

Crimson Express & Company By-Laws
Revised September 2016

ARTICLE I OFFICIAL NAME

The official name of this organization shall be the Crimson Express & Company.

ARTICLE II PURPOSES

The Crimson Express & Company is a non-profit organization whose purposes are:

- Section 1. To establish and maintain an enthusiastic community interest in the various functions of the Crimson Express, Murphysboro High School band program.
- Section 2. To lend all possible support, both moral and financial, to the Crimson Express, recognizing that all final decisions pertaining to the curriculum, musical organization, public performance and aims of the musical ensembles shall be the responsibility of the musical director.
- Section 3. To cooperate with the executive leaders of the Crimson Express program to the end that this program be kept at the highest degree of excellence.
- Section 4. To aid in bringing the Crimson Express of Murphysboro High School in closer contact with the parents of the band members and with the community.

ARTICLE III MEMBERSHIP

- Section 1. All parents or legal guardians of students participating in the Crimson Express shall be members of the organization and entitled to vote.
- Section 2. Any person who is a resident of the school district and is interested in the organization may become an honorary member without voting privileges.

ARTICLE IV OFFICERS

- Section 1. The officers of this organization shall be: President, Vice President, Secretary, and Treasurer, and such other assistant officers as deemed necessary by the Executive Committee. No elected officer may serve in the same office longer than two consecutive terms, a term being one year.
- Section 2. The President shall preside at all meetings of the organization, appoint all committees, and shall be an ex-officio member of all committees.

- Section 3. The Vice President shall assume all of the duties of the President in his/her absence. He/she may be encouraged to take over the duties of the President the following year.
- Section 4. The Secretary shall keep all records and minutes of all meetings in permanent form and conduct correspondence.
- Section 5. The Treasurer shall keep a record of all funds received and disbursed, serve as Chairperson of the Finance Committee, and provide a monthly financial report. He/she shall write all checks.
- Section 6. The newly elected officers shall take office on August 1. Retiring officers shall continue to discharge their duties until relieved by their successors.

ARTICLE V THE EXECUTIVE COMMITTEE

- Section 1. The Executive Committee shall be composed of the officers of the organization, five (5) elected board members and the music director of the Crimson Express, who will act in an advisory capacity.
- Section 2. It shall be the duty of the Executive Committee to have general supervision of the affairs of the organization, to prepare a tentative budget for presentation at the September meeting and to carry on the business of the organization between meetings. It shall be necessary for a minimum of six (6) members to be present to constitute a quorum.
- Section 3. The Executive Committee shall meet as needed to prepare and present a proposed program to the membership at the monthly meetings.

ARTICLE VI FINANCES

- Section 1. In a non-profit organization, all officers have a high fiduciary responsibility to all members to appropriately collect and expend funds. To discharge this responsibility, the Executive Board shall operate under a budget approved by the Executive Committee and the General Membership. Expenditures shall be made in accordance with the Financial Guidelines established the Executive Committee.
- Section 2. A Finance Committee, composed of the band director, President, Vice President, Treasurer and one (1) Executive Committee member shall serve for a period of one year and shall be responsible for formulating an operating budget and shall administer the fiscal guidelines of the Crimson Express & Company. The operating budget shall be prepared and submitted to the

Executive Committee and General Membership no later than the September General Membership meeting. The fiscal year shall be from August 1 – July 31.

- Section 3. Any non-approved expenditure is not the responsibility of the Crimson Express unless otherwise ratified by the Executive Committee.
- Section 4. If approved budget line item has exhausted its approved limit, approval must be obtained from the Executive Committee prior to further expenditures.
- Section 5. For legal and liability reasons, Crimson Express & Company shall not be an employer. (Crimson Express & Company shall provide donations to the Murphysboro Unit District #186 for its use in providing auxiliary staff in support of the Crimson Express.)
- Section 6. All checks written for expenditures by Crimson Express & Company shall be signed by two persons for accountability purposes, these persons will not be immediate family members.
- Section 7. An annual audit of the treasurer's records shall be conducted annually by two (2) Executive Committee members appointed by the president.
- Section 8. An audit of the treasurer's records shall be conducted by a CPA after the audit by the Executive Committee. The treasurer with the help of the CPA will then file all necessary paperwork with both state and federal government agencies

ARTICLE VII. ELECTIONS

- Section 1. A nominating committee shall be composed of the band director, the elected officers or another board member if situation requires (i.e. an elected officer wishes their name to be put in nomination for an elected position on the upcoming board).
- Section 2. The nominating committee shall present a slate of nominees for elected office at the April General Membership meeting. Nominations may be made from the floor and shall be added to the list of nominees. Further nominations may be made by the General Membership by submitting the name and the proposed office in writing to the President and/or Secretary at any time up to and until seven (7) days prior to the May general membership meeting.

The nominating committee shall also present a slate of nominees for four (4) "at large" executive committee members. Nominations may be made from the floor and shall be added to the list of nominees.
- Section 3. Election for all elected officers and four (4) "at large" executive committee members shall be held at the May General Membership meeting. Those

elected shall officially take office on August 1; however, newly elected officers shall have responsibility and authority to assist outgoing officers and the band director in planning for the Fall band season. They shall not have authority to make expenditures until August 1. Requests for Fall expenditures may be made to the existing board.

Section 4. The remaining one (1) "at large" Executive Committee position shall be nominated in August. Nominations may be made from the floor and shall be

added to the list of nominees. Further nominations may be made by the General Membership by submitting the name of the remaining "at large" committee member to the president and/or secretary at any time up to and until seven (7) days prior to the September General Membership meeting. This position is held open until this time in order for parents of freshmen and/or new students to have an opportunity to serve. The election is held in September.

Section 6. Assistants to the elected officers may be appointed as needed (i.e. Assistant Treasurer) but shall not serve as voting members of the Executive Committee.

Section 7. Election is by a simple majority of members present in person at the General Membership meeting.

ARTICLE VIII. MEETINGS

Section 1. There shall be regular meetings held during the school year.

Section 2. Special meetings shall be held on the call of the President, band director, or three (3) members of the Executive Committee.

ARTICLE IX. AMENDMENTS TO THE CONSTITUTION

Before being voted upon, all proposed amendments shall be submitted beforehand for consideration of the entire membership of the organization. Proposed amendments, after due submission to the membership of the organization, shall be voted upon either (1) at special meetings call for that purpose or (2) at the regularly scheduled meetings of the organization. A two-thirds vote of the members present shall be required to amend the Constitution.