

BY-LAWS OF THE HIGHLAND BAND PARENT ASSOCIATION LTD.
Highland , Illinois

ARTICLE I

NAME: The name of this local organization shall be the Highland Band Parent Association, LTD.

ARTICLE II

The objectives of this local organization shall be:

To support the instrumental music program of the Highland Community Schools,

To encourage the study of instrumental music for vocation or avocation,

To provide a common bond between the band students, the Band Directors, the school, and the parents.

ARTICLE III
POLICIES

Section 1.

This association shall be noncommercial, nonsectarian, and nonpartisan. The name of the

association or the names of any members in their official capacities shall not be used in connection with any commercial concern, or with any partisan interest, or for any reason other than that which will help promote the Objectives of this organization.

Section 2.

Fund raising projects shall not be conducted without the approval of the Superintendent of Schools or his designee.

Section 3

The Executive Board shall review the bylaws yearly.

ARTICLE IV
MEMBERSHIP

All parents or guardians of band students, Grades 5 through 12, in any of the Highland

Community Schools are members of the association during such time as said students are members of the school bands.

ARTICLE V OFFICERS AND THEIR ELECTIONS

Section 1.

- a. The officers of this association shall be a President, a Vice President, a Secretary, and a Treasurer.
- b. Officers shall be elected annually at the regular March meeting.
- c. Officers shall assume their official duties immediately following the regular March meeting.

Section 2.

- a. The nominating committee shall consist of at least two members.
- b. The nominating committee shall select one nominee for each office to be filled and report to the membership at the regular March meeting.
- c. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor.
- d. Only those persons who have consented to serve shall be eligible for nomination.
- e. A simple majority of the members present at the March meeting is needed to elect new officers.

Section 3.

- a. A vacancy occurring in the Office of Vice President, Secretary or Treasurer shall be filled for the unexpired term by a member elected by a majority vote of the remaining members of the Executive Committee.
- b. In the event of the absence or the inability of the President to discharge the duties of the office, such duties shall be performed by the Vice President. In the event of the death or resignation of the President, the Vice President shall become President.

ARTICLE VI DUTIES OF THE OFFICERS

Section 1.

The president shall preside at all meetings of the association and shall perform such other duties as may be prescribed by these by-laws or assigned to him/her by the association or by the Executive Committee, and shall coordinate the work of the officers and committees.

Section 2.

The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of the President to serve.

Section 3 .

The secretary shall record the minutes of all meetings of the association and of the Executive Committees, handle all correspondence of the association, give notice of the meetings, and shall perform such other duties as may be delegated by the association.

Section 4.

The Treasurer shall receive all moneys of the association; shall keep an accurate record of receipts and expenditures; and shall pay out funds in accordance with the approved budget as authorized by the association. The Treasurer shall present a financial statement at every meeting of the association and at such other times when requested by the Executive Committee.

The Treasurer shall have accounts ready for examination by an Auditing Committee, composed of all incoming officers, at the close of the last regular meeting of the school year.

Section 5.

All officers shall perform the duties prescribed in these bylaws in addition to duties assigned by the association at regular meetings.

All officers shall deliver to their successors all official material as soon as possible after the elections.

ARTICLE VII MEETINGS

Section 1

Regular meetings of this association shall be held as determined by the Executive Committee. Special meetings, regular in scope, may be called by a majority vote of the members present at any regular meeting of the association.

Section 2

The majority of the members present shall constitute a quorum for the transaction of business at any regular or special meeting of the association.

Section 3

The privilege of holding office, introducing motions, debating and voting shall be limited to parents or guardians of children involved in the instrumental music program in the Highland School District t (parent or guardian members of the association).

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1

The Executive Committee shall consist of the officers of the association.

Outgoing officers shall remain as members of the Executive Committee in the interval between the March meeting and the end of the regular school year.

Section 2

The duties of the Executive Committee shall be to transact necessary business in the intervals between meetings of the association and such other business as may be referred to it by the association; to create standing committees; to approve the plans of work of standing committees; and to present a report at the regular meetings of the association.

Section 3

Meetings of the Executive Committee may be called by the President or by a majority of the members of the Executive Committee.

ARTICLE IX BOARD OF DIRECTORS

Section 1

The elected officers, one parent representative from each high school class, one parent representing the color guard and one parent representative from the middle school shall constitute the Board of Directors. The band directors may attend the meetings for input into issues discussed. The parent representatives on the board will be appointed by consensus of the Executive Committee and will serve a minimum of one year .

Section 2

The Board shall supervise the affairs of the association, make recommendations to the fundraising committee , propose amendments to the by-laws, and propose a budget to the association.

Section 3

The Board shall meet at least twice a year at a time designated by the Board.

Section 4

The Board shall represent the association at the School Board Meetings.

Section 5

Parent representatives on the Board will solicit volunteers from their respective constituencies for various events during the year. These representatives will also bring concerns of constituencies to the Board of Directors.

ARTICLE X COMMITTEES

Section 1

Standing committees shall be created by the executive committee as deemed necessary to promote the objectives and carry on the work of the association. The Executive Committee shall select the chairpersons of standing committees.

Section 2

The power to form special committees and appoint their members rests with the association. Since a special committee is created and appointed for a specific purpose,

it automatically goes out of existence when its work is completed and its final report is received.

Section 3

The President shall be an ex-officio of all special committees. The President and the Band Directors shall be ex-officio members of all standing committees.

ARTICLE XI PARLMNTARY AUTHORITY

"Robert ' s Rules of Order Revised" shall govern this association in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

ARTICLE XII

These by-laws may be amended at any regular meeting of the association by a two-thirds vote of the members present and voting, providing notice of the proposed amendment shall have been given at the previous meeting.

The Board of Directors shall submit a revised set of bylaws as a substitute for these bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the Executive Committee.