

Leesville Road Middle and High School Orchestra Booster Organization

CONSTITUTION

Article I: Name

1. This non - profit corporation shall be known as the Leesville Loure's

Article II: Purposes

1. To provide active support and assistance to the Leesville Road Middle and High School Orchestras and their approved activities, under the direction of the Orchestra Director, School Administrations, and School Board.
2. To provide a vehicle for informing and acquainting orchestra parents the Orchestra Director's goals, programs and support needs.

Article III: Structure

1. Under the provisions specified by the bylaws, this organization will be governed by elected officers as part of the executive committee, and the membership with the cooperation of the orchestra director, and school administrators. The principals and other school officials are ex-officio members with no voting rights.

BYLAWS

Article I: Membership

1. Qualifications of Membership-

Members shall consist of any person who is interested in the active support of the organization, its Bylaws, and its mission as related to the Orchestras.

Article II: Officers

1. General Guidelines -

- * The Executive Committee will consist of four elected officers (President, Vice President, Secretary, and Treasurer), Orchestra Director, Principal of Leesville Road High School, Principal of Leesville Road Middle School, Committee Chairs, and two students appointed by the Orchestra Director.
- * To hold an office, a member must have a child who is currently active in an orchestra.
- * Only one person of any family may hold an elected office during a term of one year. However, one family may jointly hold an office.
- * No person shall serve as an officer for more than one term in the same office. However, they may serve in succession in other offices.
- * A member shall hold only one office at a time.
- * All officers shall deliver to their successors all official material within 30 days following elections.

2. Nominations -

- * The nominating committee shall attempt to reach each member to establish their interest in serving.**
- * The orchestra director shall also serve on this committee.**
- * The nominating committee must present all names at the April meeting with nominations being accepted from the floor, with the consent of the nominee.**

3. Elections -

- * If there is more than one candidate for an office, election shall be by ballot.**
- * A majority vote of the members present shall constitute an election.**
- * Election of officers will take place at the May meeting and the officers will assume their duties immediately after that meeting.**

4. Duties of the President -

- * The president shall be in communication with the Orchestra Director and all other officers and committee chairs of the organization.**
- * The president shall have supervision over the business affairs of the organization.**
- * The president shall act as judge of all elections and declare results.**
- * The president shall be the chair of the executive committee.**
- * The president shall preside at all executive and general meetings and maintain order.**
- * The president shall enforce a strict observance of the constitution and bylaws of this corporation.**
- * The president shall serve ex officio on all committees except the nominating committee.**

5. Duties of the Vice President -

- * The vice president is the president elect and shall become president the following year.**
- * The vice president shall perform the duties of the president in the absence of the president.**
- * The vice president shall act in the capacity of coordinator of all fundraising activities and serve as chair of the ways and means committee.**
- * The vice president shall chair the nominating committee.**
- * The vice president shall distribute any literature or materials that are pertinent to planned discussions at all meetings.**

6. Duties of the Secretary -

- * The secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transactions.**
- * The secretary shall keep a copy of the bylaws.**
- * The secretary shall present a written report of minutes at all general**

meetings including a record of all attendees.

* The secretary is responsible for all correspondence and shall perform other duties assigned by the president and the executive committee.

* The secretary is chair of the Communications / Membership / Telephone Committee.

* The secretary's final written report of all duties performed shall be given to the president upon completion of their term of office.

* Upon leaving office, all property of the organization will be given to the successor within 30 days from election.

7. Duties of the Treasurer -

* The treasurer shall be chair of the budget committee and be responsible for presenting the budget to the executive committee for review and presenting this budget to the membership.

* The treasurer shall file appropriate tax forms as necessary to preserve the tax - exempt status of the corporation.

* The treasurer shall receive all funds due the corporation, issue appropriate receipts, be solely responsible for deposit of funds in a designated depository determined by the executive committee, and shall pay all bills upon authorization of the executive committee. Checks must be signed by the president and treasurer. In extreme emergencies the vice president can sign a check in the place of the president. Two signatures are required on each check.

* The treasurer shall keep account of funds held by individual students and carry said accounts over from year to year.

* At all meetings, the treasurer shall submit a written report to the president and secretary. This report shall include the beginning balance of Leesville Loure's account, itemized income, interest earned, itemized expenses, and ending balance.

* In an emergency and on approval of the president, the treasurer can disperse funds up to a limit of one hundred dollars. Such disbursements shall be reported to the organization at the next general meeting.

* Records will be audited at the end of each school year by an independent professional auditor.

* The treasurer shall prepare a summary of expenses and give said report to the president upon completion of their term of office.

* Upon leaving office, all property of the organization will be given to the successor within 30 days from the election.

* During the summer months of June and July, the treasurer shall pay any bill of two hundred dollars or less when so ordered by the majority of the executive committee without the approval of the general membership.

* All disbursements will be made by check and all deposits in the name of Leesville Loure's.

8. Vacancies -

- * Elected offices vacated during the year shall be filled upon nomination of the president and upon approval of the executive committee.
- * Any officer or committee chair may be removed by a two - thirds vote of the executive committee, but such removal shall be without prejudice to the contract rights of any person so removed.

Article III Meetings

1. General Meetings-

- X * The general meeting of Leesville Loure's shall be held on the first Thursday of every month from August to June beginning at 7:00 P.M. in the HS Auditorium unless otherwise directed by the executive committee.
- * The last meeting of the school year shall be known as the annual meeting at which time annual reports shall be received and officers for the following year will be elected.
- * In the event of a scheduled conflict with the Art Departments, a meeting may be rescheduled determined by the executive committee.
- * Meetings shall be open to all members.

2. Special Meetings -

- * Special meetings may be called at the discretion of the executive committee or the orchestra director.
- * Business transacted at all special meetings shall be confined to the objects stated in the call and matters germane thereto.

- 3. Quorum -

- * 6 Members at any general meeting shall constitute a quorum at such meeting, provided that at least two members of the executive committee (one of whom must be the president or vice president) are present.
- * A majority vote from the quorum shall be sufficient to carry a motion.

4. Executive Committee Meetings -

- * Executive committee meetings shall be held at any time by call of the president with reasonable prior notice.

5. Order of Business -

- * Call to order
- * Secretary's report
- * Treasurer's report
- * Committee reports :
- * Orchestra Director's report
- * Unfinished business
- * New business
- * Adjournment

Article IV: Committees

1. Executive Committee -

- * The president is the chair of the executive committee.
- * The purpose of the executive committee shall be to facilitate business at

general meetings. This shall include the following:

- ^ To review the plans and activities of the other committees
- ^ To evaluate the plans of the ways and means committee for fundraising projects and to select and present appropriate options to the membership for approval or modification.
- ^ To recommend to the membership specific expenditures either for the operation of or for the benefit of the orchestras, in keeping with the guidelines of the annual budget.

2. General Committees -

* General committees are those that function from year to year. These committees shall include: Budget, Chaperone / Transportation, Hospitality / Social, Communications / Membership / Telephone, and Ways and Means and Nominating.

* Special committees may be established by the president for specific assignments throughout the year.

* A chair for each committee shall be appointed by the president after consulting with the orchestra director and members of the Executive Committee for recommendations.

***Budget Committee -**

^ The treasurer is the chair of the budget committee.

^ The budget committee shall also consist of the orchestra director, and elected officers.

^ The budget committee shall prepare and submit to the membership a proposed budget at the first general meeting of the school year.

*** Chaperone / Transportation Committee -**

^ The chaperone / transportation committee shall enlist parents to act as chaperones for any music activity as deemed necessary by the orchestra director and investigate, plan and arrange the transportation details of trips by the orchestras.

*** Hospitality / Social Committee -**

^ The hospitality / social committee shall act as hosts for all general meetings, organize social activities for students and membership, and organize receptions following the orchestra concerts.

*** Communications / Membership / Telephone Committee -**

^ The secretary is the chair of the communication / membership / telephone committee.

^ The communications / membership / telephone committee shall keep record of meeting attendance, names, addresses, phone numbers, email addresses, and work numbers of the membership, and gather, publish, and distribute all important information about the activities, accomplishments, and projects of the orchestras to school newspapers, the Leesville Loure's membership, and the community.

^ Be a representative of the Leesville Loure's at all MS and HS PTSA meetings

* Ways and Means Committee -

^ The vice president is the chair of the ways and means committee.

^ The ways and means committee shall recommend those ways of raising funds necessary for financing the activities of the orchestras, the Leesville Loure's and shall coordinate and implement them upon approval of the membership.

* Nominating Committee -

^ The nominating committee shall attempt to reach each member to establish their interest in serving.

^ The nominating committee will facilitate the election process in the April and May meetings.

Article V: Finances

* Leesville Loure's is tax exempt and shall make every effort to maintain its status as a tax exempt corporation.

* Monies or funds raised by, or in the name of Leesville Loure's become the property of the Leesville Orchestras Booster Organization.

* Student account records, are to record each student's earned contribution toward trips or other planned student activities. Funds recorded in these accounts are not the property of individual students and may not be refunded.

* In the event a student moves, graduates, or quits the orchestra, the monies become a part of Leesville Loure's Corporation.

* Parent contributions to support for student earned activities shall be recorded as such.

* Leesville Loure's encourages selling through the fundraising program. Three options are available to students:

^ A student, by selling may pay for the entire trip.

^ A student, by selling may pay for part of the trip and parents pay the difference.

^ Parents pay for the entire trip.

* All monies credited to a student but not used toward a trip for a legitimate reason shall be carried over in the name of that student until the end of their senior year or until the end of their attendance at Leesville Rd. Schools. At that time such monies shall revert to the general treasury of the corporation, except that if the student has a younger brother or sister in the orchestra program, said monies shall be credited to him or her in a timely manner.

Article VI: Dissolution

* Upon dissolution or disbandment of Leesville Loure's Corporation, any and all unallocated cash funds shall be turned over to the school for exclusive use in the orchestra program.

Article VII: Standing Rules

* All matters pertaining to the activities, events, and projects of the orchestras and Leesville Loure's must meet with the approval of the orchestra director, the high school administration and middle school administration, and must be in keeping with the policies of the Wake County Public School System.

* Equipment of the orchestras and Leesville Loure's is not to be lent to any persons or organizations for use outside the school buildings or grounds without the consent of the orchestra director.

* Each member shall have an equal right to speak on all matters brought before the corporation.

* Should any grievance arise within Leesville Loure's Corporation, the following steps shall be taken:

^ The grievance shall be specified in writing and to the person involved at a general meeting.

^ The grievance shall be taken to the school administrations.

Article VIII: Amendments

* Any proposed changes or amendments shall be submitted in writing to the executive committee 30 days prior to a general meeting, at which time they will be discussed and voted on.

* These bylaws shall be read at each April meeting and be reviewed for revision beginning in the year of 2005.

Leesville Loures Amendment to the Bylaws:

The following changes are needed for our bylaws based on change of tax year and for proper controls in maintaining cash accounts:

1. The Fiscal year of the Leesville Loures shall begin on the 1st day of July and end on the last day of June. Effective July 1, 2007. There is a short tax year from January 1, 2007 - June 30, 2007. Dept of Revenue acceptance letter for our 1128 is January 29, 2007.

2. Two signatures are required on check requests over \$1500. (In the original it also says checks can be signed by the president, vice president or treasurer.) The bank has authorization for Mark Stiles and the Treasurer (we did not have a VP so this is what was voted). The reason for change was for control purposes so that not all parties have access to the bank account.