

SCN Friends of Music Bylaws

Article 1 – General

Name

1.1 The name of the organization shall be **SCN Friends of Music**, hereinafter referred to as FOM

1.1.1 FOM shall have its principal office located at St. Charles North High School. 255 Red Gate Road, St. Charles, IL 60175, Kane County, Illinois.

Purpose

1.2.1 FOM is organized exclusively for charitable and educational purposes with the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Laws) to enhance, support and promote the music programs at St. Charles North High School. This shall be achieved by uniting parents, students, faculty, staff and the community in a way that enhances the sharing of school spirit and provides moral as well as financial support.

1.2.1.1 FOM shall not be empowered to engage, otherwise than as an insubstantial part of its activities, in activities that in themselves are not in the furtherance of the charitable and educational purposes within the meaning of section 501 (c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Laws).

1.2.2 FOM will receive and maintain a fund or funds to use and apply exclusively for such educational purposes either directly or indirectly or to contribute to other organizations set up for similar purposes and which qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code and its regulations.

1.2.3 No part of the net earnings shall inure to the benefit of any member, director, officer or corporation, or any private individual except that reasonable compensation may be reimbursed for services rendered to or for the organization in carrying out any one or more of its purposes.

1.2.4 FOM will support the students of St. Charles North High School participating in music and related activities that benefit the music program.

Article 2 – Membership

2.1 All parents and/or guardians of the students of the Band, Orchestra and Choir at St. Charles North High School are automatically members and considered voting members. No payment of dues shall be required to be a member.

2.2 The Directors of Bands, Orchestras and Choirs are voting members.

2.3 Any other interested adults and parents of music program alumni are welcome as members without voting privileges.

Article 3 – Government

3.1 The business and affairs of FOM shall be managed by an Executive Board, hereinafter known as the Board.

3.2 The membership of the Board shall consist of 6 elected officers: President, Vice President, Treasurer, Secretary, a Communications Officer, a Finance Officer, and a Director Representative of the Music Department of Saint Charles North High School.

3.3 The Music Director Representative shall serve in an advisory capacity for the officers and any committees. The Music Director Representative shall be a voting member of the Board.

3.4 Any elected member of the Board may be removed from a position because of failure for any reason to perform the appropriate duties. Such removal shall be made and approved by a majority vote of the remaining Board members at a special meeting duly called for that purpose.

3.5 Vacancies on the Board, however arising, may be filled for any unexpired portion of a term by majority vote of the Board members present and constituting a quorum at any regular Board meeting or at a special Board meeting called for that purpose. Should the office of President become vacant, the Vice President shall assume the office of President for the remainder of the term of the predecessor in office creating a vacancy in the office of Vice President which shall be filled in the normal manner.

3.6 Except as otherwise expressly provided herein, all resolutions, appointments, appropriations, directions or other acts of the Board shall be by a majority of those present and constituting a quorum at any Board meeting.

3.7 The Board has the authority to create and dissolve committees as needed to fulfill business and activities endorsed by FOM.

Article 4 – FOM Officers

4.1 Officers of FOM shall be elected from FOM membership. Nominations for the Board will be taken in a timeframe that will allow elections to take place and the new Board will be introduced by the end of the school year.

4.2 The officers, except for the President, shall be elected annually. Should there be more than one candidate for an office, voting will be by secret ballot. Unopposed candidates may be elected by a simple affirmation. Elections will be decided by a simple majority of members present and voting.

4.3 The office of the President is fulfilled by the previous year's Vice President.

4.4 The Vice President must accept the obligation to a two year term; the first year serving as Vice President the second year serving as President.

4.5 The officers shall assume their duties effective July 1.

4.6 The officers of FOM shall be a President, a Vice President, a Treasurer, a Secretary, a Finance Officer, and a Communications Officer, each of whom shall also be a member of the Board.

4.7 Any officer may resign by submitting a resignation in writing to the Board.

4.8 The duties and responsibilities of the Officers of FOM shall be those usual to such officers in similar organizations except as otherwise expressly provided herein.

4.9 The President shall preside at all meetings of FOM, and shall be ex-officio member of all committees exceptexcepting for any officer nominating committees. The President shall appoint, as deemed necessary, assistants to the various officers with the advice and consent of the Board. The President, with Board approval by majority vote, is the only officer that shall sign all contracts for FOM sponsored events.

4.10 In the absence of the President, the Vice President shall assume the duties of the President. If the President is unable to complete the term, the Vice President shall assume the office of President for the balance of any unexpired term plus the following year's term expectancy as a result of the obligation of the Vice President to be the following year's President.

4.11 The Treasurer, or designated agent, shall collect all funds due FOM, deposit them in the bank chosen by the majority vote of the Board and disburse the same with the approval of the majority of the Board. Additional duties include: preparing a monthly financial statement to submit to the Board, preparing an annual statement to be made available to the members after the close of the fiscal year and to supply financial records for tax filings and audits. Upon request, the President may appoint an assistant to the Treasurer, subject to the approval by the Board. The position of the Treasurer can be bonded at the expense of FOM.

4.12 The Secretary shall keep records and minutes of all meetings and tend to all official correspondence. In the absence of a specifically designated committee chair for Board approved activities, the Secretary will act as Special Events chair and be responsible to plan and coordinate those assigned events.

4.13 The Communications Officer shall be responsible for the FOM newsletter and all general communications to FOM membership and the community.

4.14 The Finance Officer shall be responsible for the planning and organization of fundraising activities, with the approval of the majority of the Board. Committee chairs will be assigned as needed to support activities.

Article 5 – Committees

5.1 The affairs of FOM shall be managed by the Officers themselves and as delegated to the Board commissioned Committee Chairpersons. The Committee Chairpersons are considered regular members of the FOM and are expected to attend regular membership meetings. All new Committee Chairpersons will be nominated and confirmed by the existing Board.

5.2 Committee Chairpersons shall be responsible to plan and coordinate all Board assigned FOM events such as concerts, Music Department events, fundraisers and community involvement.

5.3 Committee Chairpersons shall periodically report to the Board on the activities of their committee and present a final report to the Board of all activities of that committee.

5.4 Meetings of the Officers and Committee Chairpersons shall be called at a time set by the President. Any members of the FOM may request of the President that a meeting be called and held on a timely basis. Any member of the FOM wishing to appear before the FOM must call or write to the President of the FOM in order to be placed on the agenda of the next membership meeting.

5.5 The Officers and Committee Chairpersons may not authorize spending more than the current available funds.

5.6 A vacancy of a Committee Chairperson may be filled on recommendation of the remaining members of the FOM.

Article 6 – Meetings

FOM General Membership

6.1 General Membership meetings shall be held as deemed necessary by the Board with a minimum of 2 per year.

6.2 A majority of the voting members present shall constitute a quorum for the transaction of business at any membership meeting or special meeting.

6.3 One vote is entitled to each voting member of FOM.

6.4 All meetings shall be conducted in accordance with Robert's Rules of Order Newly Revised, except where the latter is in conflict with these bylaws, and in such event, these bylaws shall govern.

Executive Board

6.5 Meetings of the Board shall be held monthly on dates decided by them.

6.6 Special meetings of the Board may be called at any time by the President or by any two members of the Board with a minimum one (1) day notice.

6.7 A majority of the authorized number of members of the Board shall constitute a quorum for the transaction of business at meetings of the Board. All Board members must be notified in advance.

6.8 At all meetings of the Board, the President, Vice President, or Treasurer, in the order named, shall named shall preside if present. If none of them is present, the meeting will be rescheduled.

Article 7 – Finance, Funds and Reports

7.1 FOM shall operate on a fiscal year commencing July 1 through June 30th. Accounting of the funds of FOM shall be on a fiscal year basis. The financial records may be reviewed yearly and turned over to the elected Treasurer by July 1.

7.2 All funds of FOM shall be deposited in a qualified depository or depositories under the official name of "SCNSaint Charles North High School Friends of Music".

7.3 A budget for the following fiscal year shall be developed by the current Board and available for review by July 1 of the current year. The newly elected Board shall have until October 1 to make revisions and approve said budget.

7.4 Funds may be transferred between fund categories of FOM at the direction of the Board.

7.5 A written Treasurer's summary report showing all deposits and disbursements must be presented at all Board and general membership meetings. DetailsDetail of all deposits and disbursements will be available at all meetings if requested.

7.6 With Board approval by a majority vote, the pPresident may sign contracts on behalf of FOM. No other Board member or Committee chairperson may contractually bind FOM.

7.7 A financial statement showing the financial condition of FOM shall be prepared each month and submitted to the Board. An annual statement shall be made available to the members after the close of the fiscal year.

7.8 The Board, at their discretion, shall have the FOM financial records audited and then reported to the members.

7.9 Any expenditure of FOM funds in excess of \$1,000.00 must be supported by at least three (3) quotations, unless the expenditure is singular in origin and therefore non-competitive in price. This does not require the lowest bid to be accepted, only that the best value is considered.

7.10 At the end of each fiscal year all excess funds beyond those needed for operating purposes will be either spent on music department needs, or placed into a capital expenditure fund for future large purchases. A limited amount of funds will be left in the general fund to ensure sufficient capital is available for the following year.

Article 8 – Amendments

8.1 These bylaws may be amended by a 2/3 majority vote of ballots received from the general voting membership, subject to the approval of the Board.

Article 9 – Non-For-Profit Status

9.1 FOM shall be a non-for-profit organization under guidelines of section 501 (c) (3) of the Internal Revenue Code of 1986.

Article 10 – Dissolution

10.1 In the event that FOM no longer serves the purpose for which it was brought into being, dissolution should be considered. FOM may be dissolved by a two-thirds majority vote of those present at any regular or special meeting of FOM, provided the dissolution has been submitted in writing to the membership at least 30 days prior to the meeting at which the dissolution shall be voted upon.

10.2 In the event of dissolution of FOM, after paying or making provisions for the payment of all liabilities of FOM, the assets shall be distributed to the St. Charles North High School Music Program.

10.3 In the event of the elimination of the Music Program at St. Charles North High School, FOM shall be dissolved. The Board shall determine the disbursement of FOM assets prior to dissolution.