

Lakeside High School Orchestra Association, Inc. Bylaws
Adopted October 19, 2016

ARTICLE I. Name

Established and recognized by the Internal Revenue Code, section 501(c)(3), as an association exclusively for educational and charitable purposes, this organization is known as the Lakeside High School Orchestra Association, Inc. (LHSOA)

ARTICLE II. Purpose

The LHSOA is organized to be a nonprofit corporation under the Georgia Nonprofit Corporation Code and is operated to promote the orchestra program at Lakeside High School (LHS) and support the director(s) and school officials in the following ways:

1. Create an environment that encourages student and parent participation;
2. Provide supervised social activities;
3. Support participation in orchestra performances, competitions, and school and community events;
4. Promote the orchestra programs to the school and community;
5. Organize fund raising for expenses and activities.

ARTICLE III. Membership

Section 1. Persons eligible for membership in the organization are current LHS Orchestra Director and parents or guardians of students in the orchestra program at LHS, inasmuch as they are willing to uphold its policies and subscribe to its bylaws.

Section 2. Only members of the organization are eligible to participate in the business and meetings or to serve in any of its elected or appointed positions. Board chairs, if designated, must be members.

Section 3. The organization will conduct an annual enrollment of members at the beginning of each school year, but persons may be admitted to membership at any time. The annual enrollment is automatically permitted to the parents or guardians of the students who enroll in the LHS Orchestra, unless they ask not to be included in writing.

ARTICLE IV. Officers

Section 1. The Officers of this organization are comprised of a President, Vice-President, Secretary, and Treasurer.

Section 2. Rules of Office:

- a. Officers shall be elected by a simple majority of the full membership for a term of one (1) year and until their successors are elected and qualified.
- b. Officers shall assume their official duties following the close of the previous school year.
- c. No officer may serve more than two consecutive terms, unless there are no eligible candidates for the position.
- d. No officer can be related by blood or marriage or living at the same address with another officer.
- e. All officers shall serve without remuneration.
- f. Executive Board vacancies shall be filled by appointment of the President with the approval of the Executive Board.

Section 3. The President shall:

- a. Preside at all meetings of the Executive Board and LHSOA.
- b. Be one of the persons authorized to sign checks when the Treasurer is not available.
- c. With the approval of the Executive Board shall appoint all chairpersons of standing boards and special boards whose appointment or election is not otherwise provided for in these by-laws.
- d. Be apprised along with the Orchestra Director(s) of all projects and functions of LHSOA.
- e. Call special meetings as needed.
- f. Prepare an agenda for all meetings of the Executive Board and LHSOA.
- g. Give notice of Executive Board and LHSOA meetings to all elected officers, appointed chairpersons, orchestra director(s) and members.
- h. Obtain Executive Board approval for all expenses not provided for in the adopted budget.

- i. Maintain accurate documentation containing records, meeting agendas, budgets, and notes of activities performed during his/her term of office. This documentation is to be forwarded to the incoming president within ten days of assuming office, or to the First Vice-President in the event of resignation from office for any reason.
- j. Oversee the activities of the Treasurer and all activities associated with fundraising and expenditures.
- k. Sign and send Thank-You letters or emails to donors whose monetary contribution to LHSOA should be tax-deductible.
- k. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

Section 4. The Vice President shall:

- a. Preside over meetings in the absence of the President.
- b. Assist the President and assume the responsibilities of the President in the event the President is unable.
- c. Serve as coordinator of all committees pertaining to communication within and between the school, the orchestra and the general membership.
- d. Oversee the activities of the Secretary, and all activities associated with communication and membership, including but not limited to Membership, Alumni, Website, and other publications and notifications.
- e. Maintain an up-to-date list of board members and board chairpersons.
- f. Be one of the persons authorized to sign checks when neither the Treasurer nor the President is available to sign.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

Section 5. The Treasurer shall:

- a. Function as the organization's financial officer and maintain control over financial records including but not limited to checkbook(s), tax reports and returns, and individual student accounts.
- b. Formulate the annual budget with the assistance of the Executive Board and present the proposed budget to the general membership for approval.
- c. Have custody of all the funds of the association and be responsible for all money collections and deposits.
- d. Make disbursements as authorized by the Executive Board, officers or Association in accordance with the budget adopted by the Association and only after obtaining an original receipt, invoice, expense reimbursement form or purchase order.
- e. Produce and present a written financial statement at every meeting of the Association and at other times when requested by the Executive Board.
- f. Ensure that all checks written are within the budget category approved from the start of a school year and approved by the President and establish and maintain check signature authority with the Association's bank.
- g. Ensure that unbudgeted fund disbursements under \$200 receive the approval of the Executive Board, and ensure that unbudgeted fund disbursements over \$200 receive the approval of the general membership.
- h. Have the accounts examined annually by an auditor or auditing board of no fewer than three (3) members selected by the Executive Board, no later than two weeks prior to the end of the school year. An auditor or auditing board shall not be related to any signees on the checking account by marriage or any other relationship. The audit shall be given to the Association no later than the first regular meeting of the school year.
- g. Perform such other duties as may be provided for by these bylaws, prescribed by the parliamentary authority, or directed by the Executive Board.

Section 6. The Secretary shall:

- a. Record the minutes of all meetings of the Association and of the Executive Board and post the minutes of the General Membership meeting for approval at these meetings.
- b. Keep and record in a permanent file, the minutes of the Association.
- c. Have a current copy of the bylaws.
- d. Maintain an up-to-date membership roster, including names, addresses, e-mails and phone numbers.
- e. Conduct the correspondence for the Association, both written and electronic.

f. Perform such other duties as may be provided for by these bylaws, prescribe by the parliamentary authority, or directed by the Executive Board.

ARTICLE V. Elections

Section 1. All Board Members will be elected annually in the spring, and notification of the election will be made at the last LHSOA concert of the year, in the orchestra e-mail, on the orchestra web site, or by special notice to the membership.

Section 2. At the April Executive Board meeting, the Executive Board shall appoint four members as the upcoming board. The Secretary shall notify the membership of this list, along with notification of the meeting date, time and place, two weeks prior to the last annual Meeting.

Section 3. Board members can be nominated any time and be considered by the existing board to fill in or replace positions needed.

Section 4. The following provisions shall govern the qualifications and eligibility of individuals to be officers of the LHSOA:

a. Each officer shall be a member of the LHSOA.

b. No officer may be eligible to serve more than two consecutive terms in the same office. Each officer shall have a vote.

c. A person who has served in an office for more than one half of a full term shall be deemed to have served a full term in such office.

Section 5. The vote shall be conducted by ballot. When there is but one candidate for an office, the ballot for that office may be dispensed with and election held by voice vote. A majority vote shall be required for election.

Section 6. Officers shall assume their official duties following the close of the school year and serve for a term of 1 year(s) or until their successor is elected.

Section 7. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by the Executive Board.

ARTICLE VI. Executive Board

Section 1. The Executive Board shall consist of the elected officers of the Association and the Orchestra Director.

Section 2. Regular meetings of the Executive Board shall be held with the date and time to be fixed by the board at its first meeting of the year.

Section 3. Special meetings of the Executive Board may be called by the president or upon written request of a majority of the Executive Board members within three (3) days' notice to each member of the Executive Board.

Section 4. A majority of the Executive Board shall constitute a quorum for the transaction of business.

Section 5. The Executive Board shall:

a. Transact business referred to it by the general membership of the Association.

b. Create and appoint boards as needed.

c. Approve the work of the boards.

d. Present a regular report at the general membership meetings of the Association.

e. Select an auditor or an auditing board to audit the treasurer's accounts.

f. Prepare and submit an annual budget to the Association's general membership for adoption.

g. Approve payment of routine bills within the limits of the approved budget.

h. Fill all vacancies in office.

Section 6. Upon expiration of the term of office or when individuals otherwise cease to hold the position that entitles them to be a member of the Executive Board, they shall automatically cease to be a member of the Executive Board and shall be relieved of all duties and responsibilities incident to such membership. All records, books and other materials pertaining to the position shall be turned over to the president and all funds pertaining to the position shall be returned to the treasurer within fourteen (14) days.

ARTICLE VII. General membership Meetings

Section 1. At least two (2) membership meetings of the organization will be held during the school year. Dates and times of meetings shall be determined by the Executive Board and announced at the first regular meeting of the year. Three (3) days' notice shall be given of any cancellation or change of date or time unless emergency conditions prevent such notice being given.

Section 2. Special meetings of the Association may be called by the President or by a majority of the Executive Board, three (3) days' notice having been given.

Section 3. The privilege of making motions, debating and voting shall be limited to members of this organization.

Section 4. Ten (10) members shall constitute a quorum for the transaction of business in any meeting of this organization.

ARTICLE VIII. Audit

Section 1. An audit is a financial review that involves following financial transactions through records to be sure that receipts have been properly accounted for and expenditures made as authorized in the minutes and in conformity with the bylaws and budget limitations.

Section 2. The purpose of an audit is to:

- a. Certify the accuracy of the books and records of the financial officer;
- b. Assure the membership that resources/funds are being managed in accordance with the LHSOA financial policies and procedures.

Section 3. An annual audit shall take place at the end of the school year or upon the resignation of the treasurer, before the new officer assumes his or her duties, and at any other time deemed necessary. The audit should be completed as quickly as possible.

Section 4. An auditor or auditing board of no fewer than three (3) members shall be selected by the Executive Board no later than two weeks prior to the end of the school year. An auditor or auditing board member shall not be related to any signees on the checking account by marriage or any other relationship.

Section 5. The annual audit report shall be given to the LHSOA no later than the first general membership meeting of the school year.

Section 6. The annual audit report must be signed, dated and included in the minutes of the secretary.

Section 7. The outgoing officers cannot sign checks for the LHSOA after the books are closed for audit.

Section 8. During the audit process it is recommended that expenditures within an adopted budget be limited to those of an emergency nature.

ARTICLE IX. Fiscal Year and Tax Identification

Section 1. The fiscal year for the LHSOA shall begin on July 1st and end on the following June 30th for financial and accounting purposes.

Section 2. No activity on behalf of the LHSOA shall benefit any member for personal financial gain.

Section 3. The fiscal year is the twelve month period used for:

- a. determining whether or not this PTA/PTSA is required to file IRS Forms 990 or 990EZ;
- b. if required to file, is the period of financial records to use for completing.

ARTICLE X. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of order shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws or the articles of incorporation.

ARTICLE XI. Amendments

These by-laws may be amended or revised at any regular or special general membership meeting by a two-thirds vote of those members present and voting, a quorum being present and notice of the proposed amendments having been provided to the membership.

ARTICLE XII. Dissolution

Section 1. Dissolution of the organization may be accomplished by majority vote of the general membership.

Section 2. Upon dissolution of this organization all assets of the organization will be disbursed to Lakeside High School, Atlanta, GA.