

The Andrew High School Music Parents Association

By-Laws

(As adopted November, 1995 and revised June 13, 2000, May 19, 2005, May 6, 2008 and March 6, 2019)

The **ANDREW HIGH SCHOOL MUSIC PARENTS ASSOCIATION**, a not-for-profit, 501c3 corporation organized and chartered under, and hereby adopting as if fully herein set out all relevant provisions of, the General Not- For-Profit Corporation Act of Illinois (IL Rev. Stat. 1983, Chap. 32, Pars. 163a et seq., herein “the Act”, on the 7th day of February, 1983, Certificate Number 5299-048-3, and recorded with the Recorder of Deeds of Cook County, Illinois, on the 27th day of March, 1985, as Document Number 27490807, by and pursuant to the laws of the State of Illinois and the Articles of Incorporation of said corporation, as amended from time to time, at a duly held and called meeting thereof in November, 1995 and revised on the 13th day of June 2000, the 19th day of May 2005, and the 6th day of May 2008, hereby spreads of record these By-Laws of the corporation as follows, TO WIT:

ARTICLE I. NAME

- Section 1. The name of the corporation shall be **THE ANDREW HIGH SCHOOL MUSIC PARENTS ASSOCIATION**, herein referred to as “the Association”.
- Section 2. It shall not be permissible for any person or persons, entity or entities, to use in connection with functions, publicity, promotion, advertisement, solicitation, and/or the like, of or for or on the behalf of the Association, the name of the Association, or any derivative thereof such as but not limited to “the Andrew High School Music Parents”, “Andrew Music Parents”, or the like, except by the express permission and authority, and under the direction and control of, the Executive Board of the Association, provided however, such name or any derivative thereof shall not be used in such a manner as to hold up the name or the membership of the Association to ridicule, contempt, or derision.

ARTICLE II. OFFICES

- Section 1. The principal office of the Association shall be located at Victor J. Andrew High School, 9001 West 171st Street, Tinley Park, Illinois 60487, unless and until otherwise determined and designated by the Executive Board of the Association without formal amendment of these By-Laws, but otherwise in accord with the pertinent provisions of the Act.

ARTICLE III. PURPOSE AND FUNCTION

- Section 1. The general purpose and functions of the Association are to generate, stimulate, and promote interest in music education at Victor J. Andrew High School, herein referred to as “Andrew High School”.
- Section 2. The specific objectives of the Association are to achieve cooperation between and among the membership of the Association, the personnel of the Andrew High School Music Department, the Administration of Andrew High School, and the Administration and Board of Education of High School District 230, by acts and/or financial assistance in the development, maintenance and advancement of music education at Andrew High School.

ARTICLE IV. MEMBERSHIP

- Section 1. The following persons shall be eligible for membership in the Association:
- (a.) Parents and guardians of students enrolled in any music course at Andrew High School.
- Section 2. A voting member, with regard to election of officers, shall mean a person, who is described in Section 1 of this Article IV and who, in addition thereto,
- (a.) Has attended and signed in at least three meetings during the year, next preceding the meeting at which such person intends to cast a vote.
- Section 3. Each adult member of a family or household unit shall be considered an individual member of the Association for voting and other purposes. Attendance by any individual shall be considered a single attendance of said member; it shall not be considered attendance by the entire family or household unit.
- Section 4. The word "member" where used in these By-Laws in the context of or in connection with the exercise of voting privileges shall be deemed as described, defined, and designated in Section 2 and Section 3 of this Article IV.

ARTICLE V. MEMBERSHIP MEETINGS

- Section 1. No less than five (5) membership meetings shall be held during each school year. The meeting shall commence at 7:30 p.m. at the Andrew High School Music Department. The Executive Board and the Music Directors prior to the commencement of the school year shall determine meeting dates.
- Section 2. Membership meetings may include a report from each officer of the Association, Committee Chairpersons, the Music Director, and the Andrew High School Administrative Representative, present or by proxy, as appropriate or necessary. Other business may be presented by the membership from floor.
- Section 3. The membership shall elect officers of the Association at the May meeting, if needed. Officers and Committee Chairpersons shall be installed at the last meeting of the school year.
- Section 4. Special Meetings:
- (a.) Special meetings may be called by the President, Department Head, or Andrew High School Principal or Administrative Representative.
 - (b.) Notice of such special meetings shall be given to the membership at least three (3) days prior to such proposed special meetings, in writing and stating the time, date, and purpose of the meeting.
 - (c.) No business other than that stated as the purpose of the meeting shall be brought before the membership at such meeting.
- Section 5. A quorum for any membership meeting shall consist of a number of members equal to one-third (1/3) of the membership or ten (10) members, whichever is less. A majority of those voting shall decide any question presented, provided the total vote equals a quorum.

ARTICLE VI. OFFICERS

Section 1. The Officers of the Association shall be as follows:

- (a.) President
- (b.) 1st Vice President
- (c.) 2nd Vice President
- (d.) Secretary
- (e.) Treasurer
- (f.) Fundraising Chairperson

Section 2. Election of Officers shall be by majority vote of the membership. At its March meeting, the Executive Board shall appoint a special Nominating Chairperson. The Nominating Chairperson shall present to the membership at the next ensuing April meeting a slate of candidates, consisting of at least one candidate per office. Nominations will be closed 1 week prior to the April meeting. In the event of more than one candidate for a single office, election shall be by secret ballot at a meeting in May.

Section 3. Only those persons described in Article IV of these By-Laws shall be eligible to run for and hold office in this Association.

Section 4. The officers shall take office upon election or upon appointment if an appointment is made to fill a vacancy. There will be a transitional meeting after the election no later than May 15th, at which time all responsibilities, files, data, etc. will be transferred to the new board. A vacancy shall exist if no member is elected or is a member resigns an office to which he/she is elected.

Section 5. If an officer of the Association shall be absent from three (3) consecutive meetings, he/she shall be removed from the office. When an officer is removed, such vacancy shall be filled pursuant to motion by the membership from the floor, or by the Executive Board, to be voted upon by the general membership or otherwise provided herein.

ARTICLE VII. DUTIES OF OFFICERS

Section 1. The President shall:

- (a.) Preside over all membership and Executive Board meeting.
- (b.) Appoint chairpersons of committees.
- (c.) Fill vacancies as provided in these By-Laws.
- (d.) Serve as a member ex officio of all committees except the Nominating Committee.
- (e.) Exercise general supervision of all interests of the Association and perform such other duties as customarily and usually pertain to the Office of the President.

Section 2. The Vice Presidents shall:

- (a.) Preside in the absence of the President.
- (b.) Perform any duties designated by the President.

Section 3. The Secretary shall:

- (a.) Keep clear, current, and accurate written minutes of all meetings of the membership and keep clear, current and accurate written minutes of all meetings of the Executive Board only if action is taken.
- (b.) Notify the membership and Executive Board of all meetings.
- (c.) Attend to and read all correspondence.
- (d.) Maintain an accurate and current list of all members, committees, and the like.
- (e.) Maintain and preserve all important documents, papers, references, and the like pertaining to the Association.
- (f.) Perform and discharge such other duties as customarily pertains to the Office of Secretary and/or as are designated by the President of the Association.

Section 4. The Treasurer shall:

- (a.) Be responsible for all receipts and disbursements of the organization, except in an emergency. No other individual shall be responsible for depositing money into an account established by the organization except the elected treasurer.
- (b.) Maintain an accurate and current account of all monies received and expended by the Association.
- (c.) Pay bills authorized by the membership or the Executive Board, as otherwise appropriate and provided in these By-Laws.
- (d.) Report the financial status of the Association at each meeting.
- (e.) Cause an annual audit to be made of the financial records of the Association prior to the May meeting of the membership, from which the Treasurer shall cause an annual report to be compiled and submitted to the membership at the May meeting for their approval.

Section 5. The Fundraising Chairperson shall:

- (a.) Coordinate all fundraising activities for the music program.
- (b.) Serve as a member of the fundraising committee.
- (c.) Perform any duties designated by the President.

Section 6. Transfer of Office

- (a.) All officers and/or Committee Chairs shall deliver to their successors all equipment (including but not limited to keys, swipe keys, equipment, etc.) at the transitional meeting in May (refer to Article VI, Section 4).

ARTICLE VIII. COMMITTEES, CHAIRPERSONS, DUTIES *

- Section 1. Special Committees may be created by the Executive Board, such as, but not limited to:
- (a.) Fundraising
 - (b.) Uniforms
 - (c.) Publicity
 - (d.) Food/Lodging
 - (e.) Banquets/Hospitality
 - (f.) Props
 - (g.) Transportation
 - (h.) Chaperones
- Section 2. The Andrew High School Music Director(s) shall be ex-officio members of the appropriate committees, who shall act as advisors thereto, make necessary recommendations as to the needs of the various music groups, and keep the membership advised as to the matters of interest relating to the Music Department.

ARTICLE IX. EXECUTIVE BOARD

- Section 1. The Executive Board of the Association shall be comprised of the Officers of the Association, the Andrew High School Music Director(s), and the Andrew High School Administrative Representative.
- Section 2. The Executive Board shall:
- (a.) Recommend and be responsible for executing plans voted by the membership.
 - (b.) Prepare a budget, which will be presented by the Treasurer and approved by the Executive Board.
 - (c.) Approve all expenditures, provided however, the Executive Board may not approve any unbudgeted expenditures in excess of \$500.00. Unbudgeted expenditures in excess of \$500.00 shall be voted upon and solely approved by the membership at the next regular meeting.
 - (d.) Expenditures for gifts for outgoing officers shall be limited to \$50.00 per person. The executive board must approve by a majority vote any other gifts that might be warranted throughout the year, for example: gifts for other involved parent, volunteers, student teachers, etc. (This addition to the By-Laws was approved by a majority vote at a regular meeting of the Music Parents on April 8, 1998 and immediately became part of the By-Laws.)
- Section 3. Executive Board Meetings:
- (a.) The Executive Board shall hold meetings at such time and place designated by the President of the Association.
 - (b.) Members of the Executive Board shall be given appropriate notice of all meeting of the Board.

- (c.) A quorum for such meetings shall be three (3) Executive Board members, and a majority vote shall determine all issues presented before the meeting.

ARTICLE X. AMMENDMENTS TO BY-LAWS

Section 1. Amendments to or repeal of (any of) these By-Laws may be proposed by any member of the Association at any regular membership meeting. At the next regular membership meeting a two-thirds (2/3) majority vote of those present is required in order to adopt the proposed changes.

ARTICLE XI. DISSOLUTION

Section 1. Manner of Dissolution: This Organization may dissolve its organization in the following manner:

- (a.) The Executive Board shall adopt a resolution recommending the Organization be dissolved and directing that the question of such dissolution be submitted to vote at an open membership meeting of members having voting rights (per article IV section 2).
- (b.) Approval of dissolution of this Organization shall require the affirmative vote of at least two-thirds (2/3) of the members present and entitled to vote (per article IV section 2) at the meeting; a quorum being present.

Section 2. Notice of Dissolution: Written notice stating the recommendation of the Executive Board shall be given to each member entitled to vote at such meeting at least thirty (30) days prior to the date of such meeting.

Section 3. The Necessary governmental bodies shall be notified of such dissolution, and all necessary papers filed with these agencies.

Section 4. In the event of the dissolution of this Organization, its assets shall be distributed for one or more the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1954 as from time to time amended.

(Amended By-Laws presented to voting members for review on March 6th 2019)

The above Andrew High School Music Parents Association By-Laws and all it's articles were approved by the following Executive Board Members:

_____	_____
Marie Kole - President	Date

_____	_____
Leonard Pabisinski - 1 st Vice President	Date

_____	_____
Cheryl Doody - 2 nd Vice President	Date

_____	_____
Nancy Evens - Treasurer	Date

_____	_____
Jamie Welling – Secretary	Date