

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, February 16, 2023)

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 currently enrolled in any music related program (band, choir, symphonies, winter guard, winter percussion at Andrew High School.

Section 2. For the election of officers, a voting member 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 two meetings during the academic year prior to the nomination/election meeting (see Article VI, section 2 Or

(b.) Has served a significant volunteer role such as a committee chair, sub-committee chair, or ?

Section 3. Each parent or guardian of an actively enrolled student 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.

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. Virtual meetings, when necessary, may be substituted for in-person meetings.

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. 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 4. 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.) First Vice President
- (c.) Second Vice President
- (d.) Secretary
- (e.) Treasurer
- (f.) Fundraising Chair

Section 2. Election of Officers

- a. Nominations for all officers will occur during the March meeting by the Chair of the nominating committee. The Chair of the nomination committee shall be appointed the president with the approval of the Executive Board. Nominations may also be accepted via email up to one week before the April meeting
- b. At the April meeting, the Chair of the nomination committee will present the nominations. If an officer position is not contested (only one person nominated) than no election for that position is required and the individual shall be assumed elected,
- c. If there is a contested officer position, the membership shall elect officers at the May meeting by secret ballot. A simple majority of present eligible voters will determine the outcome of the election.
- d. Only members as defined by Article 4 Section A and members eligible to vote as defined by Article IV, section B shall be eligible to run for and hold office in this Association.

Section 3. The officers shall take office at the end of the state's fiscal year (June 30) upon election or upon appointment if an appointment is made to fill a vacancy. There will be a transitional meeting after the election after May 15th, at which time all files, data, etc. will be transferred to the new board.

- Section 4. A vacancy shall exist if no member is elected, or a member resigns an office to which he/she is elected. In such circumstances, the President may nominate a member meeting the requirements of Article 4 Section A and B to the position. Such nomination will be approved by majority vote of the executive board. The nominee will assume responsibilities of the office upon the vote of the executive board.
- Section 5. If an officer of the Association shall be absent from three (3) consecutive meetings, he/she maybe removed from the office by majority vote of the remaining executive board members. When an officer is removed, such vacancy shall be filled pursuant to the processes described in Section. 4.
- Section 6: Removal elected and appointed officers: An elected or appointed member to the band board may be removed due to malfeasance, dereliction in duties, or abandonment of the position. To remove an elected member, 15 voting eligible members may sign a petition requesting a vote of removal or the remaining band board members may unanimously vote to recommend the removal of said officer. If either condition is met, at the next general membership meeting, all eligible voting members will cast a vote. Removal requires a 60% vote of those present in favor of removal.

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.
- (g) Submit annual tax forms as required by federal and state law.

Section 5. The Fundraising Chairperson shall:

- (a.) Coordinate all fundraising activities for the music program including recruiting sponsors, advertisers, and shout-out ads for the annual Marching Band Competition.
- (b.) Serve as the Chair 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 3).

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, and non-voting ex-officio 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 \$2000.00. Unbudgeted expenditures in excess of \$2000 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 February 16, 2023)