

FALCON BAND PARENTS ORGANIZATION
A NOT FOR PROFIT ASSOCIATION

FEBRUARY, 2015

REVISION TO ASSOCIATION BYLAWS ORIGINALLY RATIFIED BY THE GENERAL MEMBERSHIP OF THE FALCON BAND PARENTS ORGANIZATION JANUARY 14, 1987, WITH SUBSEQUENT AMENDMENTS – RATIFIED BY VOTE OF THE FALCON BAND PARENTS ORGANIZATION EXECUTIVE COMMITTEE – TUESDAY APRIL 11, 2006 AND ON TUESDAY FEBRUARY 2, 2010 AND ON TUESDAY FEBRUARY 3 2015.

ARTICLE ONE

NAME

The name of the Association shall be the Falcon Band Parents Organization and shall be referred to herein as the “Association”, also known as Wheaton North Band Parents Organization Tax Identification Number 36 3467005.

ARTICLE TWO

PRINCIPAL OFFICE

The principal office of the Association shall be located at Wheaton North High School, Wheaton, Illinois, County of DuPage, State of Illinois, and its address shall be One Falcon Way, Wheaton, Illinois 60187.

ARTICLE THREE

PURPOSE

The purposes for which the Association is formed are:

- 1) To encourage and promote music education among all students at Wheaton North High School within the context of classes for credit and authorized activities.
- 2) To support and work with the Wheaton North High School Band Director.
- 3) To do anything deemed necessary and proper for the accomplishment of any purposes set forth here in.
- 4) To organize and operate exclusively for the above stated purposes, and for other not for profit charitable, educational, religious, or scientific purposes within the

meaning of Section 501(C) (3) of the Internal Revenue Code and no part of any net earnings or proceeds shall inure to the benefit of any private member.

ARTICLE FOUR

POWERS

In furtherance of the objectives described above, but not limited to these, the Association shall have the power, insofar as such power is conferred, or is not limited, by law, to make and perform contracts for any lawful purpose, to engage in various funding and fundraising activities, and to acquire, own, hold, operate, and maintain such property as to effectuate its purposes.

ARTICLE FIVE

MEMBERSHIP

- 1) The Association shall have one class of members only. All voting rights and other rights, interests, and privileges of each member shall be equal.
- 2) All parents and legal guardians of students who are members of the Wheaton North High School Wind Ensemble, Symphonic Band, Concert Band, Percussion studies, Jazz Ensemble, Jazz Band, Falcon Marching Band, Pep Band, Color Guard, Winter Guard, or any similar group organized by or under the supervision of the Wheaton North High School Band Director shall be members of the Association without regard to race, religion, creed, sex, or national origin.
- 3) Each member shall have one vote.
- 4) A quorum will consist of 12 association members and 2 must be elected officers.

ARTICLE SIX

FISCAL YEAR

The fiscal year of this Association shall end on July 31 and begin on August 1 each year.

ARTICLE SEVEN

NOT FOR PROFIT STATEMENT

- 1) No part of the net earnings of the Association shall inure to the benefit of, or be distributed to, its members, directors, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of its charitable and education purposes, including for such purposes,

- the making of distributions to organizations that qualify as exempt organizations under Section 501(C) (3) of the Internal Revenue Code (or corresponding provisions of any future United States Internal Revenue Code).
- 2) No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Association shall not participate or intervene in (including the publishing or distribution of statements) any political campaign or on behalf of any candidate for public office.
 - 3) Notwithstanding any other provision of these Bylaws, the Association shall not carry on any other activities not permitted to be carried on by an Association exempt from Federal income tax under Internal Revenue Code Section 501(c)(2).
 - a) The Association shall not engage in any acts of self-dealing which would cause taxation under the provisions of the Internal Revenue Code.
 - b) The Association shall not fail to distribute income so as to cause taxation under the provisions of the Internal Revenue Code.
 - c) The Association shall not hold excessive business interests so as to cause taxation under the provisions of the Internal Revenue Code.
 - d) The Association shall not make any investments that would jeopardize its tax exempt purpose or cause taxation under the provisions of the Internal Revenue Code.
 - e) The Association shall not make donations or take actions to influence legislation or participate in an election which would otherwise be a taxable expenditure under the provisions of the Internal Revenue Code.
 - f) The Association shall not engage in unrelated business activities to the extent prohibited by the Internal Revenue Code.
 - g) The Association shall not discriminate against any person because of race, color, sex, or religion.
 - h) The Association shall not incur any debt.
 - 4) The term of existence of the Association shall be perpetual or until dissolution by a majority vote of the members, or by unanimous vote of Wheaton North High School Band Director, Wheaton North High School Director of Performing Arts, and Wheaton North High School Principal.
 - 5) On dissolution of the Association the Executive Committee or governing body of the Association after paying or providing for payment of all liabilities of the Association shall dispose of all the assets of the Association exclusively as follows:
 - a) In accordance with the purposes of the Association in the manner determined by the Executive Committee or governing body, or;
 - b) To organizations qualified for exemption under Section 501(c) (3) of the Internal Revenue Code, as amended, and specified by the Executive Committee or governing body. Any assets of the Association not so

disposed of shall be disposed of by the Circuit Court of the Eighteenth Judicial Circuit, DuPage County, Wheaton, Illinois, exclusively for the purposes or to the organizations provided above as determined by the Court.

ARTICLE EIGHT

GOVERNING BODY

The powers of the Association shall be exercised by and its property controlled by a Executive Committee. It shall be the duty of this Executive Committee to carry out the purposes of the Association subject to these Bylaws. Said Executive Committee shall be composed of the duly elected officers of the Association and the duly appointed Committee Chairpersons. The qualifications, the time and manner of election, the terms, the duties of office and manner of filling vacancies shall be set forth in these Bylaws.

- 1) The Executive Committee shall be comprised of a President, Vice President, Secretary, Treasurer, Chairperson for the Color Guard/Winter Guard Committee, Chairpersons for the Falcon Band Contest Committee, Falcon Booster Liaison, Chairperson for Fall Signs Committee, Chairperson for the Fundraising Committee, Chairperson for the Health/Safety Committee, Chairperson for the Hospitality Committee, Chairperson for the Market Day Committee, Chairperson for the Middle School Liaison Committee, Chairperson for the Newsletter Committee, Chairperson for the Publicity Committee, Chairperson for the Scholarship Committee, Chairperson for the Spirit Wear Committee, Chairperson for the Truck/Trailer/Pit Crew Committee, Chairperson for the Travel Food Committee, Chairperson for the Travel/Chaperones Committee, Chairperson for the Uniforms Committee, Chairperson for the Website Committee.
- 2) Executive Committee members shall serve one year terms. Executive Committee members, may succeed themselves as long as they are a member of the Association.
- 3) Vacancies of the non-elected Board members occurring during the year may be filled at the discretion of the Officers.
- 4) The Wheaton North High School Band Director, Wheaton North High School Director of Performing Arts, and Wheaton North High School Principal shall be non-voting members of the Executive Committee.
- 5) Any Executive Committee member, who misses three consecutive regularly scheduled meetings of the Board without notifying an Officer or Band Director, may be removed from the Executive Committee membership, by a majority vote of the remaining Executive Committee members.

ARTICLE NINE

OFFICERS

The Officers of the Association shall be: President; Vice-president; Secretary; and Treasurer. These Officers shall be elected by a majority vote of the Association members present, provided there is a quorum, and voting at the Association's April meeting. No absentee or proxy votes shall be allowed.

The elected Officers shall each serve one year term and may succeed themselves in office one time. Said terms shall begin the day following the installation of officers at the May meeting and transition to their office at the end of the same meeting. Unexpected vacancies of elected Officers will be filled at the discretion of the remaining Officers until an election can be held.

ARTICLE TEN

DUTIES OF OFFICE

The President shall:

- a) Schedule and preside at all regular and special meetings of the Association.
- b) Appoint committees in conjunction with the committee chairpersons and serve as an ex-officio member of those committees.
- c) Perform additional duties as assigned by the Executive Committee.
- d) Act as the official representative of the Falcon Band Parents Organization.

The Vice-president shall:

- a) Perform all the duties of the President in the event the President is absent or unable to perform his/her duties.
- b) Act as Parliamentarian at each meeting, using Roberts Rules of Order as a guide.
- c) Act as Chairperson of the annual Budget Committee.
- d) Perform any additional duties as assigned by the President.

The Treasurer shall:

- a) Appoint a Finance committee, that is approved by the Executive Committee consisting of no more than two association members, one of which would act as an administrator to process payments, deposits, scan documents for filing and reconcile paper journal, and the other to act as an accountant to process the accounting software and produce reporting and reconcile accounting
- b) Receive all funds due the Association and approve expenditures, manage the budget and present financials as authorized by the Executive Committee or as authorized by the Association members at regularly scheduled meetings.

- c) Maintain an accurate, written record of all receipts and disbursements and submit those records for audit as required.
- d) Present a written financial report at all regularly scheduled meetings.
- e) Invest Association funds as authorized by the Executive Committee and these Bylaws.
- f) Establish a retention schedule for financial records of the Association and maintain records accordingly to produce and annual report for filing.
- g) Ensure that the annual income tax forms are prepared and timely filed.
- h) Perform any additional duties assigned by the President or the Executive Committee.

The Secretary shall:

- a) Record and publish the minutes of all regularly scheduled or special meetings.
- b) Issues notices, with an appropriate agenda, of all meetings.
- c) Conduct the Association correspondence.
- d) Maintain all Association records including a roster of members.
- e) Record attendance at all meetings.
- f) Perform any additional duties assigned by the President or the Executive Committee.
- g) Have final approval, and responsible for distribution of the newsletter with the help of the Publicity Chairperson.
- h) Update band calendar as needed.

ARTICLE ELEVEN

COMMITTEE CHAIRPERSONS

COLOR GUARD/WINTER GUARD COMMITTEE CHAIRPERSON

Color Guard/Winter Guard Committee Chairperson shall:

In conjunction with the Association President, appoint a committee sufficient in size to undertake the duties as herein stated;

- a) Be responsible, with this committee, and working with the Wheaton North High School Band Director and Guard Instructors, for management, care, storage, and cleaning of uniforms, flags and equipment for the Color Guard /Winter Guard and drum majors.
- b) Order (when necessary) uniforms and flags.
- c) Obtain fabric and sew (when necessary) uniforms and flags.
- d) Conduct uniform fitting sessions and arrange for size alterations and repairs as necessary.
- e) Organize uniforms during season to be kept in garment bags.
- f) Arrange cleaning of uniforms and flags (when necessary).

- g) Make certain all uniforms and flags are in good repair and in good condition for all performances.
- h) Recommend, when appropriate, the purchase of new or replacement uniforms, flags and equipment.
- i) Purchase paint and painting supplies to paint the floor covering (when necessary for Winter Guard only)
- j) Chaperone or organize volunteers to chaperone for away competitions, and verify arrangements for bus transportation. Always carry the bus company's phone number (Winter Guard only)
- k) Organize volunteers to help set up/break down performance props (Winter Guard only)

FALCON BAND CONTEST COMMITTEE CHAIRPERSON

Committee chairperson or persons works with Band Director to organize and run the Wheaton North Marching Band Contest held each fall. The Falcon Band Contest Committee Chairperson must oversee the contest and work with the director to insure the contest runs smoothly. Many volunteers are needed for the following tasks. Each of the sub committees listed have a separate committee chairperson.

- a) Advertising Sales/Program
- b) Admissions (gate)
- c) Band Warm up area
- d) Concessions
- e) First Aid
- f) Hosting (Individual Bands)
- g) Parking
- h) Pit Holding Area
- i) Registration

FALCON BOOSTER LIAISON COMMITTEE CHAIRPERSON

- a) Attend regular meetings of the Wheaton North Falcon Booster club, representing the Band Department, and report back to Falcon Band Parent Organization.

FALL SIGNS COMMITTEE CHAIRPERSON

- a) Build, paint and distribute spirit lawn signs for Marching Band and Color Guard members.
- b) Signs will be presented to new members at the end of one of the Marching Band practices.

FUNDRAISING COMMITTEE CHAIRPERSON

Fundraising Committee Chairperson shall explore various methods of raising funds either by the group as a whole, or individually by students, to defray student costs and for purchase of items needed by the Falcon Band, without conflicting with the Booster Club, and without placing undue strain on students. Oversee the organization of the fundraiser, the distribution of materials and collection of all funds from fundraising events. The committee chairperson will also:

- a) Work in conjunction with the President to appoint a committee of sufficient size to undertake the duties as herein stated.
- b) Be responsible, with this committee, for organizing and coordinating the various fundraising projects to fund the annual Wheaton North High School Wind Ensemble, Symphonic Band, Concert Band, Percussion Studies, Jazz Ensemble, Jazz Bands, Falcon Marching Band, Pep Band, Color Guard and Winter Guard.
- c) Submit all fundraising proposals to the officers for approval.
- d) Work in conjunction with the officers and the Wheaton North High School Band Director.

HEALTH/SAFETY COMMITTEE CHAIRPERSON

- a) The Health and Safety Committee Chairperson shall:
- b) In conjunction with the President appoint a committee sufficient in size to undertake the duties of the committee as herein stated.
- c) Be responsible for maintenance of the first aid supplies and arrange for additional supplies as needed.
- d) Arrange for completed and signed health disclosure and parent/guardian authorization for emergency treatment forms for each participating student and ensure that said authorization forms are available for all events and trips.
- e) With this committee arrange for a parent trained in first aid to be present at all performances and events and to accompany all groups when traveling, to administer first aid when necessary.
- f) This committee will also coordinate with the Travel/Chaperones committee in bringing the water, water bottles, and water jugs with wagon to events.

HOSPITALITY COMMITTEE CHAIRPERSON

This committee is responsible for hospitality at certain band organization functions as determined by the Falcon Band Parent Organization.

- a) Is responsible for the needs of the band program with regards to traveling for performances, competitions and parades.
- b) Works directly with Band Director for necessary information regarding travel of band students and food.
- c) Is responsible for food arrangements (when students are being fed by band parent organization or otherwise as directed by Band Director)

MARKET DAY COMMITTEE CHAIRPERSON

Coordinates the distribution of order sheets, sales, pick up and parent volunteers for the Market Day sales every month. Student volunteers are assigned to help.

MIDDLE SCHOOL LIAISON COMMITTEE CHAIRPERSON

Work closely with high school Band Director on recruitment of 8th grade students and with middle school Band Directors on articulation and communication of information from the high school to middle school or vice versa.

This committee has responsibilities year round. One liaison is needed at each middle school.

NEWSLETTER /PUBLICITY COMMITTEE CHAIRPERSON

This committee is responsible for distributing a newsletter to all band member families as well as distributing newsworthy information and working with District 200 liaison and local new reporters.

Duties include:

- a) Work with Band Director to get up-to-date information on events and news.
- b) Report information from the Falcon Band Parent Organization.
- c) Gather information from students if necessary.
- d) When applicable, report on Falcon Booster happenings.
- e) Type up newsletter.
- f) Work with the Secretary to distribute the monthly newsletter via email.
- g) Keep news/notes updated on the web site.
- h) Working directly with newspapers and reporters.
- i) Working with District 200 PR person.
- j) Clipping our new articles and posting in band room.

- k) Updating band happenings via social media, press releases and Wheaton Patch.

SCHOLARSHIP COMMITTEE CHAIRPERSON

- a) Oversees the application of and funding of the Falcon Band Parents Organization Scholarship.
- b) Works with Band Director and committee on selecting the winner of the scholarship from all nominees.
- c) Members of the committee cannot be a parent of a Senior student.

SPIRITWEAR COMMITTEE CHAIRPERSON

This committee coordinates the sales and design of the Falcon Band Parent Spirit wear.

TRUCK/TRAILER/PIT CREW CHAIRPERSON

This committee is responsible for the equipment truck and trailer for all performances, competitions and parades for the Falcon Marching Band.

Chairperson works closely with Band Director to ensure equipment travel for all performances.

Duties include:

- a) Make travel arrangements for rental of truck and truck return.
- b) Drive the truck.
- c) Organize and supervise adult volunteer assistance for all performances.
- d) Keep truck/trailer in organized order for safe equipment storage and load/unload of equipment.
- e) Maintain equipment and make minor repairs when necessary.
- f) Assist band students with equipment on/off field during marching band season.
- g) Remain with vehicle/equipment when students are not performing.

TRAVEL/CHAPERONES COMMITTEE CHAIRPERSONS

Is responsible to:

- a) Meet needs of the band program with regards to traveling for performances, competitions and parades.
- b) Work directly with Band Director for necessary information regarding travel of band students.

- c) Organize and ensures adequate amount of adult chaperones for each excursion. One parent/chaperone per 10 students is adequate.
- d) Assist Band Director in supervision of students while on trips.
- e) Fill bottles with water before leaving on trips. Coordinate with Health and Safety committee.
- f) Fill coolers with water before leaving on trips. Coordinate with Health and Safety committee.
- g) Double-check order of buses.
- h) Travel on buses with students as necessary.
- i) Hold permission slips and health forms.
- j) Ensure students keep a timely schedule.
- k) Supervise students at all functions of the trip.

UNIFORM COMMITTEE CHAIRPERSON (MARCHING BAND AND WIND ENSEMBLE)

Band Uniform Committee Chairperson shall:

- a) Be responsible, with this committee, and working with the Wheaton North High School Band Director, for management, care, storage, and cleaning of the Wind Ensemble Uniforms and Falcon Marching Band Uniforms.
- b) After final concert and the end of the marching season, clean out pockets, pull uniforms of graduating band members or non – returning members. Sort uniforms by size and number. Update list of current available uniforms. Arrange for cleaning. Wash raincoats, hang up and sort by size. Clean hats and garment bags.
- c) Outfit new marching band members during the summer and during Band Camp Week with uniform, shoes, hats, and gloves. Fill out student’s personal data form with assigned uniform numbers. Label, record and file uniforms in marching band closets by sections. Provide storage and proper care instructions to students and parents.
- d) Outfit Wind Ensemble members 2 weeks prior to their first performance.
- e) Recommend, when appropriate, the purchase of new or replacement uniforms.
- f) Make certain all uniforms are in good repair and in good condition for all performances.

WEB SITE COMMITTEE CHAIRPERSON

- a) This person maintains and updates the band website.

- b) Promotes web site and organizes e-mail registration of new members to the Wheaton North Band program web site.
- c) Posts calendar, news and events, photos, and other information as necessary, working with the band director on a monthly basis to get updated information.
- d) Maintains updated e-mail distribution lists, social media accounts and renews domain names.

ARTICLE TWELVE

MEETINGS

- 1) There shall be at least eight (8) general meetings of the Association each year, the first in August during the first week of August Band Camp and the Last in May. Notice of the time and place of each meeting shall be posted at least ten days prior to the date of the meetings.
- 2) The May meeting shall be considered the Annual Meeting. The Annual Meeting agenda shall include, but not be limited to the following:
 - Annual report by the President;
 - Annual report by the Audit Committee
- 3) The September meeting shall include a presentation of the Wheaton North Band Director's plans for band activities during the forthcoming school year, plans of the Association, and other such matters as the Association wish to discuss.
- 4) The Association should meet on a monthly basis during the year. Meetings shall be determined according to the school calendar. Special meetings may be called by the President, as needed, to conduct the business of the Association. The President must call a special Association meeting within five days of a written request for such a meeting by any five Association members.
- 5) In order to conduct business a quorum must be present. A vote taken concerning a particular committee must have representation by at least one member of that committee present at the meeting.
- 6) All regularly scheduled meetings and Committee meetings are open to the full membership of the Association, and all meetings shall be conducted in accordance with Robert's Rules of Order.

ARTICLE THIRTEEN

SPECIAL COMMITTEES

- 1) An outside Auditor shall review the financial records of the Association and submit a report of its findings at the first regularly scheduled meeting in August. The outgoing Treasurer shall be required to approve the audit report. The incoming Treasurer shall be required to acknowledge acceptance of the audited financial records, prior to accepting the office of Treasurer.
- 2) The President shall appoint an annual Nominating Committee, in February, to be chaired by another member of the Executive Committee and its purpose shall be to submit a listing of candidates for Association Officers in March, for election at the annual April meeting, or in the event of an unexpected vacancy. The committee shall consist of three (3) appointed members. The nominating committee shall select one (1) nominee for each office to be filled and report at least thirty (30) days prior to the election meeting. During the election meeting, an opportunity shall be given for nominations either by the committee or Association members from the floor. No one may be eligible to election who has not been a member of this association or that of a feeder school for at least thirty (30) days. Voting will take place at the April meeting.
- 3) The President shall appoint a Budget Committee to be chaired by the Vice President and comprised of the Vice President, Treasurer, President, and one additional Executive Committee member, all working in conjunction with the Wheaton North High School Band Director to establish an annual budget of anticipated expenditures and anticipated income. This committee shall submit its proposed budget to the Executive Committee for approval within one month after the beginning of the fiscal year.
- 4) The President may appoint an Advisory Committee comprised of former band parents and such committee shall be approved by a majority of the Executive Committee members. This Advisory Committee shall be made up of not more than five (5) non-voting members, whose main purpose is to offer their expertise and guidance to the elected Executive Committee members.
- 5) The President shall appoint any other committee as is deemed necessary to further the purposes of the Association.

ARTICLE FOURTEEN

DISBURSEMENT OF FUNDS

- 1) Expenditures, not consistent with the approved budget and the not for profit statement of the Association, must be authorized by a majority vote of the Association present at any regular or special meeting.

- 2) Bank checks or any other type of disbursement instrument must be endorsed by the President and the Treasurer.
- 3) The Treasurer of this Association in conjunction with one additional elected officer shall be authorized to open and maintain a bank checking account for the benefit of the Association to facilitate monetary transactions.
- 4) A Resolution authorizing said bank account and designating two officers authorized to sign and endorse checks on behalf of the Association shall be used.
- 5) The Treasurer shall maintain a ledger account for each student member of the governed groups for grants authorized by the governing body to be used to offset the cost of expenses incurred participating in activities related to the governed groups as approved by the governing body.
- 6) Requests for release of grants must be made in writing. In the event a student leaves the governed groups their grant shall be transferred to the general fund unless written notice from the student (or legal guardian) is received within 30 days of departure to transfer any remaining funds to another ledger account (including sibling's) within 12 calendar months.
- 7) Donation or transfer of funds to student escrow accounts may be made with a letter of direction by a parent or guardian to the treasurer and the donor does not need to be disclosed to the recipient.

ARTICLE FIFTEEN

BYLAWS

- 1) The Bylaws of the Falcon Band Parents Organization shall be adopted, amended, or repealed by a two-third majority vote of the Association members present, provided there is a quorum, at any regular or special meeting provided the proposed changes have been published and made available to the Association members at least ten (10) days prior to the meeting at which a vote is to be taken.
- 2) Amendments to these Bylaws may be proposed by any Association member at any regular meeting and shall be submitted in writing to the Secretary. The proposed amendment shall then be published at least then (10) days prior to the meeting at which a vote is to be taken. A two-thirds vote of the Association members present, provided there is a quorum present, shall be necessary to pass an amendment.
- 3) Bylaws should be reviewed and updated every (4) four years.