

# USE THIS WORKING DOC FOR FUTURE REVISIONS

## MV AMP NFP

### Metea Valley High School Association of Music Parents

#### Constitution

Ratified – April 5, 2017

Proposed Ratification - June 26, 2018

## ARTICLES

### Article I – NAME

The association shall be known as MV AMP NFP, the Metea Valley High School Association of Music Parents of Indian Prairie School District 204, hereinafter designated as “AMP”.

### Article II – PURPOSE

The purpose for which AMP is organized is exclusively for charitable and educational purposes as defined in Section 501 (c)(3) of the Internal Revenue Code and its regulations as they now exist or as they may hereinafter be amended. The purpose of the Association shall be the advancement of music education at Metea Valley High School (MVHS), Indian Prairie School District 204, and in specific furtherance thereof:

- (a) To enhance music learning for all members of the Metea Valley High School community through collaboration with the goals and objectives of the MVHS music faculty.
- (b) To assist the Metea Valley High School music faculty with the organization and administration of curricular and co-music programs and events.
- (c) To provide resources, financial and otherwise, to support, facilitate, and/or enhance the implementation and/or operation of curricular and co-curricular music activities as recommended and approved by the MVHS music faculty and supported by the Executive Boards and General Membership
- (d) To promote communication, understanding, collaboration, and involvement amongst music students, parents/guardians, alumni, community members, and faculty connected with the Metea Valley Music Department, and/or within the Metea Valley High School community.
- (e) To maintain a historical record of the activities, programs, achievements, student musicians, and faculty of the Metea Valley High School Music Department.
- (f) To promote and enhance community interest in music education and the Metea Valley High School Music Department concerts and activities through various local media.
- (g) To cooperate with the Metea Valley High School administration and the Indian Prairie District 204 Board of Education.

### Article III – MEMBERSHIP

All parents/guardians of student members of curricular or co-curricular Metea Valley High School music ensembles are members of AMP. All members have a vote in any business transacted at a general membership meeting.

### Article IV – GOVERNMENT

Section I AUTHORITY. Legal authority for the management, policies, actions, and funds of the AMP shall be vested in the elected members of the Executive Board and the Metea Valley High School Music Department certified faculty. The Executive Board officers, faculty representatives, and individual members may make recommendations regarding management, policies, actions and funds. The legislative power of the AMP shall be vested in the membership through the Executive Board officers and certified faculty. Provisions for the regulation of affairs of the AMP shall be provided for in the By-Laws.

Section II EXECUTIVE BOARD OFFICERS. In addition to the respective members of the music department faculty, the Executive Board for the AMP shall consist of six elected officers: President, Choir Vice-President, Band Vice-President, Orchestra,

Vice-President, Secretary, and Treasurer. As presiding officer, the Association President shall be responsible for the leadership of the association and plan and preside at all Executive Board meetings. The President, Choir Vice-President, Band Vice-President, and Orchestra Vice-President shall serve as the Association's representatives on the District 204 Music Education Association Coalition (MEAC) Council. The title, term of office, duties, and responsibilities for each elected officer shall be provided for in the By-Laws of the Association .

### **Article V – ELECTIONS**

The manner of the election of Executive Board officers and the appointment of committee chairpersons shall be provided for in the By-Laws.

### **Article VI – OPERATIONAL LIMITATIONS**

Notwithstanding any other provisions of these articles, the AMP shall not conduct or sponsor any other activities not permitted to be carried on by a corporation:

- (a) exempt from Federal Income Tax Section 501 (c)(3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law,
- (b) contributions to which are deductible under Section 170 (C)(2) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law.

### **Article VII – ADVOCACY**

AMP (The Association of Music Parents) shall serve as advocates for music education within the curriculum of Indian Prairie School District 204, the Cities of Aurora and Naperville and the State of Illinois. No part of the activities of AMP shall be dedicated to the publication and/or distribution of political propaganda. AMP shall not participate in or intervene in any political campaign on behalf of a candidate for public office.

### **Article VIII– DISSOLUTION & DISPOSITION OF ASSETS**

As a school-affiliated body, AMP exists solely with the approval of the Metea Valley High School music faculty. In the event of dissolution of AMP, the Executive Board officers shall, after satisfying the liabilities of said Association and with the approval of the Metea Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of music education at Metea Valley High School and in accordance with the regulations under Section 501 (c)(3) of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Coalition is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

### **Article IX – AMENDMENTS**

Section I: Articles of this Constitution may be amended by a two-thirds majority vote of the AMP Executive Board. The association President shall be bound to support or reject a proposed Amendment on the basis of the adoption or rejection of said proposal by the General Membership.

Section II: Proposed amendments to this Constitution may be initiated by a majority vote of the AMP Executive Board, or by a petition signed by 5% of the AMP General Membership of the Association.

**MV AMP NFP**  
**Metea Valley High School Association of Music Parents**  
**By- Laws**  
**Ratified – April 5, 2017**

**By-Law I – EXECUTIVE BOARD**

The Executive Board shall be responsible to:

- (a) Interpret and act in accordance with the Constitution and By-Laws of AMP.
- (b) Recommend, coordinate, and implement, in concurrence with the Music Faculty, programs to fulfill the purposes of AMP.
- (c) Manage the operations of the Association and control the assets thereof.
- (d) Prepare and present a budget for the General Fund to the Association at the first General Membership meeting of the school year.
- (e) Approve expenditures of Association funds. Any regular expenditure from the General Fund budget (not outlined in the approved budget) under \$250.00 shall require the approval of a music faculty member and one Executive Board member. Any regular expenditure under \$250.00 charged to the Association procurement card may be made by an authorized Board member without prior Executive Board approval with the understanding that a full accounting be given at the subsequent Executive Board meeting. If not outlined in the approved budget, any procurement card expenditure over \$250.00 shall require the approval of the Executive Board.
- (f) Designate one Executive Board officer as a signatory on all Association payments.
- (g) Act in an emergency capacity to expend appropriate monies as requested by the Music Faculty to address a crisis situation requiring immediate resolution. Such action by the Board shall require approval of the Music Faculty and one Executive Board member. Such action and justification for such action shall be presented to the General Membership at the next meeting of the Membership.
- (h) Keep the General Membership informed via newsletter, website or email on a monthly basis, or as directed by the President or the Music Faculty, of all actions, programs, activities, and functions of the Association.
- (i) Solicit replacements for Executive Board offices vacated in accordance with By-Law IV.

**By-Law II– EXECUTIVE OFFICERS**

In addition to the Music Faculty, the voting members of the Executive Board of the Association shall include the elected offices of President, Band Vice-President, Choir Vice-President, Orchestra Vice-President, Secretary and Treasurer. *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board will be comprised of two band, two orchestra and two choral parents. In the event this quota cannot be fulfilled, AMP can vote to overrule. Members of the Executive Board shall hold office for a period of one year, coinciding with the Association's fiscal year: July 1 through June 30 and can be re-elected for one additional year in the same or different capacity. As needed to fill an open position, an executive board member may remain on the board for a 3<sup>rd</sup> year by a vote of the General Membership. After a one (fiscal) year lapse from serving on the AMP Board, a parent may be elected again for an executive board position. An officer absent from two consecutive General Membership and/or Executive Board meetings may be removed from office by a majority vote of the remaining Executive Board members. An officer may also be removed from office for cause as determined by a majority vote of the remaining Executive Board members. If the President or Co-Presidents are unable to fulfill the specified term of office, one of the Vice-Presidents shall assume the unexpired portion of the office. If the Vice-President, Secretary or Treasurer should be unable to fulfill the specified term of office, the President shall appoint, with the approval of the remaining Executive Board members and the Music Faculty, a person to fill the unexpired portion of the term.

President:

- (a) Shall be the executive head of the Association with full power to enforce and uphold the Constitution and By-Laws of the Coalition and the Association.
- (b) Shall plan and preside at all Executive and General Membership meetings and govern same with proper parliamentary procedure.
- (c) Shall be the Ex-officio member of all Association committees.
- (d) Shall serve as the Association's representative on the MEAC District Council
- (e) Shall cast a single vote at Board and General Membership meetings only when necessary to break a tie vote. In the event of a tie vote, the decision will be made by the President.

- (f) Shall have the power to appoint committees not otherwise provided for in the By-Laws.
- (g) Shall have the power to make temporary rulings in concurrence with the Music Faculty pending the approval of the full Executive Board.
- (h) Shall serve as the liaison between the Association and the Coalition webmaster.
- (i) Shall provide a copy of the Coalition Constitution, the Association By-Laws, and Rules of Order governing parliamentary procedure to each Executive Board member upon the assumption of office
- (j) Shall, upon request, provide an electronic copy via the Association website, of the Coalition Constitution and the Association By-Laws, to each new member of the Association.

Vice-President:

- (a) One (Band, Choir, or Orchestra) VP Board Member shall assume the duties of the President in cases of the President's absence or incapacity by association vote.
- (b) One (Band, Choir or Orchestra) VP shall oversee periodic audit reviews of the Association, either by a committee or tax professional. He or she will work with the treasurer to make sure the necessary documents are filed per state and federal tax guidelines as required under Section 501 (c)(3) and IL law.
- (c) All VP's shall direct Committee Chairs in the execution of events and committee responsibilities, as aligned with their VP organizational chart.

Secretary:

- (a) Shall keep detailed and authentic minutes of the proceedings of all Executive Board and General Membership.
- (b) Shall provide minutes of each Executive Board and General Membership meeting for approval at the subsequent meeting.
- (c) Shall compile and provide an agenda for all Executive Board and General Membership meetings
- (d) Shall, provide a copy of approved minutes to members of the Executive Board or individuals of the General Membership and MVHS Music Faculty. Shall work with Music Department to post approved minutes on AMP website.
- (e) Shall provide timely notice to the Executive Board, the General Membership, and/or the Music Faculty of all upcoming dates, meetings, and/or Constitutional/By-Law obligations between five and sixty days prior to any meeting.
- (f) Shall read, compose, and/or maintain on file all correspondence called for by or pertaining to the Association.
- (g) Shall provide mailing labels, Association stationery, or contact information to any Executive Officer or Committee chairperson.
- (h) Shall work with newsletter editor to compile periodic newsletters to be sent to Music Parents.

Treasurer:

- (a) Shall receive, record, deposit, and disperse all monies on behalf of the Metea Valley Association of Music Parents within the fiscal year of July 1 through June 30. Deposits shall be made within 7 days of collection of funds. Reimbursements shall be made within 14 days of receipt.
- (b) Shall deposit monies only in institutions and accounts approved by the Executive Board.
- (c) Shall disperse funds only as authorized by the Executive Board in accordance with the Constitution and the By-Laws.
- (d) Shall provide, via e-mail or web-based application (such as Google Drive) updated financial reports accessible to all Executive Board Members detailing the income, donations, expenditures, assets and fiscal year budget of the Association.
- (e) Shall provide in detail all pertinent and necessary financial information as needed for use by the Financial Review Committee.
- (f) Shall be bonded with the approval of the Executive Board at the expense of the Association.
- (g) Shall be responsible for overseeing the development of the annual budget for the AMP, in conjunction with president and officers..
- (h) Shall present an annual budget for approval by the Executive Board at the first meeting of the year.
- (i) Shall, upon request, provide a written copy of the budget to the General Membership

### **By-Law III– FACULTY REPRESENTATIVE**

The MVHS Music faculty responsible for the curricular ensembles will serve as the AMP Faculty representatives.

- (a) The Music Faculty are voting member(s) of the Executive Board and are expected to attend Executive Board and General Membership meetings.
- (b) The Music Faculty shall work with the Association President to generate an agenda for Executive Board and General Membership meetings.
- (c) The Music Faculty shall report to the Executive Board the activities of the curricular and co-curricular ensembles.
- (d) A Music Faculty member from each area (band, choir, orchestra) shall serve as the faculty representative for the District 204 MEAC Council.
- (e) Should the Music Faculty resign, or for any other reason be removed or suspended from faculty responsibilities at Metea Valley High School, the Executive Board will carry on all business with the assistance of one administrative advisor appointed by the high school principal.

## **By-Law IV– ELIGIBILITY, ELECTIONS & RE-ELECTIONS**

### Eligibility:

- (a) To be eligible for an Executive Board office, the nominee must be a parent or guardian of a Metea Valley High School curricular ensemble student.
- (b) To be eligible for appointment to the position of Committee Chairperson, the nominee must be a parent or guardian of a Metea Valley High School ensemble curricular or co-curricular ensemble student.

### Elections:

- (a) Officers shall be elected from a slate of candidates presented by the Nominating Committee and approved by the Executive Board or from nominations from the floor at the final General Membership meeting of the school year. The Slate of Candidates shall be posted on the AMP website at least 10 days prior to the vote.
- (b) If there are no nominations from the floor, the slate of candidates approved by the Nominating Committee will be presented for election by voice vote. If a nomination is received from the floor, the voting for that office(s) shall be by written ballot.
- (c) A candidate must receive a simple majority of the votes cast by AMP members in attendance.

## **By-Law V– COMMITTEE CHAIRPERSONS**

Committee Chairpersons shall be appointed to office by the President with the approval of the Executive Board for a period of one school year or for a term specified by the President Music Faculty. Should a Chairperson vacancy occur during the term of office, a successor shall be appointed by the President as deemed necessary by the Executive Board and Music Faculty.

### Event Committee Chairpersons:

- (a) Shall work directly with the AMP VP responsible for the Committee.
- (b) Shall contact Association members regarding participation on the committee.
- (c) Shall be responsible for scheduling committee meetings and communicating schedules and activities to committee members in a timely manner.
- (d) Shall organize the work of the committee in accordance with the Constitution, Association By-Laws, budget , and/or the directives of the President, the Executive Board, or the Music Faculty.
- (e) Shall communicate to the Executive Board and the Music Faculty as needed.
- (f) Shall oversee Committee expenditures as approved by the Executive Board and shall provide the Treasurer with receipts and expense report for all such expenditures within 2 weeks.
- (g) Shall provide the President and the incoming Chairperson with a written end-of-the-year report of the committee's responsibilities, operational procedures, activities, membership, meetings, and expenditures.

### Marching Band Committees:

#### Marching Band Uniform Sub-Committee

- (a) Shall inventory, prepare for dry cleaning, and organize marching band uniforms for summer storage.
- (b) Shall assist with the distribution and collection of marching band uniforms prior to and following on and off campus performances.
- (c) Shall fit and assign marching band uniforms, including shoes, for fall and spring season performances.
- (d) Shall notify the marching band director(s) of uniform inventory needs, as well as damaged or lost uniform parts.
- (e) Shall instruct marching band members as to proper uniform appearance and care, including written directions on garment bag storage, shoe bags, hat boxes, and alterations.

#### Color Guard Uniform Sub-Committee

- (a) Shall inventory, prepare for dry cleaning, and organize color guard uniforms for summer storage.
- (b) Shall assist with the distribution and collection of color guard uniforms prior to and following on and off campus performances.
- (c) Shall fit and assign color guard uniforms, including shoes, for fall and spring season performances.
- (d) Shall notify the marching band director(s) of uniform inventory needs, as well as damaged or lost uniform parts.
- (e) Shall assist with the design and manufacture of color guard uniforms, equipment, and/or props.
- (f) Shall instruct color guard members as to proper uniform appearance and care, including written directions on garment bag storage, shoe bags, hat boxes, alterations, and make-up.

#### Marching Band Banquet Sub-Committee

- (g) Shall plan the annual banquet for all marching band and color guard students.
- (h) Shall adhere to the budget provided by the Marching Band Faculty advisor

#### Transportation Sub-Committee

- (a) Shall procure and return necessary vehicles to transport musical instruments and equipment for selected in-state festivals and trips.
- (b) Shall provide volunteer drivers for the vehicles needed to transport musical instruments and equipment for selected in-state festivals and trips.
- (c) Shall provide and coordinate volunteers for the loading and unloading of instruments and equipment in transport vehicles.

#### Volunteer Coordinator

- (d) Shall secure volunteers for home games and special events by utilizing an electronic sign-up tool
- (e) Shall work closely with Marching Band Faculty Advisor to compile all volunteer needs.

### **By-Law VI– STANDING & AD HOC COMMITTEES**

#### Nominating Committee:

- (a) Shall consist of the President, a minimum of two Committee Chairpersons, and a member of the Music Faculty.
- (b) Shall elect a Chairperson from the membership of the committee.
- (c) Shall prepare a slate of candidates for approval by the Executive Board no less than ten (10) days prior to the General Membership meeting during which elections will be held. Post nominations and General Meeting date on the AMP website at least 10 days prior to General Meeting.
- (d) Shall call for and accept nominations from the floor at the General Membership meeting during which elections will be held.
- (e) Shall present a slate of candidates at the General Membership meeting during which elections will be held.

#### Audit Committee:

- (a) Shall consist of one Vice-President (Chairperson), a member-at-large concurrently serving on the Budget Committee, and at least one additional member-at-large. Designated signatories on the Association's financial accounts may not serve on the Financial Review Committee. Should the Vice-President be a signatory, the Executive Board will appoint an alternative Executive officer to serve as Chairperson.
- (b) Shall utilize an independent, external, qualified accountant to audit the music parent association financial statements.
- (c) Shall conduct and complete a review of the financial records of the AMP by August 1
- (d) Shall report the results of the completed financial review to the Executive Board by September 1

#### Historical Records Committee:

- (a) Shall take photographs of Music Department functions for public relations and historical record purposes.
- (b) Shall maintain a permanent record of all Music Department activities such as newspaper articles, programs, etc.
- (c) Shall construct an annual yearbook of all Music Department activities including photographs, programs, etc.

#### Alumni Committee:

- (a) Shall obtain from the Music Faculty the names and contact information for recent graduates of the music department.
- (b) Shall compile and maintain a file of all MVHS Music Alumni.
- (c) Shall, with the assistance of the Music Faculty, invite MVHS Music alumni to attend and/or participate in programs and events designated by the Executive Board or the Music Faculty.

#### Publicity Committee:

- (a) Shall create and maintain displays in the auditorium lobby, Music Department hallway and other areas as requested by the Music Faculty in conjunction with special events or recognitions such as the first day of school, Collage Concerts, tours, festivals, etc.
- (b) Shall assist Historical Records Committee in the gathering of newspaper articles, programs, photographs and other publicity-related materials.
- (c) Shall launch a PR campaign to highlight MVHS Concerts, special events and noteworthy music highlights.

#### Spirit Wear Committee:

- (a) Shall display samples of MVHS Music spirit wear and provide purchase information at designated AMP meetings and music department activities.
- (b) Shall advertise the availability of MVHS Music spirit wear through the website.
- (c) Shall manage the inventory of MVHS Music spirit wear available for purchase.
- (d) Shall take orders and coordinate delivery of MVHS Music spirit wear items.
- (e) Shall submit all monies collected through the sale of spirit wear items to the Treasurer.
- (f) Shall, upon request, submit a detailed financial report on the expenditures and sales of spirit wear to the Treasurer.

#### Volunteer Committee

- (a) Shall compile volunteer data to send to Committee Chairs
- (b) Shall send out scheduled electronic sign-up tools to all Music Parents to gain volunteers

#### Ad Hoc Committee :

An Ad hoc committee shall be formed at the discretion of the President with the approval of the Executive Board. The purpose of such a committee will be to oversee a one-time special event or purpose (i.e. IMEA Festival, IHSA Contest) outside the purview of defined standing committees.

### **By-Law VII– LIMITATION OF RESPONSIBILITY OF THE OFFICERS**

The authority and responsibility for the management and maintenance of the good will and credit of the Association is vested in the Executive Board and the Music Department Faculty, but it is expressly understood that neither the Executive Board, nor any member thereof, nor any faculty member, nor any member of the Association shall be required to accept personal financial responsibility for duly authorized bills or obligations, or for litigations that may develop from authorized activities of the Association carried on in good faith and in pursuit of the objectives, purposes, and activities prescribed or authorized by the Constitution and the By-Laws of the Association.

### **By-Law VIII– AMENDMENTS**

Section I: The By-Laws of the AMP may be amended by a Board vote providing the Amendment has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed Amendment has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed Amendment will be considered no less than seven (7) days prior to the vote.

Section II: Proposed amendments to the Association By-Laws may be initiated by a majority vote of the Executive Board or by a petition signed by 5% of the General Membership.

### **By-Law IX– DISSOLUTION**

Section I: As a school affiliated body, AMP exists solely with the approval of the Metea Valley High School Music Faculty. The Association may be dissolved with the approval of the Metea Valley Faculty or by a two-thirds majority vote of the membership in attendance at a General Membership meeting providing a Motion to Dissolve in the form of a petition signed by 5% of the General Membership has been received by the President no less than sixty (60) days prior to a General Membership meeting. Upon receipt of a Motion to Dissolve, the President shall direct the Secretary to inform the General Membership of the motion no less than thirty (30) days in advance of the General Membership meeting, and to provide notice to all members of the membership meeting at which the Motion to Dissolve will be considered no less than seven (7) days prior to the vote.

Section II: In the event of dissolution of the Association, the Executive Board officers shall, after satisfying the liabilities of the Association and with the approval of the Metea Valley High School administration, dispose of all Association assets via the Indian Prairie Educational Foundation in support of instrumental music education at Metea Valley High School and in accordance with the regulations under Section 501c3 of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization(s) as said Court shall determine.

## HISTORY OF BY-LAW AMENDMENTS

**4/5/17:** AMP By-Laws Amendment approved by AMP Board. Motion to approve by R. Sackschewsky and seconded by E. Degen.

### **By-Law II– EXECUTIVE OFFICERS**

In addition to the Music Faculty, the voting members of the Executive Board of the Association shall include the elected offices of President, Band Vice-President, Choir Vice-President, Orchestra Vice-President, Secretary and Treasurer. *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board will be comprised of two band, two orchestra and two choral parents. In the event this quota cannot be fulfilled, AMP can vote to overrule. Members of the Executive Board shall hold office for a period of one year, and can be re-elected for one additional year in the same or different capacity, coinciding with the Association's fiscal year: July 1 through June 30. As needed to fill an open position, an executive board member may remain on the board for a 3rd year by vote of the General Membership. After a one (fiscal) year lapse from serving on the AMP Board, a parent may be elected again for an executive board position.

**6/26/18:** AMP By-Laws Amendment PENDING approval by AMP Board.

### **By-Law II– EXECUTIVE OFFICERS**

#### ***\*proposed changes in red***

In addition to the Music Faculty, the voting members of the Executive Board of the Association shall include the elected offices of President, Band Vice-President, Choir Vice-President, Orchestra Vice-President, Secretary and Treasurer. *(The office of President may be held by co-officers, presented as such by the Nominating Committee to the General Membership for election, and representing a single vote on the Executive Board.)* Members of the Executive Board will be comprised of two band, two orchestra and two choral parents. In the event this quota cannot be fulfilled, AMP can vote to overrule. Members of the Executive Board shall hold office for a period of one year, and can be re-elected for one additional year in the same or different capacity, coinciding with the Association's fiscal year: July 1 through June 30. As needed to fill an open position, an executive board member may remain on the board for a 3rd year by vote of the General Membership. After a one (fiscal) year lapse from serving on the AMP Board, a parent may be elected again for an executive board position.

**ADD:** If an open executive position has not received any nomination, the executive board may vote by a simple majority to extend the term by one (1) additional continuous year only.