



## GBN CTPO Constitution

### Article I : Name

The name of this organization shall be the Glenbrook North Choir & Theatre Patrons Organization, abbreviated GBN CTPO.

### Article II : Object

The GBN CTPO is a non-profit federal 501(c)(3) organization dedicated to the expansion, support and engagement of the Glenbrook North High School choir and theatre community by receiving and maintaining funds for educational purposes, promoting the general activities of the Glenbrook North High School choir and theatre programs and providing scholarship opportunities for students in both scholarship awards and Fundraising Participation Points earned by students during fundraising activities.

### Article III : Members

Section 1: Members of the GBN CTPO shall only be active members, and membership shall be open to all who have an interest in promoting the Glenbrook North High School choir, theatre and stage crew programs; membership shall be available without regard to age, race, color, creed, gender, gender identity, sexual orientation, national origin, status of habitation, citizenship, ancestry, order of protection status, religious affiliation, physical or mental disability, marital status, parental status or military status.

Section 2: Members are considered active having paid annual membership dues for an academic year. An academic year is considered from July 1 to the following June 30. Members may join at any time during the academic year, but must pay the full membership dues. A member does not become active until the payment of membership dues is registered either by check or cash to the Membership & Volunteer Chair or by payment through the GBN registration

system. Members and prospective members will be notified of enrollment opportunities by email, paper letter and Glenbrook North High School communications.

Section 3: Only active members may participate in membership business and are given the privilege of serving as officers or committee chairs. Non-payment of dues shall result in loss of any rights and privileges in the GBN CTPO immediately.

Section 4: Members may resign at any time from the GBN CTPO, with a forfeiture of the annual membership dues.

Section 5: Honorary membership may be awarded to an organization or individual who donates \$1000.00 or more to the GBN CTPO. This honorary membership will be considered a lifetime membership.

## Article IV : Officers

Section 1: The Officers and Chairs of the GBN CTPO shall include:

Officers:

- 1) President
- 2) Vice President
- 3) Secretary
- 4) Treasurer

Chairs:

- 1) Communication
- 2) Fundraising
- 3) Governance
- 4) Membership & Volunteer
- 5) Scholarship

These Officers and Chairs must be active members of the GBN CTPO in good standing.

Officers and Chairs are the only members in the GBN CTPO with voting privileges.

Section 2: The Officers and Chairs shall assume duties for the academic year beginning on July 1.

Section 3: The President shall preside over all meetings of the GBN CTPO and Board of Directors and be an ex-officio member of all committees other than the Nominating and Audit committee. The President must have at least one year membership in the GBN CTPO prior to being elected President.

Section 4: The Vice President shall assume the duties of the President in their absence and shall assume the office of President for the balance of any unexpired term. The Vice President shall maintain and report the Fundraising Participation Point balance for student fundraising.

Section 5: The Secretary shall record minutes of meetings and post them to the membership website for public viewing. The Secretary shall assume any other responsibilities as assigned by the Board of Directors.

Section 6: The Treasurer shall collect all funds due to the GBN CTPO. These funds shall be deposited and monitored in an account in an approved financial institution. The Board of Directors shall decide on the approved financial institution. Funds shall be disbursed upon receipt of a GBN CTPO Check Request form and based on an approved annual budget. Checks

over the amount of \$1000.00 require the signature of two of the following Officers: President, Vice President or Treasurer. Disbursement of non-budgetary funds must be approved by the Board of Directors prior to payment. The Treasurer shall maintain current and accurate financial records and shall provide those records to the GBN CTPO tax accountant for tax filing purposes when requested.

Section 7: The Communication Chair shall maintain all forms of electronic communication and advertisement for the GBN CTPO, comprising but not limited to: the GBN CTPO website (gbnctpo.org), the GBN CTPO Facebook page, and the GBN CTPO Instagram page.

Section 8: The Fundraising Chair shall develop and implement fundraising events for both the GBN CTPO and student Fundraising Participation Points. All Fundraising Participation Points shall be documented and distributed to the Vice President for auditing and posting for public view.

Section 9: The Governance Chair shall monitor meetings, activities and events for compliance with the GBN CTPO Constitution and Bylaws and chair the Nomination Committee.

Section 10: The Membership & Volunteer Chair shall collect all membership information from both paper and electronic sources through the GBN CTPO and the Glenbrook North High School registration system and collate into a comprehensive data list to use in soliciting volunteers for activities and events. The Membership & Volunteer Chair shall maintain and use the GBN CTPO Sign-Up Genius account.

Section 11: The Scholarship Chair shall preside over the creation, editing and dissemination of scholarship applications and distributing funds for both the Summer Scholarships and the Senior Scholarships.

Section 12: The President shall appoint at the March meeting a Nominating Committee of no less than three and no more than five members, chaired by the Governance Chair. The Nominating Committee members must have at least one year experience in the GBN CTPO. The Nominating Committee will present a slate of candidates, one candidate or pair of candidates per position of Officer and Chair, to the Board of Directors by the April meeting for consideration and shall present the slate for voting at the May meeting. The nominated slate shall be approved by the majority vote of the Board of Directors. Any active member may submit a candidate or self-nominate to the Nominating Committee for consideration.

Section 13: The President shall appoint at the May meeting an Audit Committee of no less than three and no more than five members. The Audit Committee members must have at least one year experience in the GBN CTPO. The Audit Committee shall review and audit the financial records of the GBN CTPO by the September meeting.

Section 14: In case of a resignation or vacancy of the Officers or Chairs, excluding the office of President, the President shall nominate a candidate to fill the vacancy and shall be approved by majority vote of the Board of Directors.

Section 15: Officers and Chair positions can be removed by majority vote of the Board of Directors.

Section 16: Chair positions can be co-chaired by two members, but shall only cast one vote per chair position in voting of the Board of Directors.

## Article V : Meetings

Section 1: The General Meeting of the GBN CTPO shall be held on the first Tuesday of each month during the academic year (September - June) at 6:00 p.m. and a schedule of meetings for the academic year shall be posted to the GBN CTPO website by the Communication Chair prior to the September meeting.

Section 2: The General Meeting date and/or time can be moved by agreement of the Board of Directors or when in conflict with school holidays, closings or conflicts with previously scheduled school events.

Section 3: Additional General Meetings can be called at the President's discretion. The membership shall be notified of all additional meetings at least one week prior to the meeting.

Section 4: All General Meetings shall be conducted following Robert's Rules of Order.

Section 5: Resolutions and motions proposed at the General Meeting shall be passed by simple majority of the voting members present at the time of the resolution or motion.

Section 6: The President shall at their discretion call meetings of the Board of Directors. These meetings shall cover issues to debate and codify to present to the general membership.

Section 7: A quorum for either the General Meeting or the Board of Directors' Meeting shall be a simple majority of voting members present.

Section 8: The Glenbrook North High School choir and theatre directors shall attend the General Meetings to report on current and future events and serve in an advisory capacity.

## Article VI : Board of Directors

Section 1: The Board of Directors is composed of the President, Vice President, Secretary, Treasurer, Communication Chair, Fundraising Chair, Governance Chair, Membership & Volunteer Chair and Scholarship Chair.

Section 2: Only the Board of Directors has voting privileges for resolutions and motions for the GBN CTPO.

Section 3: The Board of Directors shall be responsible for concept development in the administration and execution of the GBN CTPO.

Section 4: The Board of Directors shall create a yearly balanced budget for the GBN CTPO. The proposed budget shall be presented to the membership at the September General Meeting.

Section 5: The Board of Directors shall approve or deny requests for non-budgetary funds by a quorum vote.

Section 6: The Board of Directors shall meet independently of the General Meetings at the discretion of the President.

Section 7: A quorum of the Board of Directors is a simple majority of the voting members present.

Section 8: The Board of Directors shall have full power and authority of the affairs of the GBN CTPO.

Section 9: Any member of the Board of Directors failing to perform their duties may be removed by a quorum of the entire Board of Directors.

Section 10: The directors of the Glenbrook North High School choir and theatre programs shall serve in an advisory capacity to the Board of Directors.

## Article VII : Committees

Section 1: Nominating Committee. A Nominating Committee composed of the Governance Chair and two to four other members shall be appointed by the President at the March General Meeting. It shall be the duty of this committee to meet and secure candidates for a proposed slate of officers and chairs to present at the General Meeting in April. The members of the Nominating Committee must have at least one year experience in the GBN CTPO.

Section 2: Audit Committee. An Audit Committee composed of three to five members, reporting to the Treasurer, shall be appointed by the President at the May General Meeting. It shall be the duty of this committee to collect and review all financial documents of the GBN CTPO for audit and present a report by the September General Meeting. All Audit Committee members must have at least one year of experience in the GBN CTPO.

Section 3: Events Committee. An Events Committee shall be appointed by the President to plan and execute activities and events to further the Object of the GBN CTPO. The Events Committee shall report to the Fundraising Chair.

Section 4: Concessions Committee. A Concessions Committee shall be appointed by the President to organize and execute the sale of concessions at Glenbrook North High School concerts, plays, programs and events as allowed by Glenbrook North High School administration. The Concessions Committee shall report to the Fundraising Chair.

Section 5: Show Meals Committee. A Show Meals Committee shall be appointed by the President to organize and execute purchased and delivered meals to plays and events as requested by the Glenbrook North High School choir and theatre directors and administrators. The Show Meals Committee shall report to the Fundraising Chair.

Section 6: Banquet Committee. A Banquet Committee shall be appointed by the President to plan, organize and execute the annual Choir and Theatre Banquets in coordination with the Glenbrook North High School choir and theatre directors. The Banquet Committee shall report to the Vice President.

Section 7: Uniform Committee. An Uniform Committee shall be appointed by the President to collaborate with the Glenbrook North High School choir director(s) in cataloguing, cleaning, assigning and collecting uniforms for the choral program. The Uniform Committee shall report to the Membership & Volunteer Chair.

Section 8: All Committees shall abide by the budget limits imposed by the approved GBN CTPO budget. Any additional budget requests shall be detailed in writing to the committee's appropriate supervisor and voted upon by the Board of Directors.

Section 9: The President shall create and appoint any additional committees as necessary for GBN CTPO use.

Section 10: The President shall serve as an ex-officio member of all committees, except the Nominating Committee and the Audit Committee.

## Article VII : Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the GBN CTPO in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the GBN CTPO may adopt.

## Article VIII : Amendment of Constitution

Section 1: This Constitution may be amended at any General Meeting by a two-thirds vote of the Board of Directors.

Section 2: The proposed amendment shall be submitted in written form distributed by email to the Board of Directors one General Meeting prior to the vote.

## Article IX : Dissolution

Upon termination or dissolution of the GBN CTPO, all of its assets, after debts are paid, shall be surrendered to the Glenbrook North High School choir and theatre programs, to be used for the purpose in Article II of this Constitution. In the event of the cessation of the Glenbrook North High School choir and theatre programs, all remaining assets shall be surrendered to the Glenbrook North High School Fine Arts Department.