

7/21/2016

**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., also known as LHSOA.

**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 LHSOA 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 LHSOA shall seek neither to direct the administrative activities of their orchestra nor control its policies.

**SECTION 2**

The LHSOA shall not contemplate monetary gain or profit or distribution of profits or dividends to members thereof.

**SECTION 3**

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

**ARTICLE III: MEMBERSHIP AND DUES**

**SECTION 1**

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

**SECTION 2**

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

**SECTION 3**

Annual membership donations are highly encouraged, and 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. We offer multiple levels of support which will be outlined in communications to our members.

**SECTION 4**

The privilege of holding office, making motions, debating and voting shall be limited to members of the LHSOA who have completed the required membership forms for current membership year.

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**ARTICLE IV: BOARD MEMBERS AND THEIR ELECTION**

SECTION 1

The Board members of the LHSOA shall be:

- President (or Co-Presidents)
- Vice President of Events and Fund Raising (or Co-Vice Presidents)
- Secretary or Co-Secretaries
- Co-Treasurers
- Communications Officer
- Web-Master
- Lassiter String Academy Coordinator

SECTION 2

The Officers of the LHSOA Board shall be elected by a plurality of members of the LHSOA 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 in the same position.

SECTION 3

Nominating Committee:

- a) There shall be a nominating committee consisting of the Director and at least two LHSOA board members. 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.
- d) The nominating committee will be selected and have a board in place on or before the last orchestra event of the year.

SECTION 4

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 terminated by the members. (Resignation and Termination procedures are described in Article IX 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:

- a) Preside at all meetings of the Lassiter High School Orchestra Association, LHSOA.
- b) Shall be involved in all orchestra activities.

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- b) Shall be involved in all orchestra activities.
- c) Shall be a member ex-officio of all committees except the nominating committee.

### SECTION 3

The Vice President of Events and Fundraising (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) Manage all orchestra wide events, fundraising and volunteers as necessary.

### SECTION 4

The Secretary or Co-Secretaries shall:

- a) Record the minutes of all meetings of the association and of the Executive board and post minutes of the General Membership meeting for approval at these meetings.
- b) Have a current copy of the bylaws.
- c) Maintain an up-to-date membership list, medical forms and permission slips, and be responsible for destruction of all forms at end of school year.

SECTION 5: The Co-Treasurers shall:

- a) Have custody of all the funds of the association, including LHOA membership.
- b) Keep full and accurate account of receipts and expenditures.
- c) Make disbursements as authorized by the LHSOA in accordance with the budget adopted by the Association and only after obtaining an original receipt, invoice, or purchase order.
- d) Obtain Executive board approval for all purchases of \$100. 00 or more, unless said expense is part of a pre-approved budget item, in which case, the Co-Treasurers can proceed based upon board's prior approval
- e) Present a year to date budget report at every meeting of the Association and at other times when requested by the Executive board.
- f) Have the accounts examined annually or upon change of officers by an auditor or auditing committee, 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 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 Lassiter String Academy Coordinator shall:

- a) Oversee the organization and running of the Lassiter String Academy (LSA).
- b) Work as a liaison between the Orchestra Director and the LSA teachers.
- c) Oversee records and payment.

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#### SECTION 7

The Communications Officer shall:

a) Manage all communications to parents.

b) Work closely with the Web-Master to ensure all information is current, and there is a free-flow of communication to the members.

#### SECTION 8

The Web-Master shall:

a) Keep [www.lhsoa.org](http://www.lhsoa.org) updated with current information, photos, and forms.

b) Work closely with the Communications Chair to ensure all pertinent information is being posted on the website.

### **ARTICLE VI: EXECUTIVE BOARD**

#### SECTION 1

The Executive board shall consist of the President(s), Vice President(s), Treasurers, Secretary or Co-Secretaries, and the Orchestra Director(s).

#### SECTION 2

The duties of the Executive board shall be:

a) To transact necessary business in the intervals between LHSOA meetings and such other business as may be referred.

b) To approve the plans of work of the committees.

c) To present a report at the regular meetings of the LHSOA board.

d) To select an auditor or an auditing committee to audit the LHSOA funds.

e) To prepare, submit and adopt a budget to the LHSOA for the upcoming fiscal year.

f) To approve routine expenses within the limits of the budget.

### **ARTICLE VII: MEETINGS**

#### SECTION 1

Regular meetings of the LHSOA board shall be held during the school year, the time to be fixed by the Executive board. A majority of the LHSOA board members shall constitute a quorum. Special meetings of the Executive board may be called by the President or Director or by a majority of the members of the Executive board.

#### SECTION 2

Meetings of the LHSOA board members shall be held in conjunction with the student officers as needed. A majority of the LHSOA board members shall constitute a quorum.

#### SECTION 3

Special meetings of the LHSOA members may be called at any time by the President, 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 4

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#### SECTION 4

The privilege of holding office, making motions, debating, and voting shall be limited to members of the LHSOA who are in good standing.

#### SECTION 5

Members present shall constitute a quorum for the transaction of business at general meetings of the LHSOA.

#### 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 board may create or dissolve such standing committees as it may deem necessary to carry on the work of the LHSOA. The term of each chairperson shall be one year or until the selection of a successor.

#### SECTION 2

The chairperson of each committee shall present a plan of work to an LHSOA board member for approval. No committee work shall be undertaken without the consent of the President, Vice President or Orchestra Director.

#### SECTION 3

The power to form special committees and appoint their members rests with the Executive board.

#### SECTION 4

The President and Director shall be a member ex officio of all committees.

### **ARTICLE IX: RESIGNATION, TERMINATION AND ABSENCES**

#### SECTION 1

Resignation from the Board must be in writing and received by the Secretary. A Board member shall be dropped for excess absences from the Board if he/she has three unexcused absences from Board meetings in a year. A Board member may be removed for other reasons by a three-fourths vote of the remaining Board members, or by petition of the membership signed by more than 50% of the LHSOA members in good standing.

#### SECTION 2

In the event of resignation, or termination of the entire slate of Board members, the Orchestra Director shall preside over the election of a new slate of Board members 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.

### **ARTICLE XI: MISCELLANEOUS**

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#### **ARTICLE XI: MISCELLANEOUS**

##### **SECTION 1**

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

##### **SECTION 2**

All members shall be requested to keep the Secretary 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 Co-Treasurer(s), and an audit of the books shall be performed by someone other than the Co-Treasurer(s). 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 LHSOA in all cases in which they are applicable and in which they are not in conflict with these bylaws. Be patterned

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

Revised and approved: \_\_\_\_\_