

Johnson City Schools Orchestra Guild

Bylaws

Revised and Board Approved July 2023

ARTICLE I – Name and Purpose

Section 1:

The name of this Association shall be the Johnson City Schools Orchestra Guild, (JCSOG).

Section 2:

This association has been organized for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or any amendments, revisions or additions to said section which may be added at any time in the future. It shall offer assistance and support for the Johnson City Public Schools Orchestras in all ways and in all manners to benefit the orchestra and all string students who shall participate therein.

Section 3:

Notwithstanding any other provision of these Bylaws, this organization shall not carry on any activities which are not permitted to be carried on by an organization exempt from Federal Income Taxation under Section 501 (c)(3) of the internal Revenue Code of 1986, or the corresponding section of any future Federal Tax Code. If this organization shall cease to exist, all assets of the organization shall be distributed to the federal government, to the state government, to the local government, or to another tax-exempt entity within the local community as the Board of Directors of the Association may determine at the time of dissolution.

ARTICLE II – Membership

Section 1:

Membership in this Guild shall consist of all string students in the Johnson City Public Schools Orchestras and their parents or guardians.

Section 2:

Membership is automatic. There is no membership fee. Members will be accepted at the beginning of each school year by email addresses submitted to Charms contact system. Should a student enter orchestra within the school year, they shall be admitted at that time through the same process.

Section 3:

Honorary memberships may be granted to anyone at any time upon the approval of the Board of Directors, and such members shall enjoy all the rights and privileges of other members except that Honorary members shall not have the right to vote nor to hold any office within the Association.

Section 4:

All members in the Guild shall be expected to assist the Guild in any way in the achievement of the Guild's needs and goals and shall carry out all duties and or tasks which are assigned to them by the officers of the Guild.

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ARTICLE III – Officers

Section 1:

Each officer must be the parent or guardian of a student who is currently enrolled in the orchestra program or is to be enrolled in the orchestra program prior to the expiration of the term for which the officer is elected.

Section 2:

The officers of the Guild shall consist of a President, President Elect, Vice President, Secretary, Treasurer, and other such officers as the membership shall from time to time approve. The Vice President shall assume the duties and responsibilities of the President when the President is absent or unavailable. The President Elect will transfer to the President position when the current President retires or is removed from the position.

Section 3:

All officers shall be elected during the spring concerts in May of each year and shall assume their duties as of the next meeting thereafter. Elections are determined by the majority vote of the members present at the concerts. In the case that there is only one nomination/volunteer for a position only the board needs to agree unanimously.

Section 4:

All officers shall be elected for a term of one year, however, if the membership so chooses, the same person may be elected to serve in the same office during consecutive years.

Section 5:

Should any office become vacant during the year, it shall be filled by a majority vote of the members present at the first general business meeting following the occurrence of the vacancy.

ARTICLE IV – Meetings

Section 1:

There shall be no specific rules for the conduct of any meetings of the Guild. The President shall be expected to conduct the meetings in an orderly and businesslike manner with Robert's Rules of Order being the guidebook for such conduct, however, strict adherence to these rules shall not be required.

Section 2:

There will be two mandatory meetings for parents/guardians to attend each school year. One will be held at the beginning of the year to pick up supplies, get fitted for tuxedos, and to give guidelines and expectations of the program. The second meetings will be held in October/November for high school and January/February for middle school parents/guardians of students going on the yearly trip. Trip deposits will be due on that date and must be submitted in person with a signed trip contract.

Regular updates will be shared with the guild members/parents/guardians beyond those two meeting dates. Other meetings will be scheduled as needed.

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Section 3:

Special or emergency meetings of the Guild may be called at any time the President of the Guild deems it necessary. Notice of such special or emergency meetings shall be disseminated to all members as quickly as possible by the method deemed most expeditious by the President – three day notice of these special or emergency meetings shall be given if possible, however, the President shall have the discretion to call a special or emergency meeting without this notice if in his/her opinion the circumstances warrant a meeting without this notice.

Section 4:

Meetings of the Board of Directors shall be held on a regular basis with the frequency of these meetings to be determined by the elected Officers of the Guild. Except in an emergency situation, any issue to be presented to the Board of Directors for approval shall be presented at one meeting and then voted on at the next meeting. A quorum of the Board of Directors must be present before any item may be submitted to it for a vote, and a quorum shall consist of one more than half of the total members of the Board of Directors. If a quorum is present, the affirmative vote of a majority of those present shall be binding upon the entire Board.

Section 5:

A quorum of the membership must be present before any vote may be taken and a quorum shall consist of the number of members present at the monthly meeting. A vote of the majority of the members present shall be binding upon the entire membership.

Section 6:

Any member may nominate officers for the next year. Prior to the election being conducted, each nominee shall be personally asked whether he/she is willing to serve in the capacity for which he/she has been nominated and only those who have agreed to serve, if elected, will be submitted to the membership for approval. Attendance will be taken at parent meetings and any nominee must be able to attest that he/she have been present at and participated in such meetings as well as volunteered and participated in at least fifty percent of the Guild's activities during the previous school year.

ARTICLE V – Duties of Officers

Section 1:

The President shall preside at all meetings of the Guild and the Board of Directors; shall have general supervision of the interests, goals, growth, and development of the Guild; shall represent the Association at all school board meetings and all other public meetings or functions; and shall generally act as the spokesperson for the Guild. The President shall have the authority to appoint or designate any other Officer or member of the Guild to speak in his/her place for a particular function or purpose. The President shall have the authority to create standing committees to perform ongoing tasks or duties of the Guild and to create special committees when in his/her opinion such a special committee is needed or required to perform a particular function. The President shall be an ex officio member of all committees except for the nominating committee.

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Section 2:

The President Elect shall shadow the President learning the tasks and roles of the President position. The President Elect will transfer to the President position when the current President retires or is removed from the position.

Section 3:

The Vice President shall act as an aide or assistant to the President; shall act as the primary contact person for issues involving students and parents and shall be primarily responsible for getting necessary notices to the students and parents; shall represent and present to the Guild and the Board of Directors the needs and wishes of the schools which have been communicated to them, The Vice President shall oversee functions and events with or in place of the President.

Section 4:

The Secretary shall have custody of all books, records and documents pertaining to the Guild, except for the financial records, and shall be responsible for recording the minutes of all meetings of the Association or its Board of Directors. The Secretary shall keep copies of these Bylaws and a copy of same shall be provided to each member of the Board of Directors upon their election to the Board, and a copy shall be provided to any member of the Guild upon their request. At the beginning of each meeting the Guild or its Board of Directors holds, the Secretary shall read the minutes of the preceding meeting which shall then be approved by a majority vote of those present, or corrected, if an error is discovered.

Section 5:

The Treasurer shall have possession of all the financial records of the Guild including checkbooks, bank statements, and deposit records and shall keep a full and accurate account of all receipts and expenditures for each school. The Treasurer shall also maintain a current list of all the members of the Guild including addresses, telephone numbers, e-mail addresses and any other contact information which may be available in the Charms website for each school. The Treasurer shall tender a report, verbal or written, at each meeting of the Guild which gives an accounting of all receipts for the previous month, all expenditures for the same period and the current balance in the Guild's bank account(s). On an annual basis, at the final meeting of the year, the Treasurer shall prepare and present a joint written financial report which sets out all receipts and all expenditures for the preceding year along with the existing balance in all accounts. The Treasurer shall not be required to be bonded unless said requirement shall be imposed by the Johnson City School Board or unless the membership of the association shall vote to impose such a requirement. The Treasurer's name shall appear on all bank accounts of the Guild, however, the name of at least one other officer of the Guild shall also appear on such account, and no check shall be written, or withdrawal made from any account without the signatures of two of the three officers.

Section 6:

The Fundraiser Officer and Co-Officer(s) shall coordinate any fundraising ventures that have been approved by the Board of Directors. Fundraising details are then to be shared with the President for communication to the members and to the other guild members for any volunteer spots needed.

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Section 7:

The General Board Member Officer is available to help other Officers and Committees as needed. The General Board Member should be present at all board meetings and is a voting member.

Section 8:

The Parent Advisory Committee Officer will help to coordinate and schedule meetings for the Parent Advisory Committee. They will also be a liaison between the committee and the guild board.

Section 9:

The Advisor Officer(s) can be present at board meetings and offer support and input. Advisor Officers are non-voting officers.

ARTICLE VI – Board of Directors

Section 1:

There shall be a Board of Directors which will be responsible for the day-to-day running of the Guild and it shall have the full power and authority to make any and all decisions relative to the Guild. All officers of the Guild shall automatically be members of the Board of Directors, and all other Board members shall be members in good standing in the Guild.

Section 2:

There shall not be a minimum or maximum number of members of the Board of Directors. The number may change from time to time in accordance with the wishes and needs of the Guild.

Section 3:

The initial Board of Directors, other than the Officers, shall be chosen by the Guild members after which replacement members or additional members shall be chosen by the Board itself.

Section 4:

There shall be an Executive Board which shall consist of the Officers for the Guild, and this Executive Board shall have the power to make decisions binding upon the entire Association in any situation requiring that a decision be made in the interval between regular Board meetings.

ARTICLE VII – Amendments

These Bylaws may be altered, amended, or changed at any time by a vote of the majority of the Guild members present at any meeting where a quorum is present, however, no alteration, change or amendment shall be considered unless written notice of the proposed change(s) has been given to the entire membership at least one month prior to the meeting at which the vote will be taken. The notice must contain, word or words, the proposed alterations, amendment, or change. A proposal to change, alter or amend these Bylaws may be made by any active member of the Guild.

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ARTICLE VIII – Acquisition of and Allocation of Orchestra Guild Funds

Section 1:

Every string student and every parent/guardian shall be encouraged to participate and shall be given the opportunity to participate in all fundraising efforts.

Section 2:

Fundraising events may be to raise funds for the Guild as a whole. The Board of Directors shall be charged with the responsibility of deciding the type of fundraising activities. Notice shall be given to all orchestra students and to all members of the Guild when the Board decides to hold a fundraising event. The notice shall include a description of the fundraising event.

Section 3:

All funds raised by the Guild through fundraising efforts, through donations, or through any other form of fundraising shall be utilized by the Guild for the benefit of the orchestra program and the students who participate in the orchestra program.

Section 4:

The Board of Directors shall be charged with the responsibility of deciding the type of expenditures to be made from the Guild funds and the exact amount to be spent.

A Scholarship account will be maintained by the guild as long as funds are generated for two purposes:

- 1) Senior Scholarship Awards
 - a. The amount and number of scholarship awards will be dependent upon the status of the Association funds.
 - b. All seniors are eligible to apply.
 - c. Scholarship applications will be provided to the seniors in February of each year.
 - d. Application deadline will be in April.
 - e. Executive Board members will review applications and select the recipient(s) based on the quality and content of the application. Executive Board Members can remove themselves from this task if they believe they cannot be non-biased. In those situations, the board may ask for volunteers outside of the board.
 - f. Awards will be presented during the Spring Concert.
 - g. In the event an Executive Board member is also a parent of an applicant, that parent will not be involved in the selection process.
- 2) Student Travel Expenses
 - a. The amount of travel monies available will be dependent upon the status of the Guild funds.
 - b. Request form must be submitted before the final trip payment is due.
 - c. Families requesting funds must be active in fundraising throughout the year.
 - d. Families requesting funds must be active volunteers throughout the year.
 - e. Every effort will be made to assist as many students as possible.
 - f. In the event an Executive Board member is also a parent of a student requesting funds, that parent will not be involved in the decision process.