must receive a simple majority of the votes cast to assume an elect-office.

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 total.

By-Law V– MEETINGS

General Membership:

A minimum of five (5) General Membership meetings shall be held on the Waubonsie Valley High School campus or other designated location, on dates established by the Executive Board. Meeting dates, times, and locations should be made public by the start of the school year. All members in attendance at a General Membership meeting, at least four (4) Executive Board members, one of whom must be the President or the Vice-President and one of whom must be a Choir Director will constitute a quorum. Meetings are open to all CPA members, and said members have the right to vote in any business transacted. 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 Executive Board shall meet a minimum of four (4) meetings on designated dates and hold additional meetings as called by the President or Choir Director(s). Meetings shall be held on the campus of Waubonsie Valley High School or off campus at locations designated by the President or the Choir Director(s). Three (3) members of the Executive Board, one of whom must be the President or the Vice-President and one of whom must be a Choir Director will 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 meeting was called.

By-Law VI – COMMITTEE CHAIRPERSONS

Committee Chairpersons shall be nominated each school year 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 Choir Director(s). To be eligible for the position of Committee Chair, the nominee must be a parent or guardian of a Waubonsie 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 Choir 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 Choir Director(s).
- d. Shall communicate to the Executive Board and the Choir Director(s) as needed 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 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 AND SPECIAL COMMITTEES

The executive board may create special committees as the need arises.

Nominating Committee:

- a. Shall consist of a minimum of two Committee Chairpersons and at least 3 additional members selected from the General Membership. The committee shall elect a Chairperson from the membership of the committee.
- b. Shall prepare and present 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.
- c. Shall call for and accept nominations from the floor at the General Membership meeting during which elections will be held (April).

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.

By-Law IX– 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 Choir 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 X – AMENDMENTS AND REVISIONS

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.

Section III: A committee will be appointed to submit a revised set of by-laws at least every three (3) years. The requirements for adoption of a revised set of by-laws shall be the same as in the case of an amendment.

By-Law X1 – Dissolution

Section I: As a school affiliated body, exists solely with the approval of the Waubonsie Valley High School Choir 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 Waubonsie Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of the choral department at Waubonsie 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 Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

ADOPTED _____

(DATE

(President – CPA)

(Vice President – CPA)

(Secretary – CPA)

(Treasurer – CPA)

(Choral Director-Witness)

(Choral Director-Witness)