# CONSTITUTION AND BYLAWS

**Amended August 7, 2023 Nicole Plegge, President**

**Lisa Johnson, Treasurer**

**Article I. OFFICIAL NAME**

The official name of this Orchestra Boosters organization shall be Edwardsville School District (ESD) Orchestra Boosters.

**Article II. PURPOSES**

Edwardsville School District Orchestra Boosters is organized exclusively for the advancement of music education among the District 7 Orchestra Programs under section 50l(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

# ARTICLE III.

Section 1.

Section 2.

**ARTICLE IV.**

Section 1.

Section 2.

Section 3.

# MEMBERSHIP

All parents or guardians of students enrolled in the District 7 Orchestra Programs shall be eligible for membership in the organization.

Any other person who is interested in the organization may be designated as an Honorary Member without voting privileges. All District 7 orchestra faculty will be considered Honorary Members in a non-voting capacity.

# OFFICERS

The officers shall be: President, Vice-President, Secretary, and Treasurer. No elected officer may serve in the same office longer than four consecutive years.

After the initial organizational meeting to be held September 19, 2006, the president shall preside at all meetings of the organization, appoint all committees, and shall be ex officio, a member of all committees.

The Vice-President shall assume all the duties of the President in his/her absence.

Section 4.

Section 5

Section 6.

**ARTICLE V.**

Section 1**.**

Section 2.

Section 3.

**ARTICLE VI.**

**ARTICLE VII.**

Section 1.

Section 2.

The Secretary shall keep all records and minutes of all meetings in pennanent fonn and conduct correspondence.

The treasurer shall keep a record of all funds received and disbursed. He/she shall provide monthly financial reports and follow all standard District 7 approved financial procedures.

The term of office shall coincide with the fiscal year, July **1st** of the current year through June 30th of the following year.

**THE EXECUTIVE COMMITTEE**

The Executive Committee shall be composed of the officers of the organization, its immediate past president, and an appointed member of each of the standing committees.

It shall be the duty of the Executive Committee to have general supervision of the affairs of the organization; to prepare a budget for presentation at the last regular meeting of the school year; and to carry on the business of the organization between meetings.

The Executive Committee shall meet before regular meetings to prepare and present a proposed program to the membership at the regular meeting. Additional meetings may be called by the President, as needed.

**EQUIPMENT**

All equipment and materials purchased by the organization shall be for the District 7 orchestra programs and donated to the Edwardsville Community Unit School District 7.

**ELECTIONS**

At its initial, organizational meeting on September 19, 2006, nominations will be made for the President, Vice-President, Secretary, and Treasurer positions. A vote to elect the officers shall occur at the initial organizational meeting.

A nominating committee chairperson shall be appointed by the Nominating Committee at the first regular meeting of each year. The slate will be presented at the next-to-last regular meeting.

Nominations may be made from the floor at the last regular meeting at which time the elections will be held.

Section 3. At the last regular meeting of each school year the officers for the ensuing year shall be elected.

# ARTICLE VIII.

Section 1.

**ARTICLE lX.**

**ARTICLE X.**

**ARTICLE XI.**

**MEETINGS**

The Executive Committee will establish a schedule of regular meetings. At least one week's notice and a statement of purpose shall precede each regular meeting.

# AMENDMENTS TO CONSTITUTION

This Constitution may be amended by submitting a written copy of the proposed amendment either at a special meeting called for the purpose of acting on the proposal or at any regular meeting. If this Constitution is being amended at a regular meeting, the proposed amendment must have first been submitted at the previous regular meeting. A simple majority vote shall be required to amend the Constitution. Members abstaining from the vote will not be counted as voting members.

# EXPENDITURES

All bills and expenses are to be approved at regular meetings of the Executive Committee. Expenses will be approved prior to the expenditure.

# STANDING COMMITTEES

The authorized standing committees shall include a Membership and Nominating Committees. Others may be established by the Executive Committee.

These committees shall consist of no less **than\_\_\_\_** members.

Section 1.

Section 2.

**Membership.** It shall be the duty of the Membership Committee to recruit new members **for** this organization. They will contact the parents of incoming orchestra students and other interested persons. The Membership Committee will organize hospitality and act as a teacher liaison, appointing school representatives as needed.

**Nominating.** lt shall be the duty of the Nominating Committee to present annually a slate of candidates for the officers of Edwardsville School District Orchestra Boosters.

**ARTlCLE XIl.**

**ARTICLE XIll.**

**ARTICLE XIV.**

**PROCEDURE**

Except as otherwise herein provided, Robert's Rules of Order, Newly Revised, govern the procedure of this organization.

**AUDITING**

Edwardsville School District Orchestra Boosters will participate in the audit procedures as established by District 7 for booster clubs and parent organizations. The treasurer will prepare and maintain all records as well as attend the meeting with auditors held during the summer to review records and bank statements.

**DISSOLUTION**

Upon the dissolution of Edwardsville School District (ESD) Orchestra Boosters, assets will be used exclusively for educational purposes, for the advancement of music education among the District 7 Orchestra Programs, within the meaning of section 501(c)(3) of the Internal Revenue Code, or eorresponding section of any future federal tax code.