

BY LAWS OF THE WEST SUBURBAN YOUTH ORCHESTRA (Revised – 9/99)

These by laws are written to be construed in accordance with the Not-For-Profit Act of Illinois

Article 1: Name

The name of this organization shall be the West Suburban Youth Orchestra

Article 2: Purpose

The purpose of this organization is to encourage and deepen the musical interests of grade school and high school age students. It is intended for young players with musical aptitude, who are prepared to devote both time and effort to achieve a high level of excellence.

Article 3: Membership

- a. Membership of the orchestra is composed of children from grade 4 through high school who have successfully auditioned with the conductor.
- b. Parents or guardians of the orchestra members automatically become voting members of the organization upon acceptance of their child or ward in the orchestra, and upon payment of fees and dues. Fees can be waived in case of hardship.
- c. Honorary membership in the organization may be granted by action of the Board.
- d. Voting rights are extended to each member on the basis of one vote per family on each matter submitted to a vote of the membership.
- e. Reasons for termination of membership are:
 1. Failure to pay dues and fees
 2. Notification of Board decision for cause
- f. Membership in this organization is not transferable.
- g. All new students must be auditioned by the conductor.
- h. Renewal of membership may be made from year to year by registering and paying fees according to procedures published yearly in the newsletter. Students may be required to re-audition at the discretion of the conductor.

Article 4: Statement of Member and Parent Responsibilities

- a. Regular attendance is mandatory at both rehearsals and concerts
- b. An anticipated absence should be reported to the 2nd Vice-President in advance and an illness reported as soon as possible.
- c. Two absences during a concert period will bring notification to the parent or guardian of the student, that if the student is absent again during the same concert period they will not be able to perform in the concert for that semester.
- d. Orchestra members must be on time, have a functioning instrument and the appropriate music.
- e. Parents and guardians should ensure that the orchestra members know and comply with the rules and procedures of the organization.
- f. Parents and guardians should equip the student with a functioning instrument.
- g. Arrangements should be made for continuing private music instruction.
- h. Parents and guardians should encourage regular practice of assigned music between rehearsals.
- i. Parents and guardians are expected to assist the board with running the activities of the organization by donating help and/or additional contributions.
- j. Parents and guardians are responsible for any damage to or loss of property of or facilities used by this organization incurred by the action of their children.

Article 5: Board of Directors

- a. The Board of Directors shall consist of the following persons:
 - * President
 - * 1st Vice-President
 - * 2nd Vice-President
 - * Treasurer
 - * Secretary
 - * Membership Chairman
- b. The President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer and Membership Coordinator are elected by the general membership. Other committees and chairmen of committees are appointed by the Board as needed. The term of all Board positions extend from the election at the end of the year annual meeting to the end of the following year annual meeting when election of officers is once again held.
- c. A vacancy in any office may be filled by the Board for the unexpired portion of the term.
- d. The Board is responsible for the smooth functioning of the orchestra, such as hiring a competent conductor, finding suitable rehearsal and concert space, for recommending the annual budget and independent audit for approval by the general membership and all power enumerated by the Corporation Not-For-Profit Act of Illinois
- e. The Board is responsible for holding 10 Board meetings per year. If a Board member is absent more than 2 meeting in a given term, the Board has the right to replace that Board member with an appointee approved by the majority of the Board.

Article 6: Duties of the Officers

- a. President: The President shall preside at all Board and Parent meetings and conducts the flow of information at those meetings. The President works with other Board members to appoint additional working committees as needed, and guides the committees to help them stay on a job completion time line. The President works with the Board to develop a contract, if needed, and also appoints a location committee if necessary. The President, with the cooperation of the Board, insures the West Suburban Youth Orchestra runs as smoothly as possible.
- b. 1st Vice-President: The 1st Vice-President checks the progress of the working committees of the Orchestra and reports to the Board. The 1st Vice-President makes sure sign-up sheets are available at parent meetings for needed volunteers to staff additional working committees. The 1st Vice-President serves as a liaison with the President between parents and the conductors when necessary. The 1st Vice-President would setup the calling tree when necessary. The 1st Vice-President is responsible for parent/adult related issues that might arise.
- c. 2nd Vice-President: The 2nd Vice-President is responsible for keeping a record of attendance, Issuing absence forms when necessary and contacting students when their absence occurs. Attendance sheets must be available at each rehearsal. The 2nd Vice-President must implement the attendance policy. The 2nd Vice-President will work with the President and the conductors to investigate a solution in the event disciplinary situations arise. The 2nd Vice-President is responsible for student related issues, which might arise.
- d. Secretary: The Secretary shall keep the minutes from the meetings of the Board and the meetings the Board has with the parents. The Secretary is responsible for securing performance facilities for the concerts and informing the Treasurer if the fees to pay in the regard. The Secretary also assembles volunteers to help at each of the three concerts. The Secretary checks with the conductors prior to each concert to be sure all special needs are met regarding the concert. The Secretary is responsible for the correspondence for the organization.
- e. Treasurer: The Treasurer shall keep accurate financial records, receive and deposit all monies in the organization's bank account(s), pay all bills authorized by the board, formulate the annual budget and report regularly to the board and furnish an annual financial statement to the general membership.

- f. Membership Chairman: The Membership Chairman will send out registration forms for the new Season with the April Newsletter mailing. The Membership Chairman will keep a current membership list and inform the conductors and audition-coordinator of open orchestra spots. The Membership Chairman will make sure all members are given a current parent handbook for the season and will receive the returned registration forms, keeping a copy and giving a copy to the Treasurer along with the deposit checks. The Membership Chairman will maintain a list of schools and teachers to mail information regarding open auditions.

Article 7: Meetings

- a. Annual membership meeting. An annual membership meeting of the organization shall be held in spring to elect new officers, approve budget and transact any other business deemed necessary.
- b. Notice of meetings shall be sent or given in writing stating the place, time, date and purpose to All voting members of the organization in accordance with the law.
- c. Quorum: The members holding one-tenth of the votes entitled to be cast represented in person or by proxy shall constitute a quorum.
- d. Proxies: At any meeting of the members, a family is entitled to one vote and may vote either in person or by proxy executed in writing by the member for that specific meeting.
- e. Board Meetings: All regular meetings of the board shall be held at approximately one month Intervals during the concert season at a time and place designated by the Board.
- f. Annual meetings of the old and new Boards shall be held to ensure the orderly transfer of Responsibility.
- g. Special meetings if the Board may be called by the President or any two Directors.
- h. Manner of acting: The act of a majority of the Directors present at a meeting where a quorum is present shall be the act of the Board of Directors except where otherwise provided by law.
- i. Quorum of the Board of Directors shall be a simple majority if board members.
- j. The Directors shall not receive any compensation for their services.

Article 8: Creation of Committees and Positions

- a. Nominating Committee: The nominating committee shall consist of 3 voting members of the organization who are not directors and shall be appointed by the board. They shall present a slate of nominees for the needed offices for the next year in question. Before drawing up the slate of nominees, the committee chairman shall explain the requirements of the office to the candidates and obtain their consent to serve. Officers shall be elected by majority vote of the members at the next annual meeting.
- b. Fund Raising: The fund raising committee shall consist of a Chair and a Co-Chair and committee members to evaluate fund raising opportunities and options, space them throughout the year and review them with the Board. Monies either have to be distributed into individual accounts of participants or into the general operating fund. If no trip is scheduled for the season, members must be told at the beginning of the fundraiser; so their account money can be used for summer camp. Unused account money, not designated for use by April 30th reverts to the general operating fund of the orchestra.
- c. Trip Committee: The trip committee shall evaluate the trip opportunities available, considering length of time, distance and price. They will see what has been done in the past, see if there is an interest among the membership and evaluate what is available.
- d. Auditions: The audition chairperson will keep a list of persons willing to help with the audition process. The audition sight is selected and contacted for availability and needs of the facility. These dates must also be cleared with the conductors as they adjudicate the prospective new members. Letters are sent to schools, music instructors and prospective students. The audition chairperson will also see that audition fees are collected and the conductors are reimbursed for their service. Letters will be sent to the auditioning students in regard to the results of the audition.

- e. Librarian: The Librarian works with the conductors to prepare new music for the students for each concert. The Librarian sets up new folders and maintains a proper filing system of the West Suburban Youth Orchestra music library, making sure all original copies are kept on file.
- f. Newsletter: The person responsible for the newsletter will send it out monthly from September Thru May and at least once during the summer. Information regarding concert floral bouquet and audio tape orders. Will also have the concert tickets printed and ready to include in the mailing prior to each concert.

Article 9: Conductor

The Board shall employ on a basis determined by resolution of the Board, a conductor or conductors whose duty it will be to approve and instruct the orchestra members; to rehearse and conduct all performances of the orchestra. The Directors shall be empowered to provide either directly or by delegating of said powers to the conductor, such instruments and supplies, either by purchase or rental or other means, which are not readily available from usual sources, in line with the budget approved by the membership.

Article 10: Checks, Drafts, etc

All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the organization shall be signed by the treasurer and countersigned by the President.

- a. All Funds of the organization shall be deposited from time to time to the credit of the Organization in a financial institution selected by the Board.
- b. The Board may accept on behalf of the organization any contribution, gift, bequest or Device for the general purposes or for any special purpose of the organization.

Article 11: Books and Records

The organization shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the organization may be inspected by any member or his/her agent for any proper purpose at any reasonable time.

Article 12: Fiscal Year

The fiscal year of this organization shall begin in the first day of June and end on the last day of May in each year.

Article 13: Tuition

The Board may determine from time to time the amount of annual tuition both for a full year's membership and/or less than a full season or even a full term.

Article 14: Revisions

These by-laws must be authorized by the Board and approved by majority vote of the membership. Any revisions or amendments to these by-laws shall be approved by the Board and submitted in writing for majority vote of the membership that are present at the meeting or voting by proxy or absentee ballot.