

BYLAWS OF GBN CHOIR & THEATRE PATRONS ORGANIZATION

ESTABLISHED 2016

Mission Statement: A nonprofit federal 501(c)3 organization dedicated to the expansion, support, and engagement of the GBN choir and theatre community.

Article I: Name

The official name of this organization shall be Glenbrook North Choir & Theatre Patrons Organization, abbreviated GBN CTPO. It is hereinafter referred to in these Bylaws as "the Organization."

Article II: Purposes

Section 1: The Organization shall promote and support the education of students at Glenbrook North High School, Northbrook, Illinois, in the fields of choral music, theatre and stage crew during their time enrolled at Glenbrook North High School and after, via scholarship opportunities. The Organization shall receive and maintain funds to use for such educational purposes, either directly or indirectly, or to contribute to other organizations set up for similar purposes, which qualify as exempt organizations under 501 (c) (3) of the Internal Revenue Code and its regulations.

Section 2: The Organization shall cooperate with those in charge of the choral music and theatre programs at Glenbrook North High School to the end that these programs be kept at the highest possible degree of efficiency. The Organization shall help promote the general activities of the choral music and theatre programs.

Section 3: The Organization shall provide scholarship opportunities for students and create and maintain Fundraising Participation Points to track points earned by the students, as described in the Earned Fundraising Participation Points Policy.

Article III: Policies

Section 1: The Organization shall be noncommercial, nonsectarian, and nonpolitical. It shall not endorse any commercial enterprises. Neither the name of the Organization nor the names of its officers in their official capacities shall be used in connection with any commercial, sectarian, or political concern for any purpose other than the regular work of the Organization.

Section 2: It shall be the policy of this Organization that any instruments, music, props or any other equipment purchased for the choral music or theatre programs by this Organization shall become the property of Glenbrook North High School, Northfield Township High School District No. 225.

Article IV: Membership

Section 1: Unless otherwise agreed upon by the Board of Directors of the Organization, the membership of the Organization shall be open to all who have an interest in promoting and supporting the Choir, Theatre, and Stage Crew programs at Glenbrook North High School. Membership shall be made available without regard to age, race, color, creed, gender, gender identity, sexual orientation, national origin, status of being homeless, citizenship, ancestry, order of protection status, religious beliefs, physical or mental handicap or disability, marital status, parental status, or military status.

Section 2: The Organization shall conduct an annual enrollment of members but may admit persons to membership at any time.

Section 3: The membership year shall be from July 1st to June 30th. Persons who join during the membership year shall make a membership donation for that year.

Section 4: Only members of the Organization who have made their membership donation for the current year may participate in the business of the Organization. The privilege of holding elected or appointed office shall be limited to such members.

Section 5: The annual donation for membership in the Organization shall be recommended annually by the Budget Committee, chaired by the Treasurer.

Section 6: Membership donations are tax deductible under the provisions of this 501(c)3 charity. Payment of the donation constitutes a non-voting patron.

Article V: Fiscal Year, Finance, Reports, and Fundraising

Section 1: The Organization shall operate on a fiscal year commencing July 1st and ending June 30th.

Section 2: The Treasurer shall prepare an annual financial report of the Organization ending June 30th to be reviewed at least one week prior to the start of the upcoming school year. Copies of the annual financial report shall be available by the September Monthly Meeting. An annual budget shall be prepared by the Treasurer to be presented in September, reviewed by the membership, and voted upon by the Board of Directors at the October meeting of the Organization.

Section 3: A summary showing the financial condition of the Organization shall be prepared for each meeting of the Board of Directors.

Section 4: Scholarship - quoted from School Board 225 Policy 9010, Section B, point 1.4: " All fundraising projects or events that involve students should be thoroughly discussed and approved by the building principal or designated representative. Approval shall not mean that such fund-raising project or event is a sanctioned school activity or that the Board of Education is incurred in any liability by such approval. "

Section 5: There shall be an annual review and approval by the Board of Directors of all financial forms (990, 1023, etc..) no more than thirty days prior to the filing deadline and in compliance with any federal or state 501 (c) (3) filing requirements to remain in compliance as a legal charity in good standing.

Article VI: Officers, Elections, Duties, and Vacancies

Section 1: The Board of Directors of the Organization shall consist of the Officers and of the Committee Chairmen. The Board of Directors may include:

Officers:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

Committee Chairs:

- a) Membership & Volunteer Chair
- b) Fundraising
- c) Governance
- d) Communication
- e) Scholarship

Board of Directors must be members of the Organization. Board of Directors shall be elected annually at the May Board Meeting.

Section 2: The President shall appoint a Nominating Committee in February of no less than three and no more than five voting members of the Organization (excluding the President). The Board of Directors shall vote to approve the Nominating Committee. This committee shall present a slate of candidates at the April meeting. (Additional nominations may be made from the floor at the April or May meeting.)

Section 3: The Nominating Committee shall accept, through a date to be designated by the Board, written nominations of voting members of the Organization and shall consider these nominations for slating of the Board of Directors. The Nominating Committee shall report its recommendation in writing to the Board of Directors no later than the May regular meeting of the Board.

Section 4: The President shall appoint an Audit Committee in April of no less than three and no more than five voting members of the Organization. The Board of Directors shall vote to approve the Audit Committee. This committee shall audit the financial records of the Organization and shall report to membership at the September meeting.

Section 5: The Board of Directors shall assume their duties effective July 1st. Only members of the Organization whose dues have been paid shall be eligible to hold office.

Section 6: The office of President shall be filled by a person with a minimum of one year as a member of the Organization in either an elective or appointed position.

Section 7: The elected Board of Directors of the Organization may include but are not limited to Officers and Committee Chairs. Subcommittee heads do not have voting privileges.

Section 8: No single Board position, as listed in Section 7 above, may be held more than two (2) consecutive years by the same person unless approved by the Board of Directors. A period of one year or more shall be considered a full term of office.

Section 9: Any Officer or Committee Chair may resign by submitting his or her resignation in writing to the Secretary. The Secretary shall notify the President or acting President of the action as soon as possible. Any vacancy may be filled by appointment of the President with approval of the Board of Directors.

Section 10: The President shall preside at all meetings of the Organization and shall be an *ex-officio* member of all committees except the Nominating and Audit Committees.

Section 11: The Vice President shall assume the duties of the President in his or her absence and shall assume the office of President for the balance of any unexpired term.

Section 12: The Secretary shall assume the duties of the Vice President in his or her absence.

Section 13: The Treasurer shall collect all funds due to the Organization. Funds shall be placed in an account in an approved financial institution. Funds shall be disbursed based on an approved annual budget. Checks over \$ 1,000 require two signatures by any two of the following: President, Treasurer, or Vice President. Disbursement of funds for non-budgeted items requires Board approval.

Section 14: The Secretary shall keep records and minutes of all meetings and attend to all official correspondence. The Secretary shall notify the Board of meetings and shall assume other responsibilities as assigned by the Board.

Section 15: The Fundraising Chair shall report all potential Fundraising Participation Points earned. The Vice President shall keep records of all scholarship earnings and withdrawals from each student's Fundraising Participation Point total. Fundraising Participation Point balances shall be provided to students periodically throughout the year and at the end of the year.

Section 16: Job descriptions of Board Officers and Committee Chairs are held under a separate file by the President and Secretary. These descriptions are updated yearly by the Chairs.

Section 17: The Director(s) of the Choral Music and Theatre Programs shall serve in an advisory capacity to the Board of Directors. Stated in School Board Policy 9010, Section B, point 1.1:

"The principal (or designated representative) will attend all meetings of the governing board of the organization and will maintain a file of all minutes of the organization."

Section 18: All Board of Directors shall sign and submit a Conflict-of-Interest statement annually at the first board meeting in the fall.

Article VII: Government

Section 1: The business of the Organization shall be managed by the Board of Directors. Following discussion by anyone in attendance at a meeting, a simple majority of the present Board of Directors shall be necessary to approve a motion.

Section 2: The membership of the Board of Directors shall consist of elected Officers and Committee Chairs.

Section 3: Any member of the Board of Directors may be removed from his or her position for failure to perform the duties of the position or for actions deemed detrimental to the purposes of the Organization. Such removal shall be made and approved by two - thirds of the Board of Directors. The Secretary shall be responsible for notifying the person removed.

Section 4: Except as otherwise expressly provided herein, all resolutions, appointments, appropriations, directions, or other acts of the Board of Directors shall be by a simple majority vote.

Article VIII: Meetings of the Board of Directors

Section 1: Regular Meetings. The Board of Directors shall have a minimum of two (2) regular meetings each calendar year at times and places fixed by the board. The Secretary shall notify the Board of Directors of meeting dates. All regular meetings are open to the membership of the Organization.

Section 2: Special meetings of the Board of Directors may be called at any time by the President or by any two members of the Board of Directors.

Section 3: At all meetings of the Board of Directors, the President, Vice President, Secretary, or Treasurer, in the order named, shall preside if present. Any Board member listed above may be designated by those present to preside over the meeting.

Article IX: Amendments

Section 1: The Bylaws may be amended at any meeting of the Organization by a majority vote of the Board of Directors provided that the amendment has been distributed to all members of the Board of Directors at least three days prior to the meeting.

Section 2: The Board of Directors shall review the Bylaws bi-annually in odd numbered years. Any changes to the Bylaws must be reviewed by the District 225 Superintendent and GBN Principal prior to being voted on and approved by the Organization.

Article X: Dissolution

Section 1: Upon termination or dissolution of the Organization, all of its assets, after all debts are paid, shall be turned over to the Choral Music and Theatre Programs of Glenbrook North High School. This money is to be used for the purposes described in Article II of these Bylaws. In the event the Choral Music and / or Theatre Programs cease to exist, all assets shall go to the Glenbrook North Fine Arts Department. Article XI: Rules of Order Section 1: The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the Organization in all cases in which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Organization may adopt.

Section 2: Code of Conduct for Meetings We shall strive to:

1. Be punctual, respect time limits for agenda items, and plan to stay for the entire meeting.
2. Communicate openly and directly.
3. Be courteous, listen attentively, and be respectful of other points of view.
4. Participate fully in the group exchange, and not engage in sideline conversations, cross - talk, or distracting behaviors.
5. Be flexible and open to change and new ideas. Stay on task and not divert attention to other unrelated topics.
7. Be solution - focused, seeing opportunities, challenges, and possibilities.
8. Strive for consensus in decision making.
9. Make decisions based on what is best for the Organization.

I do hereby certify that the above stated Bylaws of were approved by the GBN Choir and Theatre Patrons Organization Board of Directors on Tuesday, May 2, 2023, and constitute a complete copy of the Bylaws of the corporation.

Secretary: Amy Feinstein

Date: 5/2/2023

GBN Choir & Theatre Patrons Organization
Fundraising Participation Points (FPP) Policy
Updated April 2023

Each school year choir and theatre students may participate in CTPO sponsored fundraisers. This will provide the students the opportunity to earn and accumulate “Fundraising Participation Points” (FPP). A student may request that his or her Fundraising Participation Points be applied to (and defray the cost of) choir and theatre related events, services, items and activities. The points can be requested in the form of a “CTPO Scholarship Award” that will be applied to approved items and activities including, but not limited to, banquets, choir or theatre field trips, travel tours, TheatreFest, and other events and services.

- The number of points that a student can accumulate from a specific fundraiser is determined by the Fundraising Chairperson. This will be communicated to the students and to the CTPO Scholarship Committee prior to the start of the fundraising event.
- CTPO may host fundraisers which will benefit the general operating fund of the CTPO. Such fundraisers will not be connected to specific students’ FPP totals.
- The CTPO Vice President will maintain a record of Fundraising Participation Points accumulated by each student. The most current information will be accessible for viewing on the www.gbnctpo.org website.
- The CTPO Scholarship Committee will receive all FPP Scholarship Award requests and will award FPP Scholarships if approved.
- Efforts will be made to alert students and parents when there are opportunities to request FPP scholarship awards. The methods of outreach may include, but are not limited to, email, posts on one or more of these websites: www.gbnchoir.com, www.gbntheatre.com, and www.gbnctpo.org, or on sign-up forms for specific events. It is the responsibility of the student to request the use of his or her Fundraising Participation Points for scholarship award consideration.

Process for requesting use of FPPs for Scholarship Awards

All requests must be made by submitting the online FPP Request Form or via email to ctpogbn@gmail.com.

- A student or parent must complete the online FPP Request Form at least seven (7) days in advance of the date that payment is due. The FPP Request Form is directed to the Vice President. Failure to submit the FPP Request Form at least seven days in advance of the deadline may result in denial of the request.
- Students registered to attend a tour will AUTOMATICALLY have their FPP balance be applied to the cost of their trip unless they contact CTPO and request that their points should NOT be applied.
- There are no circumstances under which a scholarship award will be payable to a student or parent. There will be no exceptions to this rule.
- Fundraising Participation Points may be transferred from one student to a sibling if the following conditions are met:
 - The family is a current CTPO member in good standing at the time of the transfer
 - The student receiving the points from his or her sibling must be a current student at GBN or expected to be a student at GBN in the school year immediately following his or her sibling's departure from GBN.
- **IMPORTANT:** Fundraising Participation Points are not transferable to or from other GBN clubs, organizations or programs.
 - The GBN Band and Orchestra Organizations may NOT transfer money into CTPO on behalf of any student to be added to their FPP account. However, GBN Band and Orchestra groups may issue checks to a travel consultant or any entity to be applied to a student's payment if those organizations are willing to do so.
 - CTPO MAY NOT transfer money to the Band or Orchestra Organizations on behalf of a student.
 - CTPO MAY make an award of FPP funds for any performance-related activity, whether that activity is related to choir, theatre, band or orchestra – excluding fundraising events, performances, and show meals.

- o Only students who are part of the families that are members may earn Fundraising Participation Points.
- o When a GBN student departs the program (most likely due to graduation), if he or she has a balance of FPP remaining, his or her FPP will cease to exist unless the FPP are transferred to a sibling by June 30 of that year.
- o The forfeited FPP (in the event that there is no request for the transfer to a sibling), will be directed to the general CTPO operating fund on July 1 of that year.

The FPP Policy is subject to change. We will, whenever possible, notify members of a change before or at the time of the implementation of the change.

If you have questions or need clarification on the FPP Policy, please contact the CTPO Vice President (ctpogbn@gmail.com).