

New Trier Fine Arts Association Bylaws

Article I – Name

The name of the organization shall be New Trier Fine Arts Association.

Article II – Purpose

The corporation is organized to promote and enhance the student experience in the Fine Arts at New Trier High School, and to build community among Fine Arts families.

Article III – Members

Section 1. Parent or guardian membership is effective automatically with enrollment of a child and continues as long as the child is enrolled at the school. Any parent or guardian of a student at the school is eligible to be elected as a board member and, if elected, shall have voting rights.

Section 2. Dues. Dues, if any, will be established by the executive board. If dues are charged, a board member must have paid his or her dues by the second meeting to be considered a member in good standing with voting rights.

Article IV – Officers and Elections

Section 1. Executive Board Officers.

The officers shall be a president, vice president, secretary, treasurer, fundraising chair, publicity chair and hospitality chair.

a. President. The president shall preside over meetings of the organization and executive board, serve as the primary contact for the principal, represent the organization at meetings outside the organization, serve as an ex officio member of all committees, and coordinate

the work of all the officers and committees so that the purpose of the organization is served.

b. Vice President. The vice president shall assist the president and carry out the president's duties in his or her absence or inability to serve. In addition, the vice president shall oversee the work of all liaisons.

c. Secretary. The secretary shall keep all records of the organization, take and record minutes, prepare the agenda, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minutes book, bylaws, rules, membership list, and any other necessary supplies, and brings them to meetings.

d. Treasurer. The treasurer shall receive all funds of the organization, keep an accurate record of receipts and expenditures, and pay out funds in accordance with the approval of the executive board. He or she will present a financial statement at every meeting and at other times of the year when requested by the executive board, and make a full report at the end of the year. The treasurer also will oversee the work of the assistant treasurer.

e. Fundraising Chair. The fundraising chair shall create and execute all fundraising initiatives with the approval of the executive board and school administrators. He or she will also oversee the work of his/her committee.

f. Publicity Chair. The publicity chair shall create and execute all publicity about the organization with the approval of the executive board and school administrators. He or she will also oversee the work of his/her committee.

g. Hospitality Chair. The hospitality chair will coordinate and execute receptions for students and families with the approval of the executive board and school administrators. He or she will also oversee the work of his/her committee.

Section 2. Nominations and Elections. Elections will be held at the last meeting of the school year in May. The nominating committee, which will convene in February, shall select a candidate for each office and board position and present the slate at a meeting held one month prior to the election. Voting shall be by voice vote if a slate is presented.

Section 3. Eligibility. Members are eligible for Executive Board office if they are members in good standing at least 14 calendar days before the nominating committee presents its slate.

Section 4. Terms of Office. Executive Board officers hold office for one year at which time the officer may be re-elected to continue in the same position. Each person elected shall hold only one office at a time.

Section 5. Vacancies. If there is a vacancy in the office of president, the vice president will become the president. At the next regularly scheduled meeting, a new president or a new vice president will be elected. If there is a vacancy in any other office, members will fill the vacancy

through an election at the next regular meeting.

Section 6. Removal From Office.

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular general board meeting where previous notice has been given.

Article V – Meetings

Section 1. Regular Meetings. The regular meeting of the organization shall be on the second Thursday of each month from September to May at 9 a.m. at New Trier High School's Winnetka campus, or at a time and place determined by the executive board at least one month before the meeting. The annual meeting will be held at the May regular meeting. The annual meeting is for receiving reports, electing officers, and conducting other business that should arise.

Section 2. Special Meetings. Special meetings may be called by the president, any two members of the executive board, or not less than 50 percent of the general board members. Notice of the special meeting shall be sent to the board members at least 5 days (but not more than 40 days) prior to the meeting by email. The purpose of a special meeting shall be stated in the notice.

Section 3. Quorum. The quorum shall be a simple majority of board members.

Section 4. Special Electronic Voting. The President or Executive Board may call for an electronic vote for a particular proposal. Board members will be contacted at the email address they

provide and will have at least 48 hours to respond. A vote of a simple majority of board members is required to approve such a proposal.

Section 5. Votes by Proxy. When a member is unable to attend a meeting in which a vote will be taken, the member may notify the Secretary of their vote in advance of the meeting. The vote will be registered by the Secretary, on behalf of the non- attending member, at the time the vote is taken.

Article VI – Executive Board

Section 1. Membership. The Executive Board shall consist of the officers.

Section 2. Duties. The duties of the Executive Board shall be to transact business between meetings in preparation for the general meeting, create standing rules and policies, create standing and temporary committees, prepare and submit a budget to the membership, approve routine bills, and prepare reports and recommendations to the membership.

Section 3. Meetings. Regular meetings shall be held monthly roughly one week prior to the general meeting, or to be determined by the Executive Board. Special meetings may be called by the President or any two board members, with 24 hours notice.

Section 4. Quorum. Two-thirds of the Executive Board members constitutes a quorum.

Reminder: Most states prohibit boards of directors from voting by proxy, mail, or email ballot unless the decision is made in

writing and is unanimous. The thinking is that boards should meet and

confer before making decisions, unless all board members agree.

Article VII – Committees

Section 1. Membership. Committees may consist of members and board members, with the president acting as an ex officio member of all committees.

Section 2. Standing Committees. The following committees shall be held by the organization: Fundraising, Publicity, Hospitality and Nominating.

Section 3. Departmental Liaisons. There shall be at least one but not more than two liaisons to each Fine Arts department supported by the organization, including Art, Band, Choral, Dance, Debate, Jazz, Orchestra and Theatre.

Section 4. Additional Committees. The board may appoint additional committees as needed.

Article VIII – General Board Members

Section 1: Absences. A board member who has three unexcused absences from general board meetings may be asked to leave the board. An excused absence shall consist of a phone call or email to the Secretary prior to the meeting.

Section 2. Public Forums. No board member shall have the authority to represent the views of the organization in any public forum without prior approval of the Executive Board. If such permission is granted, however, the organization is encouraged to bring to the attention of the

New Trier School Board issues and concerns relating to the Fine Arts with the objective of maintaining the highest possible standards for the greatest number of students.

Section 3. Individual Students. No board member shall use the position of board member to promote an individual student nor shall the organization promote the interests of individual students.

Article IX – Finances

Section 1. Budget. A tentative budget shall be drafted in the fall for each school year and approved by a majority vote of the members present.

Section 2. Records. The treasurer shall keep accurate records of any disbursements, income, and bank account information.

Section 3. Approvals. A member of the executive board must approve all expenses of the organization.

Section 4. Financial Statement. The treasurer shall prepare a financial statement at the end of the year and share it with the board and make it available to all school parents, upon request.

Section 5. Dissolution. Upon the dissolution of the organization, any remaining funds should be used to pay any outstanding bills and, with the membership's approval, spent for the benefit of the Fine Arts departments.

Section 6. Fiscal Year. The fiscal year runs from July 1 to June 30.

Section 7. Compensation. The organization shall not pay compensation to any board member or New Trier High School employee unless that service is separate from his or her contracted responsibilities at the school.

Reminder: Illinois state law dictates that records must be made available to an organization's members and to the general public. NTFAA's are available at the Illinois Attorney General office.

Also, federal law requires that a nonprofit tax-exempt organization's IRS forms and copies of the organization's annual information returns for the most recent three years be available for public review when requested.

Article X – Parliamentary Authority

Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's bylaws.

Article XI – Standing Rules

Standing rules may be approved by the Executive Board, and the secretary shall keep a record of the standing rules for future reference.

Article XII – Dissolution

The organization may be dissolved with previous notice (14 calendar days) and a two-thirds vote of those present at the meeting, assuming a quorum.

Article XIII – Amendments

These bylaws may be amended at any regular or special meeting of the Executive Board, providing that written notice of the purpose sent to all Executive Board members by the secretary. Notice may be given by e-mail. Amendments will be approved at a general board meeting by a simple majority of members present, assuming a quorum.

Adopted on September 10, 2015, by vote of General Board of New Trier Fine Arts Association.