***Friends of GHS Orchestra***

***801 Westover Terrace, Greensboro, NC 27403***

***By-Laws***

**Article I- Name and Affiliation**

The name of the Club shall be the **Friends of GHS Orchestra (“Friends”).** This organization shall be affiliated with the Orchestra of Grimsley High School, Greensboro, NC

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**Article II- Purpose**

The purpose of the **Friends of GHS Orchestra** is to promote the Orchestra

through enhancement of activities that now exist and through our support of the creation of other

activities and programs. Through this support, the club endeavors to provide support and funding for Orchestra needs, field trips and other activities.

**Article III – Membership**

Membership in the **Friends of GHS Orchestra** shall consist of all persons who are interested in and are supportive of the Grimsley Orchestra. The payment of dues is a requisite for membership. Membership runs consecutive with the school calendar and a new membership must be

purchased each year.

**Article IV- Officers**

Elected officers of the **Friends** shall consist of:

A. President

B. Vice President

C. Treasurer

D. Secretary

E. Fundraiser Coordinator

F. Trip Coordinator

**Article V- Executive Board**

1. The Executive Board shall be composed of the duly elected officers and the Orchestra teacher.
2. The Executive Board is charged with the overall planning and management of the **Friends**’ business.
3. The Executive Board has authority to approve expenditures of the **Friends.**

**Article VI- Duties of the Officers**

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1. **The President shall:**
	1. Be responsible for the overall operation of the Friends.
	2. Determine the agenda and president at all Board and general membership meetings.
	3. Have the power to appoint all standing and special committees.
	4. Be an ex-officio member of all standing and special committees.
2. **The Vice President shall:**
	1. Serve in the absence of the President.
	2. Normally serve as President-Elect.
3. **The Secretary shall:**
	1. Record minutes of all Board and general membership meetings.
	2. Maintain the membership roster and mailing list, in conjunction with the Orchestra Teacher.
	3. Be responsible for notifying the membership of meetings.
	4. Conduct any necessary correspondence.
4. **The Treasurer shall:**
	1. Be responsible for the Friends’ monies, and maintaining the records for those.
	2. Correspond with parents as to monies due or paid.
	3. Submit a budget for the upcoming year to the Board by the first general membership meeting.
	4. Make all disbursements by check under procedures determined by the Board.
	5. Report the Friends’ financial status to each meeting of the Board or general membership and hold records available for inspection by any Friends member.
5. **The Fundraiser Coordinator shall:**
	1. Plan and coordinate the fundraising activities of the Friends, to be approved by the Board.
	2. Submit any monies collected to the Treasurer.
6. **The Trip Coordinator shall:**
	1. Plan and coordinate the bi-annual trip of the Orchestra, in conjunction with the Board and as approved by the principal of Grimsley.
	2. Communicate to the membership the plans for the trip, the cost of the trip, the payment schedule for the trip, and any other information pertaining to the trip.
	3. Insure that timely payments are made by the Friends to any providers of services related to the trip.
	4. Recruit appropriate chaperones for the trip.

**Article VII- Election of Officers**

1. Officers shall be elected for a one (1) year term from among the members in good standing.
2. Election of officers shall be by a nominating committee appointed by the President and from nominations from the floor.
3. Elections shall be held at the first general membership meeting of the school year.
4. A simple majority of the members present at a general meeting and in good standing shall be required for election to any Club office.

**Article VIII- Meetings**

1. Meeting date, time and location shall be determined by and publicized by the Board.
2. General membership meetings shall be held no less frequently than twice a year.
3. Members present at a general membership meeting shall constitute a quorum for the transaction of business.

**Article IX- Committees**

Committees may be created and dissolved by the Board as needed.

**Article X- Amendments**

These bylaws may be amended by a majority action of the general membership present at the time of

proposal.

***Adopted by the membership of Friends of GHS Orchestra September 10, 2012.***