

BYLAWS OF LASSITER HIGH SCHOOL ORCHESTRA ASSOCIATION

ARTICLE I: NAME

SECTION 1. The name of the organization shall be the LASSITER HIGH SCHOOL ORCHESTRA ASSOCIATION, INC.

SECTION 2. The principal office and place of business of said organization shall be 2601 Shallowford Rd, Marietta, Georgia. All correspondence shall be handled through Post Office Box 671345, Marietta, Georgia 30066.

SECTION 3. The fiscal year will begin on the first day of July and end on the 30th day of June.

ARTICLE II: OBJECT AND PURPOSE

SECTION 1. The object and purpose of the Association shall be to promote ways and means of providing for the needs of the Lassiter High School Orchestra Program above those supplied by the Cobb County School System. The Association shall seek neither to direct the administrative activities of their orchestra nor control its policies.

SECTION 2. The Association shall not contemplate pecuniary gain or profit or distribution of profits or dividends to members thereof.

SECTION 3. No member of the Association shall be liable for any of the debts of the Association, except as such as a member may personally endorse or guarantee such debt of the Association.

ARTICLE III: MEMBERSHIP AND DUES

SECTION 1. All parents, guardians and teachers of Lassiter Orchestra Students may be members of the Association. Any interested parties may also be members of the Association.

SECTION 2. Membership in the Association shall be made available without regard to race, color, creed or national origin.

SECTION 3. Annual membership dues are \$150.00 for a Family and \$125.00 for each additional student in the immediate family . The dues shall be paid to the Association. The Association shall conduct an annual enrollment of members, but persons may be admitted to the membership at any time. The membership year runs concurrent with the academic year.

SECTION 4. The privilege of holding office, making motions, debating and voting shall be limited to members of the Association who have paid current membership dues.

ARTICLE IV: OFFICERS AND THEIR ELECTION

SECTION 1. The officers of this Association shall be President (or Co-Presidents), Vice President (or Co-Vice Presidents), Secretary (or Co-Secretaries), Treasurer (or Co-Treasurers), and Communications Officer.

SECTION 2. The President (or Co-Presidents) and Vice President (or Co-Vice Presidents) should be involved in all orchestra activities. The Vice President (or Co-Vice Presidents) should be ready to assume the duties of the President. The Secretary (or Co-Secretaries) should have the capability of recording and maintaining accurate records of all meetings. The Treasurer (or Co-Treasurers) should have a working knowledge of basic bookkeeping and accounting procedures.

SECTION 3. The Officers of the Association shall be elected by a plurality of members of the Association present at a regular meeting held in the Spring prior to the upcoming school year. Officers shall be elected by ballot; however, if there is but one nominee for any office, election may be by voice vote. Officers shall serve for a term of one (1) year or until their successors are elected. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms.

SECTION 4. Nominating Committee:

- a. There shall be a nominating committee consisting of at least two board members and at least one LHSOA parent member. The committee may have as many as seven members, but must always have an uneven number of members.
- b. The nominating committee shall nominate an eligible person for each office to be filled.

- c. Only those persons who have signified to the nominating committee their consent to serve if elected shall be nominated for or elected to such office.

SECTION 5. A vacancy in any office shall be filled by an election, held at the next regular meeting upon the occurrence of such vacancy, unless all offices become vacant by reason of recall, in which event the vacancy shall be filled at the same meeting by which the vacancies are created. A vacancy exists when any officer resigns his or her office or is recalled by the members. (Recall procedures are described in Article VIII of these bylaws.)

ARTICLE V: DUTIES OF THE OFFICERS

SECTION 1. All Officers of the Association shall be responsible and accountable for their acts as such to the membership.

SECTION 2. The President (or Co-Presidents) shall preside at all meetings of the Lassiter High School Orchestra Association and shall be a member ex-officio of all committees except the nominating committee.

SECTION 3. The Vice Presidents (or Co-Vice Presidents) shall:

- a. be an aid to the President (or Co-Presidents);
- b. perform the duties and exercise the powers of the President (or Co-Presidents in the absence of the President (or Co-Presidents);
- c. be the chairperson of the Ways and Means committee;
- d. coordinate volunteers for orchestra activities as necessary;
- e. perform such other duties as may be assigned from time to time to him, her, or them by the President (or Co-Presidents).

SECTION 4. The Secretary (or Co-Secretaries) shall:

- a. record the minutes of all meetings of the association and of the executive committee/board and post minutes of the General Membership meeting for approval at these meetings;
- b. have a current copy of the by-laws;
- c. maintain an up-to-date membership list;
- d. handle all correspondence of the Association;
- e. perform such other delegated duties as assigned.

SECTION 5: The Treasurer (or Co-Treasurers) shall:

- a. have custody of all the funds of the association;
- b. keep full and accurate account of receipts and expenditures;
- c. make disbursements as authorized by the officers, Executive committee/board, or Association in accordance with the budget adopted by the Association and only after obtaining an original receipt, invoice, or purchase order;
- d. obtain executive committee/ board approval for all purchases of \$100. 00 or more; expenses greater than \$25.00 require pre-approval from the Treasurer.
- e. present a written financial statement at every meeting of the Association and at other times when requested by the executive committee/board;
- f. have the accounts examined annually or upon change of officers by an auditor or auditing committee of not fewer than three members, who, satisfied that the annual report is correct, shall sign a statement to

that fact at the end of the report. The auditing committee shall be selected by the executive committee/board at least two weeks before the meeting at which new officers assume duties. The auditing report shall be given to the association no later than the first regular meeting of the school year;

SECTION 6: The Communications Officer shall:

- a. Communicate and coordinate information between the Board, the Director, The parents and the students.

ARTICLE VI: EXECUTIVE COMMITTEE/ BOARD

SECTION 1. There shall be the following standing committees with chairpersons appointed by the President: Hospitality, Membership, Equipment, Newsletter, Publicity, Chaperone, Auction, Ways and Means and Movie Night. The President (or-Co-Presidents) shall appoint other special committees as necessary to conduct the affairs of the Association.

SECTION 2. The executive board shall consist of the officers of the Association and the Orchestra Director.

SECTION 3. The duties of the executive committee/board shall be:

- a. to transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association;
- b. to approve the plans of work of the standing committees;
- c. to present a report at the regular meetings of the Association;
- d. to select an auditor or an auditing committee to audit the treasurer's accounts;
- e. to prepare and submit to the Association for adoption a budget for the fiscal year;
- f. to approve routine bills within the limits of the budget.

SECTION 4. Regular meetings of the executive committee/board shall be held during the school year, the time to be fixed by the committee/board at its first meeting of the year. A majority of the executive committee/board members shall constitute a quorum. Special meetings of the executive committee/board may be called by the President (or Co-Presidents) or Director or by a majority of the members of the committee/board.

ARTICLE VII: MEETINGS

SECTION 1. Meetings of the officers shall be held in conjunction with the student officers as needed. A majority of the officers shall constitute a quorum.

SECTION 2. Special meetings of the Association may be called at any time by the President (or Co-Presidents), Director or by a majority of the executive board. Notice of the meeting shall be given to the membership prior to such meeting stating the time, purpose and place of the meeting.

SECTION 3. The election meeting shall be held in the Spring.

SECTION 4. The privilege of holding office, making motions, debating and voting shall be limited to members of the Association who have paid current membership dues.

SECTION 5. Members present shall constitute a quorum for the transaction of business at general meetings of the association.

SECTION 6. Meetings of all committees shall be held as necessary for the performance of the duties of each committee.

ARTICLE VIII: STANDING AND SPECIAL COMMITTEES

SECTION 1. The executive committee/board may create or dissolve such standing committees as it may deem necessary to carry on the work of the Association. The term of each chairperson shall be 1 year or until the selection of a successor.

SECTION 2. The chairpersons of each standing committee shall present a plan of work to the executive committee/board for approval. No committee work shall be undertaken without the consent of the executive committee/board.

SECTION 3. The power to form special committees and appoint their members rests with the executive committee/board.

SECTION 4. The President (or Co-Presidents) and Director shall be a member ex officio of all committees except the nominating committee.

ARTICLE IX: RECALL

SECTION 1. In the event a petition asking for a recall of any officer and signed by at least one-third of the membership of the Orchestra if delivered to the President (or Co-Presidents) or a Vice President (or Co-Vice Presidents) or Secretary(or Co-Secretaries), the membership shall be notified of the recall petition prior to the next meeting, at which time a secret ballot vote shall be held. If the vote is affirmative, by a majority of the members present and voting, the officer shall be immediately recalled.

SECTION 2. In the event of a recall of the entire slate of officers, the Orchestra Director shall preside over the election of a new slate of officers at the same meeting,

ARTICLE X: SPHERE OF ACTIVITY

SECTION 1. For the purpose of definition, Lassiter High School shall be defined as that school which academically supports the area which this school serves and which may from time to time be defined and designated by the "Cobb County Board of Education".

SECTION 2. In the event that the school should be closed or changed from an academic curriculum; the term Lassiter shall automatically apply to that school or those schools which absorb the students which this organization is avowed to support.

SECTION 3. In the event of circumstances stated in Section 2 of this Article, equipment and monies on hand shall be apportioned on a student pro rata basis using a straight line method of depreciation for the purpose of computation of undepreciated value of musical instruments on hand.

ARTICLE XI: MISCELLANEOUS

SECTION 1. All books, minutes, and records of the Association shall be open to inspection at any reasonable time by any member.

SECTION 2. All members shall be requested to keep the Secretary (or Co-Secretaries) informed as to their current mailing address, telephone number and email address.

SECTION 3. At the closing of the fiscal year, an annual financial statement shall be prepared by the Treasurer (or Co-Treasurers), and an audit of the books shall be performed by someone other than the Treasurer (or Co-Treasurers). For auditing committee specifics, see Article V, Section 5(f) of these bylaws.

SECTION 4. The rules contained in the current edition of ROBERT'S RULES OF ORDER NEWLY REVISED shall govern this Association in all cases in which they are applicable and in which they are not in conflict with these bylaws.

SECTION 5. These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the members present and voting.

(Revised and approved: August 2007))