



Waubonsie Valley High School Orchestra Parents Association By-Laws

Waubonsie Valley High School
Orchestra Parents Association
By-Laws
Revised May 2016

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 Waubonsie Valley Orchestra Parents Association (OPA).
- b) Recommend, coordinate, and implement, in concurrence with the Orchestra Director(s), programs to fulfill the purposes of the MEAC and the OPA.
- 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, 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 Waubonsie 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:
 - a. Any regular expenditure under \$250.00 shall require the approval of the Orchestra Director(s) and one Executive Board member who is not a signatory.
 - b. 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), shall 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, Treasurer and Fundraising Coordinator. *(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



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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.

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 in concurrence with the Orchestra Director(s) as the Association's representative on the MEAC Council.
- f) Shall have the power to appoint 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 Orchestra 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 audit of the Association by
 - 1) appointing, with the approval of the Executive Board, members of the Audit Committee,
 - 2) obtaining by a specified date all pertinent financial information from the Association Treasurer,
 - 3) presiding over all meetings of the Audit Committee
 - 4) The Audit Committee shall consist of one (1) Director, a member-at-large, and at least one (1) additional member-at-large; see also By-Laws VIII.
- c) Shall provide a copy of the MEAC 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 MEAC Constitution, and the Association By-Laws, to each new member of the Association.
- e) Shall perform any additional duties requested by the President.
- f) Shall notify all Executive Board Members of all meetings and upcoming events.
- g) Shall serve in concurrence with the Orchestra Director(s) as the liaison between the Association and the webmaster.

Secretary:

- a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board, General Membership.
- 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 MEAC Council minutes 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 serve in concurrence with the Orchestra Director(s) as the liaison between the Association and the OPA webmaster for posting the approved minutes and documents.



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Treasurer:

- a) Shall receive, record, deposit, and disperse all monies on behalf of the Waubonsie 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 Waubonsie Valley High School Orchestras.
- c) Shall deposit monies only in institutions and accounts approved by the Executive Board. All deposits shall be submitted along with the respective OPA form.
- d) Shall disperse funds only as authorized by the Executive Board in accordance with the MEAC Constitution and OPA 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 Audit Committee
- g) Shall be bonded with the approval of the Executive Board at the expense of the Association.
- h) Additional treasurer guidelines can be found under By-Law V-Inurement of Income.

By-Law III– FACULTY REPRESENTATIVE

The faculty representative(s) to the OPA shall be the WVHS 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 MEAC Council.
- f) Should the Orchestra 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 an Executive Board office, the nominee must be a parent or guardian of a Waubonsie 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 Waubonsie Valley High School Orchestra student.



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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.

Re-Elections:

- a) The Association President and Vice-President may not be elected to serve more than a four (4) year term.
- 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 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– INUREMENT OF INCOME

(adopted from MEAC in January 2016)

No part of the net earnings of 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 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 an 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 MEAC upon written request by said student's parents.
- b) Will, upon the graduation of a senior musician, be transferred to the account of a younger sibling, including an incoming freshman, enrolled in the Music Department provided the association is notified by June 30 of the graduation year.
- c) Will be transferred to the general operations account of the Association administering said student's account if no notification is made to the Association by June 30 of the graduation year.

By-Law VI– MEETINGS

General Membership:

General Membership meetings shall be held on the Waubonsie Valley High School campus on dates established by the Executive Board. All members in attendance at a General Membership meeting, including five Executive



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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, 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 Waubonsie Valley High School or off campus at locations designated by the President or the Orchestra Director(s). Five (5) members of the Executive Board, one of whom must be the President or Vice-President and one of whom must be an 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 VII– 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 Waubonsie 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 VIII– 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 (April).
- e. Shall present a slate of candidates at the General Membership meeting during which elections will be held (May).

Audit Committee:

- a. Shall consist of one (1) Director, 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 Audit 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 September 1.
- c. Shall report the results of the completed financial review to the Executive Board at the September meeting.

Ways and Means: (Fundraising Coordinator)

- 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.

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 BBA 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.



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Interdepartmental Concert Committees:

Prism Concert Sub-Committee:

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

Meet the Artist Concert Sub-Committee:

- a. Shall secure and coordinate homeroom monitors.
- b. Provide post-concert student reception
 - i. Shall coordinate with the CPA and BBA in the preparation of the facilities, equipment, food, beverages and signage needed for the reception.
 - ii. Shall secure and coordinate parent and student volunteers to assist with the set-up, tear-down, and supervision of the festival.

Fine Arts Festival Sub-Committee:

- a) Shall coordinate with the CPA, BBA 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 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 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 X – 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 XI– DISSOLUTION

Section I:

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

ADOPTED on _____

_____	_____
(President – OPA)	(Vice President – OPA)
_____	_____
(Secretary – OPA)	(Treasurer – OPA)
_____	_____
(Orchestra Director – Witness)	(Orchestra Director – Witness)