GLENBROOK NORTH BAND PARENTS ORGANIZATION, INC.

BYLAWS

Article I

NAME

~~Section 1~~ BPO Name. The official name of this organization shall be the Glenbrook North Band Parents Organization, Inc., hereinafter referred to as the "the Organization."

~~Section 2~~

Article II

PURPOSES

Section 1 Community Interest. To establish and maintain an enthusiastic community interest in the various functions of the band education program of Glenbrook North High School.

Section 2 Promote Band Education. To promote the education of students of Glenbrook North High School, Northbrook, Illinois, in band and to receive and maintain a fund or funds to use and apply for such educational purposes.

Section 3 Cooperate With GBN. To interact and cooperate with those in charge of the Glenbrook North High School band education program in order to build and maintain an organization that will help promote the general activities of the band education program.

Article III

POLICIES

Section 1 Owned by District 225. It shall be the policy of this Organization that any instruments, music or any other equipment purchased for the band program by the Organization shall become the property of Glenbrook North High School of School District 225.

Section 2 Board to Adopt Policies. It shall be the policy of this Organization that the Board of Directors, as defined in Article XII, section 2, shall adopt from time to time general or specific statements of policy implementing these By-Laws, the purposes of this Organization, and the specific duties of the Board of Directors and of the Organization’s Elected Officers, as defined in Article VI below. These statements of policy are adopted by reference as an appendix to these By-Laws and are enforceable as such until amended or rescinded by majority vote of the Board of Directors.

Section 3 Tax-Exempt Purpose. In furtherance of the specific organizational purposes set out in Article II, Section 2 of these By-Laws, relating to reception and maintenance of funds in a manner complying with the exempt organization provisions of the Internal Revenue Code and its regulations, it shall be the policy of this Organization to provide and disseminate to its membership specific policies and standards with respect to fund raising and student accounts as adopted by the Board of Directors on September 1, 1992, and subsequent amendments to that policy, if any, are hereby appended to these By-Laws pursuant to Article Ill, Section 2 of these By-Laws of the Organization.

Article IV

MEMBERSHIP

Section 1 Voting Members. The voting members of the Organization shall consist of parents or guardians of ~~participating~~ students participating in the curricular and/or extracurricular ~~in~~ the band program of the Glenbrook North High School.

Section 2 Non-Voting Associate Members. Any other interested adults, band alumni, or parents of band alumni are welcome as associate members without voting privileges.

Section 3 Payment of Dues Not Required. Membership in the Glenbrook North Band Parents Organization, Inc. is not contingent upon the payment of dues.

Article V

FISCAL YEAR AND FINANCE REPORTS

Section 1 Fiscal Year. The Organization shall operate on a fiscal year commencing July 1st through June 30th.

Section 2 Audit Committee. Before the end of the school year, the President shall appoint an audit Committee comprised of at least two (2) members of the Glenbrook North Band Parents Organization, one of whom must not be a member of the current elected Board, with accounting, audit or relevant business experience to review financial records of the Organization.

Section 3 Audit Results. The President and the Treasurer shall be present during the audit but will not take an active role in the audit. The audit must be completed prior to ~~the~~ September 1 ~~General Meeting~~, at which time printed copies of the audit results will be available for review to the members of the Organization ~~by all members present~~.

Section 4 Financial Statement. A financial statement showing the financial condition of the Organization shall be prepared each month and submitted to the elected Board of Directors of the Organization. A financial statement shall be made available for review to the members of the Organization at the May General Meeting.

Article VI

OFFICERS, ELECTIONS AND DUTIES

Section 1 Election of Officers. Officers of the Organization shall be elected from the voting membership.

Section 2 Nominating Committee. The President shall appoint a nominating committee (“Nominating Committee”) of no less than three and no more than five voting members of the Organization, including at least one member of the current elected Board, other than the President no later than March 15th of each year to be approved by the Board of Directors. All voting members of the Organization are eligible for appointment to the Nominating Committee.

 Section 3 Announcement of Nominating Committee. Following the approval of the Nominating Committee by the Board of Directors, an announcement of the committee membership and purpose shall be placed on the Organization’s website. The Nominating Committee shall accept, through a date to be designated by the Board, nominations of voting members of the Organization and shall consider these nominations for election of Officers and shall report its recommendations to the Board of Directors no later than ~~the April Regular Board Meeting~~ three weeks prior to the May General Meeting.

Section 4 President. The position of the office of President shall be filled by a person with a minimum of one year of prior Board service in the Organization unless the voting members agree to waive this requirement.

Section 5 Election of Officers. The Officers shall be elected annually at the May General Meeting by a majority of the voting members present.

Section 6 Officer Term July to June. The Officers shall assume their duties effective July 1 following their election. The June meeting of the Board of Directors will be a joint meeting of the incoming and outgoing elected members.

Section 7 Elected Officers. The elected officers (“Elected Officers” or “Officers”) of the Organization shall be:

1. President

~~2. First Vice President(s) (Student Fundraising)~~

~~3. Second Vice President(s) (Hospitality)~~

~~4. Third Vice President(s) (External Projects)~~

2. Hospitality Chairperson(s)

3. Events and Fundraising Chairperson(s)

~~5.~~ 4. Treasurer

~~6.~~ 5. Secretary

6. Chaperone and ~~Callup~~ Volunteer Chairperson(s)

7. Communications: Website Chairperson(s)

8. Communications: Social Media/Publicity Chairperson(s)

~~9. Publicity Chairperson~~

9. Uniform /Apparel Chairperson(s)

10. Friends of the BPO Chairperson(s)

~~11. Color Guard Representative~~

11. Marching Band Set Chairperson

~~12. Friends of the BPO Chairperson(s)~~

With the exception of the Events and Fundraising Chairperson(s), any office noted above in the plural "(s)" may be shared by no more than two (2) people, each of whom is entitled to one vote at Board meetings.

Section 8 Two Year Term Limit Generally. No single office, as listed in Section 7 above, may be held more than two (2) consecutive years by the same person. Only voting members of the Organization may hold an elected office. A period of six (6) months or more constitutes a full term of office. If the Nominating Committee is not able to identify a suitable candidate for an Officer position after a reasonable search, they may nominate an Officer to serve beyond the two-year limit, except for the offices of President and Treasurer, which shall require a separate amendment.

Section 9 Officer Resignation. Any officer may resign by submitting his or her resignation in writing to the Secretary. The Secretary shall notify the President or acting President of the action as soon as possible.

Section 10 President Duties. The President shall preside at all meetings of the Organization, appoint all committee chairpersons and shall be an ex-officio member of all committees except the nominating committee.

~~Section 11 First Vice President. The First Vice President(s) shall assume the duties of the Student Fundraising Chairperson(s) and shall be responsible for the planning and execution of student fund raising activities with the approval of the majority of the Board.~~

Section 11 Hospitality Chairperson(s). The Hospitality Chairperson(s) shall assume duties determined on an ongoing basis by the Board but to generally include oversight and management of internal service projects including, among others, special snacks and meals and Organization sponsored meetings and social events.

~~Section 12 Second Vice President. The Second Vice President(s) shall assume the duties of the Hospitality Chairperson(s) with duties determined on an ongoing basis by the Board but to generally include oversight and management of internal service projects including, among others, special snacks and meals and Organization sponsored meetings and social events.~~

Section 12 Events and Fundraising Chairperson(s). The Events and Fundraising Chairperson(s) shall assume the duties determined on an ongoing basis by the Board but to generally include oversight and management of external projects and events as well as be responsible for the planning and execution of student and BPO fund raising activities with the approval of the majority of the Board.

~~Section 13 Third Vice President. The Third Vice President(s) shall assume the duties of the External Projects Chairperson(s) with duties determined on an ongoing basis by the Board but to generally include oversight and management of external projects and events including, among others, Festa Italiana and Concert in the Park.~~

Section 13 Treasurer. The Treasurer shall be bonded and shall collect all funds due the Organization. These funds will be placed in an interest-paying account in a financial institution or money market fund as directed by a majority of the Board of Directors. Funds will be disbursed, subject to review by the Board, by the Organization’s checks and signed by any authorized bank signatory. Checks $500 or greater shall be signed by any two authorized bank signator. Authorized bank signatories are the Organization’s President, ~~any First, Second or Third Vice President, the~~ Treasurer or ~~the~~ Secretary.

Section ~~15~~14 Secretary. The Secretary shall keep records and minutes of all meetings and attend to all official correspondence. A copy of the minutes of all meetings shall be sent to the Band Directors and to the Board of Directors, and to such other persons as the President directs. The Secretary shall notify the membership of all meetings and shall assume other responsibilities as assigned by the Board.

Section ~~16~~15 Chaperone and ~~Callup~~ Volunteer Chairperson. The Chaperone and ~~Callup~~ Volunteer Chairperson(s) shall be responsible for recruiting volunteers for equipment movement and acquisition at football games and marching band competitions, arranging chaperones for band camp, trips, and any other special events as specified by the band director(s) and approved by the Board of Directors. The Chaperone and ~~Callup~~ Volunteer Chairperson(s) shall also direct the activities of the ~~Callup~~ Volunteer Committee which shall be used on an ad hoc basis to contact voting members of the Organization to obtain their participation and assistance for special events or for other such purposes as designated by the President.

Section ~~17~~16 Communications: Website Chairperson(s). The Communications: Website Chairperson(s) shall be responsible for maintaining the Organization's website ~~and social media presence~~ and other such communications as designated by the President.

Section 17 Communications: Social Media/Publicity Chairperson. The Communications: Social Media/Publicity Chairperson shall be responsible for publicizing all organizational functions in community and school media as well as maintain the Organizations social media presence.

Section ~~19~~18 Uniform/Apparel Chairperson. The Uniform Chairperson(s) shall be responsible for organizing, distributing and collecting the marching band uniforms and any other apparel relating to band as well as maintaining the marching band seat covers.

~~Section 20 Color Guard Representative. The Color Guard Representative shall be responsible for welcoming the Color Guard and their parents; collecting contact information; liaising with and providing information to Color Guard, their coach and the BPO; and otherwise assisting the Color Guard.~~

Section 19 ~~21~~ Friends of the BPO Chairperson. The Friends of the BPO Chairperson(s) shall assume the following duties: collecting, tracking and publicizing the donations from Friends of the BPO~~;~~ and arranging, selling and distributing spirit wear for the students and parents~~; and handling all aspects of Trivia Night for Friends of the BPO~~.

Section 20 Marching Band Set Chairperson. The Marching Band Set Chairperson coordinating the design and/or purchasing of marching band set pieces with band directors, organizing any necessary construction or assembly of set pieces with assistance from parent/student volunteers, and directing set assembly (with assistance from chaperones) at Marching Band events.

Section ~~22~~21 Standing Committees. The President may create committees (“Standing Committees) as necessary to promote the objectives of the Organization and shall appoint Chairpersons of such Standing Committees to serve for terms of one year, extendable by the then President.

Section ~~23~~22 Band Director. The Band Director(s) shall serve in an advisory capacity for all offices.

Article VII

GOVERNANCE

Section 1 Board of Directors. The business and affairs of the Organization shall be managed by a Board of Directors (the “Board”)

Section 2 Board of Directors Members. The membership of the Board of Directors shall consist of the Elected Officers.~~, and t~~ The Band Director(s), student Band Staff President and student Color Guard Captain, though not members of the Board of Directors, shall be invited to attend the Regular and Special Board Meetings and update the Organization Board of Directors as appropriate.

Section 3 Removal of Director. Any Elected Officer of the Board of Directors may be removed from his/her position for failure for any reason to properly perform the duties of that position or for actions deemed detrimental to the purposes or contrary to the policies of the Organization. Such removal shall be made and approved by a majority of the Elected Officers. Any such action shall be taken only at a closed special meeting duly called for that purpose and shall be kept confidential.

Section 4 Board Vacancies. Vacancies on the Board of Directors, however arising, may be filled for any unexpired portion of a term by majority vote of the Board of Directors present and constituting a quorum at any Regular Board Meeting or any Special Board Meeting called for said purpose.

Section 5 Completion of Term. A member of the Board of Directors, with the approval of the Board, will be allowed to complete his/her term of office even though his/her child is no longer participating in the band education program.

Section 6 Board Quorum and Majority. Except as otherwise expressly provided herein, all resolutions, appointments, appropriations, directions or other acts of the Board of Directors shall be by a majority of those present and constituting a quorum as defined under Article Vlll. Section 3.

Article VIII

MEETINGS OF THE BOARD OF DIRECTORS

Section 1 Regular Board Meetings. Regular meetings of the Board of Directors (“Regular Board Meetings”) shall be held on the first Monday of each month, September through June, unless rescheduled in advance. Notice of all Regular Board Meetings shall appear on the Organization’s website. Regular Board Meetings are open to all Organization members and to guests invited by the President.

Section 2 Special Board Meetings. Special meetings of the Board of Directors (“Special Board Meetings”) may be called at any time by the President or by any two members of the Board of Directors.

Section 3 Board Quorum Defined. A majority of the elected members of the Board of Directors shall constitute a quorum for the transaction of business at Regular or Special Board Meetings.

Section 4 Officer Presiding at Board Meetings. At all meetings of the Board of Directors, the President, ~~First Vice President, Second Vice President, Third Vice President, or~~ Treasurer, Hospitality Chairperson(s), or Events and Fundraising Chairperson(s), in the order stated, shall preside, if present.

Article IX

MEETINGS OF THE ORGANIZATION

Section 1 General Meetings. The Organization shall have at least one General Meeting each year to be held in ~~General Meetings of the Organization shall be held in September and~~ May (the ~~“September General Meeting” and the~~ “May General Meeting”), unless otherwise rescheduled by a majority vote of the Board of Directors. All members shall be notified of a General Meeting and its time and place by the Secretary.

Section 2 Special General Meetings. Special General Meetings may be called by the President as the need arises, upon five days’ notice to the general membership of the time, place, and purpose.

Section 3 Quorum Defined. Voting members present at a General or Special General Meeting of the Organization shall constitute a quorum.

Section 4 Votes. At every General or Special General Meeting of the Organization each member attending shall be entitled to one vote, although the privilege of introducing motions shall be limited to the Directors.

Section 5 Officer Presiding at General Meetings. At all General or Special General Meetings of the Organization, the President, ~~First Vice President, Second Vice President, Third Vice President, or~~ Treasurer, Hospitality Chairperson(s), or Events and Fundraising Chairperson(s), in the order named, shall preside. Any Board member listed above may be designated by those present to preside over the meeting.

Article X

AMENDMENTS

 Amended at General Meeting. These By-Laws may be amended at any General Meeting of the Organization by a majority vote of the members present and voting provided that the amendment has been presented at the preceding Regular Board Meeting. Proposed amendments must be published on the Organization’s website at least 30 days ~~preceding~~ prior to the next scheduled General Meeting of the Organization.

Article XI

DISSOLUTION

 Assets After Dissolution. In the event of dissolution of the Corporation, all of its assets, after all debts are paid, shall be turned over to the band education program of Glenbrook North High School to be used for the purposes described in Article II of these By-Laws. In the event the band education Program ceases to exist, all assets go to the Music Department of Glenbrook North High School.

Article XII MISCELLANEOUS

 Headings. The headings of this document are for convenience and shall not be interpreted to limit or otherwise affect the provisions of the Bylaws.