

Campo Verde High School Orchestra Parent Organization
BYLAWS
(Reviewed 8/03/2020)

Article I: Name

The name of this Organization is the - CVHS Orchestra Parent Organization (OPO)- of Gilbert, Arizona.

Article II: Articles of Organization

The articles of organization include:

1. The bylaws of such organization.
2. The articles of association.

Article III: Objectives

1. The objectives of the CVHS Orchestra Parent Organization are developed through committees, projects, and programs, and are governed and qualified by the basic policies set forth in Article IV.
2. The objectives of the CVHS Orchestra Parent Organization are to:
 - a) Provide support and guidance to the Director of Orchestras regarding performance, educational, and travel opportunities for the ensembles.
 - b) Provide funds for extra materials and programs in addition to what is provided by the district, as determined by the Organization.
 - c) Assist in the Organization of a volunteer program as deemed beneficial to the students.

Article IV: Basic Policies

The following are basic policies of the CVHS Orchestra Parent Organization:

1. This Organization shall be non-commercial, non-sectarian, and non-partisan.
2. This Organization shall work with the school and administration to help provide quality education for all students, recognizing that the legal responsibility to make decisions has been delegated by the people to the Gilbert Governing Board, a.k.a., School Board.
3. This Organization shall work with the school administration, faculty, and students in an effort to:
 - a) Provide quality experiences and activities for all members of Campo Verde High School Orchestras.
 - b) Promote the welfare of the children involved in the CVHS Orchestras_in home, school, and community.
 - c) Maintain a well-informed membership regarding issues directly related to the orchestra community.
 - d) Bring closer relationship between home and school so that parents and teachers may cooperate in the education of the students.

4. This organization shall not, directly or indirectly, participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office (including publishing or distributing statements).
5. This Organization may cooperate with other organizations and agencies concerning child welfare, but persons representing the Organization in such matters shall make no commitments that will bind the Organization.
6. The records of this Organization are open for public review. A CVHS Orchestra Parent Organization Book of Record will be kept at the school and made available upon request for public inspection. This notebook will contain:
 - a) The original bylaws, revised bylaws, and amendments to bylaws.
 - b) Articles of organization.
 - c) Minutes of all meetings.
 - d) Operating budget, approved revisions, and monthly financial reports.
 - e) Current membership enrollment list of names.
 - f) Articles of Incorporation.

Article V: Membership

Membership in the CVHS Orchestra Parent Organization shall be made available with the following terms:

1. All parents and guardians of currently registered CVHS Orchestra students, willing to uphold the policies and subscribe to these bylaws, shall be known as an enrolled member of this Organization.
2. Membership in this Organization shall be made available without regard to race, color, creed, or national origin.
3. This Organization may admit persons to membership at any time. The membership year shall be from July 1st to June 30th.
4. Adult members of this Organization shall be eligible to vote in the business meetings, election of officers, and to serve in any of its elective or appointive positions.

Article VI: Officers and Their Election

1. Officers of this Organization will consist of elected offices of:
 - a) President
 - b) Vice-President
 - c) Secretary
 - d) Treasurer
2. Elective officers shall be elected by secret ballot at the election. In the event there is but one candidate for an office, the ballot for that office may be dispensed with and the election may be held by voice vote.
3. The term of an office shall be one year. The election shall be held in the spring and the newly elected officers shall assume office at the close of the last meeting in April. The months of May and June will be used to transition from former officers to newly elected

officers. A candidate can be elected to the same office for no more than three consecutive years.

4. Any office may have co-officers that share the responsibility of the office. Co-nominees for the office are voted in as a team and will have one collective vote for all decisions voted upon by the Executive Board.
5. If a vacancy occurs in the office of President, the first Vice President shall assume the office of the President. If a vacancy occurs in any other office, a person elected by a majority vote of the Executive Board shall be appointed for the unexpired term, notice of such election being given.
6. A member must appear in person to cast a vote. The Executive Board will determine the voting arrangement.

Article VII: Duties of Officers

1. The President shall:
 - a) Preside at all meetings of the Organization and the Executive Board.
 - b) Be versed and communicate the articles of incorporation and bylaws to committee chairpersons and the Executive Board.
 - c) Coordinate the work of officers and committees of the Organization so that the objectives and policies may be promoted.
 - d) Appoint the chairperson of standing committees, unless there are multiple candidates, which will then call for a vote to be taken.
 - e) Be a member ex-officio of all committees, with the exception of the nominating committee.
 - f) Be one of the Board members authorized to sign the checks of the Organization.
 - g) Perform such other duties as may be assigned by the Organization.
2. The Vice President shall:
 - a) Act as an assistant to the President and perform the duties of the President in the absence or inability of that officer to act.
 - b) Commit to the duties of President in the event the President vacates office for any reason.
 - c) Act as Parliamentarian.
 - d) Perform other delegated duties as assigned.
 - e) Have the option of serving as committee chairman.
3. The Secretary shall:
 - a) Keep an accurate record of the proceedings of all the meetings of the Organization.
 - b) Distribute unofficial minutes to all members (via email) to be approved at the following general meeting.
 - c) Maintain the CVHS Orchestra Parent Organization Book of Record.
 - d) Be prepared to refer to minutes of previous meetings.
 - e) Conduct necessary correspondence for the Organization in cooperation with the Executive Board.
 - f) Perform other delegated duties as assigned.
 - g) Have the option of serving on a committee.

4. The Treasurer shall:

- a) Establish and/or maintain a checking account and other accounts as determined by the Executive Board.
- b) Have custody of all financial records and funds of the Organization and provide an annual report to be kept in the directors office at the end of the fiscal year.
- c) Verify and be responsible for, along with the event chairperson, all monies received, as counted by two committee members. Each shall keep an accurate account of all monies from the event.
- d) Keep a full and accurate account of receipts and disbursements as authorized by the President, Executive Board, or Organization as in accordance with the budget adopted by the Organization.
- e) See that all checks or vouchers are properly signed by two persons (the Treasurer and the President).
- f) Prepare financial statement each month, with copies to be distributed to each Executive Board member and others determined by the Executive Board.
- g) Arrange an end-of-year audit with an auditing committee consisting of not fewer than three members who shall be appointed by the Executive Board.
- h) Make sure that at least \$500.00 is left in the treasury for the next school year.
- i) Shall have the option of serving on a committee.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Failure to provide required reports for 2 meetings will result in removal from office.

Upon the expiration of the term of office, each officer shall turn over to their successor, no later than June 30, all records, books, and other materials pertaining to the office and shall return to the Treasurer, all funds pertaining to the office. The current treasurer must close out his/her records with all records updated by June 30 to be turned over to the new treasurer. In case of resignation: all records, books, and other financial materials will be turned over to the president within 30 days of resignation.

Article VIII: Executive Board

1. The Executive Board will consist of the officers of the Organization with the Orchestra Director/Teacher in an advisory capacity.
2. The duties of the Executive Board shall be to:
 - a) Transact necessary business in the interval between organizational meetings and such other business as may be referred to it by the Organization.
 - b) Create special and standing committees.
 - c) Approve the plans of the standing committees.
 - d) Present a report at the regular meetings of the Organization.
 - e) Select an auditor committee to audit the Treasurer's accounts.
 - f) Prepare and approve a budget for the year.
3. The duties of the Orchestra Director are to:
 - a) Provide council to the Executive Board regarding school or district policy.
 - b) Raise issues affecting CVHS Orchestra faculty and students.
 - c) Inform the staff and faculty of events and activities.

- d) Poll faculty as requested by the Executive Board and advise the Board according to the results.

Article IX: Board Meetings

1. Board meetings shall be on a monthly basis at a time and place designated by the Board at the beginning of its term. Only Board members excluding the President (who votes only in the case of a tie) shall be entitled to vote at a Board meeting.
2. Additional meetings may be scheduled as needed by the President or Vice-President with proper notification to all Board members.
3. Board voting shall be by show of hands or a voice vote unless any Board member requests a written ballot on an issue.
4. A simple majority shall decide any issue voted upon (voting can be done at any meeting or by email if necessary). In the event of a tie vote, the President shall be entitled to cast the deciding vote, or he may refer the issue to a general meeting. In the case of Co-Presidents still not resolving a tie, the issue will definitely go to a general meeting. In the event of Co-Presidents, each Co-President shall have one vote. In the event of a tie, a General Meeting **WILL** be called.
5. A quorum for the transaction of Organization business shall be 75% of the then current number of Board members.
6. Any executive Board member who has been absent from two consecutive Board meetings without prior notice to the President, shall be considered resigned.

Article X: General Meetings

1. General meetings of the membership will be held on the dates selected by the Executive Board. Special meetings may be requested by 10% of the members. Meeting requests must be submitted in writing to the Secretary at least 72 hours in advance of the requested meeting. At least two general membership meetings shall be held on days established by the Executive Board.
2. Meetings shall be open to the public.
3. Members present shall constitute a quorum. A majority vote of members present shall be deemed adequate and acceptable to conducting or transacting business, provided that at least two separate notifications were sent home with the students, one within the past two weeks. Notifications may be made by email.
4. The last meeting of the year in May shall be an annual meeting at which time reports shall be received and new officers shall be installed.

Article XI: Committees

1. Standing and special committees shall be created as deemed necessary by the Executive Board.
2. A standing committee is one that will continue to exist from year to year. Each standing committee must have a written description of goals and responsibilities of the committee. This description can be amended to these bylaws according to Article XIII.

3. The chairperson shall report committee progress to the President and members of the Organization.
4. The chairperson of each committee shall be responsible for planning and initiating all the necessary requirements to fulfill the assigned purpose of the committee.
5. If supplies are needed to fulfill a chairpersons' duties, a budget must be submitted to the Executive Board, which must then be approved by the general members at a CVHS Orchestra Parent Organization meeting, **PRIOR** to all expenditures.

Examples of Committees: Fundraising, Chaperones/Volunteers, Receptions, Decorations, Uniforms.

Article XII: Fiscal Year

1. The fiscal year of this association shall begin July 1st and end June 30th. The previous year's budget will stand until the first general meeting

Article XIII: Amendments

1. The rules contained in the current edition of Robert's Rules of Order, Newly revised, shall govern CVHS Orchestra Parent Organization.
2. When a revision in the bylaws is being considered a committee may be appointed, by a majority vote at a meeting of the Organization or by a two-thirds vote of the Executive Board, to submit a revised set of bylaws as a substitute for the existing bylaws. The requirements for adoption of a revised set of bylaws shall be the same as in the case of an amendment.
3. An amendment shall be proposed in writing to the President and shall be read at the first general meeting after the President receives the request.
4. Notice of a vote on an amendment or bylaws revision and information regarding any changes must be given to the general membership at least ten days in advance of the general meeting at which time a vote by all members present will be taken; majority vote is required for adoption.
5. A copy of the proposed amendments or revised bylaws will be emailed to the membership (as well as the school) so it is available for public review.
6. Robert Rules of Order, Newly Revised, shall govern this organization in all cases in which they are applicable.

Article XIV: Distribution of Resources

1. In the event of school attendance boundaries changes and the membership is divided, a fair and equitable amount of funds and resources may be divided among the schools. "Fair and equitable" distribution will be determined by the CVHS Orchestra Parent Organization and should be based on the particular circumstances involved. Monies should be allocated by the end of the fiscal year.

Article XVI: Miscellaneous Provisions

1. All meetings of this organization, Governing Board, and its committees are for the discussion of Organization business and parent members shall not use any of these meetings as a means of discussing the problems or progress of their children with members of the staff.

2. Due to the fact that the CVHS Orchestra Parent Organization is a separate entity from Gilbert Public Schools, all questions regarding Booster Business shall be directed to the Booster Board (and not to the Orchestra director or school administration).