

# **Northview High School**

## **Fine Arts Association**

### **Constitution**

#### **Article 1: Name**

- 1.1 The name of the organization shall be the Northview High School Fine Arts Association. It shall be hereafter referred to as the Association.
- 1.2 The Association is organized for the support, promotion and advancement of students participating in the performing and visual arts at Northview High School.
- 1.3 The address of the Registered Office of the Association shall be Northview High School, 10625 Parsons Road, Johns Creek, GA 30097

#### **Article II: Purpose**

- 2.1 The purpose of the Northview High School Fine Arts Association shall be to support and promote the performing and visual arts programs and activities with financial services and human resources, and with operating materials beyond those provided by the high school and school district.
- 2.2 When the rights and policies of Northview High School are in direct conflict with the rights and policies of the Association, the rights and policies of Northview High School shall prevail. The Association is intended to support the Fine Arts department and shall not have the authority to direct the administration of the school, control its policies, or interfere with the policies of the faculty or staff.

#### **Article III: Structure**

- 3.1 Under the provisions specified in the by-laws, the Association shall be governed by the Executive Board and the general membership with the cooperation of the Fine Arts directors/teachers.
- 3.3 The Association shall make every effort to maintain its tax-exempt status under Internal Revenue Section Code 501c3 by assuring that all money and funds raised by, for, or in the name of the Association become property of the Association and are used to pay for minimal operating expenses and to support Association approved projects, activities, and programs of the fine arts department.
- 3.3 Upon dissolution or disbandment of the Association, all unallocated cash funds shall be turned over to the school for exclusive use in the Fine Arts program.

## **Bylaws**

### **Article I: Membership**

- 1.1 Any person willing to uphold the purpose and bylaws of the Association shall be eligible for membership and becomes a member upon payment of dues as hereinafter provided.
- 1.2 Membership rights and privileges including voting, holding office, making nominations and debating.
- 1.3 Membership Dues and Privileges:  
Dues are determined annually, but no later than April 15<sup>th</sup> by the Executive Board (defined in article 5:1). The dues will be in effect for the succeeding fiscal year (July1-June 30).  
Dues are payable after July 1 for the current fiscal year. A prospective member may join at any time during the year, and the membership will be effective until the following June 30<sup>th</sup>. All dues amounts are considered annual payments with no provision for pro-rata payments.
- 1.4 The Executive Board is entitled to make adjustments in the amount of dues for hardship cases or other circumstances that would warrant an adjustment.
- 1.5 Loss of Membership: No person shall be considered a member in good standing if dues are not paid. All dues not paid before October 1 each year are considered in arrears and membership rights and privileges are terminated.

### **Article II: Meetings**

- 2.1 A general membership meeting will be held at least once during each fiscal year. Officers shall be elected and installed at the meeting for the succeeding fiscal year (July1-June 30). In the event that a general membership meeting is not determined to be feasible, (Executive Board decision), a general electronic mailing will go out to all FAA members (membership mass electronic mail option).
- 2.2 Notice of the General Membership Meeting shall be given by the Secretary to the members not less than seven (7) days prior to the meeting. A meeting notice contains the date, time, and place of the meeting and may be mailed to members and/or published in official school publications. If the board decides to pursue the membership mass electronic mail option, notices will be sent out five (5) days prior.

2.3 Executive Board meetings will be held during the school year on the dates chosen by the Executive Board at the beginning of the school year. The President may call for additional unscheduled Executive Board meetings as needed.

2.4 The calendar of scheduled Executive Board meetings will be published and distributed at the beginning of the academic year.

2.5 Special meetings may be called by the Executive Board or President as the need arises. Any three (3) members of the Executive Board or any ten (10) members of the general membership may petition the President for the call of a Special Meeting. Such petitions shall be made in writing to the Secretary and must state the reason for the request. The President must set the date, time and place for such special meeting within ten (10) school days of the receipt of the request with the advice and consent of the Executive Board.

2.6 Notice of any special meeting which includes the date, time, place and purpose for the meeting shall be given by the Secretary to each member not less than 48 hours prior to the time of the meeting. No business other than the stated purpose for which the meeting was called is to be conducted at the Special Meeting.

2.7 Members present at any duly called meeting constitutes a quorum. A simple majority (51%) of the members present and voting shall be sufficient to carry a motion.

2.8 Voting rights are one vote per membership. No proxy votes are allowed. The Secretary will record the voting results by pass/fail.

2.9 Order of Business: The latest edition of Robert's Rules of Order, revised, shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these bylaws.

2.10 The Secretary shall act as the Parliamentarian.

### **Article III: Election of Officers**

3.1 *Qualifications:* The qualifications of the elected officers are that he/she must be a member in good standing and be willing to accept the position for which he/she is nominated. Elected officers must have a student currently enrolled at Northview High School.

3.2 *Nominations:* By March, the Executive Board shall appoint a nomination committee to be chaired by the Vice-President of Band (Article IV, 4.2.2). The duty of the nominating committee is to select one candidate for each office for election and obtain the consent of that candidate before that name is placed in nomination. The report of the nominating committee shall be published to the membership as the "proposed slate of officers" five (5) days prior to the Spring General meeting or Membership mass electronic mail option. Nominations fulfilling the

same requirements as above are also accepted from the floor following the report of the nominating committee (or accepted via email).

3.3 *Elections:* A simple majority (51%) of the members at the Spring General Membership Meeting is required for the election of all officers to the Association. If the Mass Membership option is used, the members will be invited to attend the next Board Meeting to vote upon the proposed slate of officers. A simple majority (51%) of the members at the Board meeting is required for the election of all officers of the Association.

The elected officers are the President, Treasurer and Secretary.

Any of these positions except Treasurer may be shared by no more than two persons. In this case, the designation of “Co” is added to the elected title. If nominations have been received from the floor, a ballot vote must take place, and the results given to the membership before the end of the Spring General Membership meeting.

3.4 *Term of Office:* Officers shall serve for a term of one year, and shall remain in office until they are re-elected, or their successors are elected.

3.5 *Vacancy in Office:* Any office becoming permanently vacant, except that of President, may be filled by the Executive Board. The term of office shall be the same as that of the unexpired term of the officer being replaced. If the office of President becomes vacant, the Vice-President of Band will assume the duties of the President until a special election is held.

#### **Article IV: Duties of Officers**

##### **4.1 President**

4.1.1 The President is the Executive Officer and, with the advice and consent of the Executive Board, shall conduct the business of the Association.

4.1.2 The President presides at all Executive Board, General Membership, or Special meetings and is a member ex-officio of all committees.

4.1.3 The President shall perform other duties as deemed necessary for the furtherance of the business of the Association or as directed by the Executive Board or the general membership.

##### **4.2 Vice-Presidents**

4.2.1 The Vice-President of Band shall perform the duties of the President in the absence of the President.

4.2.2 The Vice-President of Band will chair the nominating committee.

4.2.3 The Vice-Presidents of the Association shall carry out any specialized duties as required for their school groups with the cooperation of their Directors/Teachers.

4.2.4 The Vice-Presidents are responsible for delivering Budget information, setting calendars, and supporting the Directors/Teachers of the Fine Arts departments.

4.2.5 The Vice-Presidents are responsible for direct communications between their Directors/Teachers and the Executive Board.

4.2.6 The Vice-Presidents have full responsibilities for activities within their groups.

#### **4.3 Treasurer**

4.3.1 The Treasurer shall be responsible for providing the Association with all financial and accounting data as required by the Association including a budget. The budget shall be presented to the Executive Board for review and presented for adoption at the General Meeting annually.

4.3.2 The Treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the Association.

4.3.3 The Treasurer shall receive and be responsible for all funds, securities, and receipts of the Association and shall deposit in the name of Northview High School Fine Arts Association, all money or other valuables in such banks and other depositories as shall be selected by the Executive Board.

4.3.4 The Treasurer shall disperse Association funds only as authorized by the Executive Board and in accordance with these by-laws.

4.3.5 The Treasurer shall submit a written report to the President and Secretary at each monthly meeting. The Treasurer will present the monthly budget update to the Executive Board.

4.3.6 An independent auditor shall audit the books and financial records annually following the end of the fiscal year (June 30). The audit report will be presented to the Executive Board and Faculty Chair of the Fine Arts Department for approval. The President may call for an additional audit during the year if deemed necessary. The audit will be funded out of the Associations general funds.

4.3.7 All approved disbursements will be paid from one checking account in the name of the Northview Fine Arts Association, and signed by the Treasurer. Checks over \$500 must be co-signed by the Treasurer and President. Check reimbursements to the Treasurer must be signed by the President. Bills and check requests are expected to be paid within two weeks.

4.3.8 All cash deposits must be counted and verified by two individuals, one being the Treasurer. Cash will remain in a safe for no more than 48 hours until it can be directly deposited into the Association's bank.

4.3.9 All bank statements shall be reconciled in a timely manner and reviewed by an Executive Board member who is not an authorized check signer.

4.3.10 Upon leaving office, the Treasurer shall transmit all property of the Association, including electronic files, to his/her successor.

4.3.11 All books and records of the Association may be inspected by any member or their authorized representative for any proper purpose at any reasonable time, and upon reasonable notice.

#### **4.4 Secretary**

4.4.1 The Secretary shall keep the minutes of the annual meeting, and the meetings of the Executive Board.

4.4.2 All notices and copies of minutes will be duly given in accordance with these bylaws.

4.4.3 Notice of meetings of the Executive Board, and general membership meetings shall be given by the Secretary in accordance with these bylaws.

### **Article V: Executive Board**

5.1 The elected officers of the Association and the designated Fine Arts Faculty Representatives shall constitute the Executive Board.

5.2 The purpose of the Executive Board shall be to facilitate business at General meetings. This shall include the following:

\*\* To review the plans and activities of the committees.

\*\* To evaluate the plans for fundraising, and to select and present appropriate options, ideas and support.

\*\* To recommend to the general membership specific expenditures either for the operation of the organization or for the benefit of the Association in keeping with the guidelines of the annual budget.

5.3 Every office on the Executive Board has one vote. If two individual's share that office, that office maintains one vote.

5.4 The standing committees are: Membership, Concessions, Banquet and Publicity, and Web Designer.

5.5 Each committee chair shall present at the Executive Board Meeting a report of activities of their committees.

5.6 The President, with the consent of the Executive Board, may add committees either temporary or permanent, and appoint additional committee chairs as needed.

5.7 Subsequent changes in the organizational structure of the Association may be approved by the Executive Board on an as needed basis.

#### **Article VI: Finances**

6.1 The Association is tax exempt and shall make every effort to maintain its status as a tax exempt organization according to Internal Revenue Section 501c3.

6.2 All funds generated by the Association are to be used to cover operating expenses and to support approved projects, activities, and programs of the Association.

6.3 The distribution of profits by the general fund will be determined by the Executive Board before each fundraising project begins.

6.4 Changes in the financial structure of the Association may be approved by the Executive Board on an as needed basis.

#### **Article VII: Fundraising**

7.1 All fundraisers require Executive Board approval.

7.2 Association fundraisers benefit the general operating fund of the Association, and the funds are used to fulfill the general budget or are distributed to the five (5) disciplines by Executive Board allocation.

#### **Article VIII: Standing Rules**

8.1 All matters pertaining to the activities, events and projects of the students and the Association must meet with the approval of the appropriate Director/Teacher and must conform to the policies of the school district and Principal.

8.2 Equipment of the Association is not to be loaned to any person or organization for use outside of the school building or grounds.

8.3 Each member shall have an equal right to speak on all matters brought before the Association and shall identify himself before addressing any group.

#### **Article IX: Policies and Procedures**

9.1 The executive Board of the Association may develop and enact policies and procedures that further define the role of the Association. These policies and procedures shall be in keeping with the purpose and by-laws of the Association.

9.2 Enactment of a policy or procedure requires approval of 2/3 of the Executive Board. Repeal or revision also requires a 2/3 majority vote of the Executive Board.

9.3 Once enacted, policies and procedures are binding on all members of the Association.

9.4 Subsequent changes in the organizational structure or the Association may be approved by the Executive Board on an as needed basis.

#### **Article X: Dissolution**

10.1 Upon dissolution or disbandment of the Association, any and all unallocated funds shall be turned over to the school for the exclusive use in Fine Arts Programs.

#### **Article XI: Amendments**

11.1 Any proposed changes or amendments to these bylaws shall be submitted in writing to the Executive Board thirty (30) days prior to a general meeting and will then be voted on at that Meeting.

11.2 This Constitution may be amended at any General Meeting of the Association by a majority vote (51%) of those attending provided that the Secretary has given ten (10) days notice, including a full text of the proposed amendments to the full membership.