

CONSTITUTION

ARTICLE 1 – NAME OF ORGANIZATION

The name of the Organization is the Dallas-Center Grimes Community Schools Friends of Fine Arts. The Organization shall also be known as FOFA.

ARTICLE II – STATEMENT OF PURPOSE

The purpose of the Organization is to promote, support, and encourage the development of successful fine arts programs in the area of instrumental music, vocal music, illustrative arts, speech and drama.

ARTICLE III – MEMBERSHIP

The membership of this Organization shall be open to any person interested in furthering the purpose of the Organization.

ARTICLE IV – OFFICERS

The officers of the Organization shall be President, Vice-President, Secretary, and Treasurer. The officers shall be identified as the Executive Board.

ARTICLE V – MEETINGS

FOFA general meetings shall generally occur each month. Regular scheduling will be determined by the president. Unless out of necessity and approved by the President, meetings will not occur in July. Attendance shall be open to any interested person. Any person in attendance shall have the right to participation on all discussions, make motions, second motions, and vote on any matter at hand.

The FOFA Administrative Board meetings shall generally occur each month. Regular scheduling will be determined by the president. Unless out of necessity and approved by the President, meetings will not occur in July. Attendance shall be open only to the FOFA Executive and Administrative board. The FOFA Administrative Board meeting shall allow the board to have a more detailed discussion of items covered at the general meeting. No motions or decisions will be made that would require discussion and voting among the FOFA general audience.

ARTICLE VI – EXECUTIVE BOARD

The Executive Board shall be comprised the following: President, Vice-President, Secretary, and Treasurer.

ARTICLE VII – ADMINISTRATIVE BOARD

The President, with consensus and approval with of Executive Board, shall invite additional persons to serve as Board Members. These persons shall make up a body known as the Administrative Board. The Administrative Board members shall be expected to attend the Executive Board

meetings as well as the FOFA general meetings. Additional responsibilities of the Administrative Board shall be voluntary and at the request of the President.

BY-LAWS

ARTICLE I PURPOSE AND GOALS

- A. Fundraising – FOFA will seek to generate monies that will be deposited into a general finance account. The generation of funds will be conducted in the following manners:
 - a. Membership drives will be conducted to solicit funds directly from persons or businesses whose intent is to financially support the various fine arts programs of the school district.
 - b. FOFA will conduct concession sales at fine art events. This will be done in a manner to generate a profit of funds which will be deposited into the general FOFA finance account.
 - c. FOFA will coordinate the sales of tangible items to include but not limited to T-shirts, stickers, and monogrammed items. The sale of these items will be intended to generate a profit of fund which will be deposited into the general FOFA finance account.
 - d. FOFA will coordinate events which will result in the collection of admissions or registration fees. These generated fees will be deposited into the general FOFA finance account.
 - e. FOFA will continue to seek avenues by which additional funds can be collected and deposited into the general FOFA finance account.
 - f. The treasurer will maintain a record of all funds received and will provide a report of such record at the monthly FOFA meetings or to the President upon his/her request.
- B. Distribution of funds – FOFA will provide funding to the various fine arts programs of the school district. The release of funds will be at the discretion of FOFA and under the following manner:
 - a. The teacher or designated staff member will submit a written request to FOFA. This request will be submitted in a manner prescribed by FOFA and in a manner to allow the request to be discussed and voted upon at the next scheduled FOFA meeting.
 - b. At each scheduled FOFA meeting, each request for funding will be reviewed.
 - c. Upon review and discussion, a motion must be made and seconded by FOFA members who are present at the meeting. The motion may be to honor the exact request as made by the requestor or a modification of the request. The motion and second can be made by any FOFA member present; the motion need not be made by an administrative or executive board member.

- d. Upon the motion and second of the motion, a vote will be conducted. A majority of at least 51% will be required for the motion to pass.
 - e. Upon passage of the motion, the requestor funds shall coordinate with the treasurer to receive payment funds or to have funds forwarded to the appropriate vendor.
- C. Annually, the FOFA general attendees will discuss the funding of scholarships distributed by FOFA. The funds for said scholarships will be funded out of the general account.
 - D. Volunteer services – FOFA shall recognize that the Fine Arts programs will conduct events throughout the year. Such events may require the help and physical support of volunteers. FOFA shall assist in seeking out requested volunteers by way of direct request to perspective volunteers or through advertised sign up methods.
 - E. Event Coordination – FOFA shall have the opportunity to arrange events to generate participation in activities or sales of merchandise ultimately to generate additional funds.

ARTICLE II – DUTIES OF OFFICERS OF THE EXECUTIVE BOARD

- A. President – Shall preside at all FOFA general and administrative meetings. The president shall appoint Chairpersons for committees as needed, and be ex-officio member of all committees.
- B. Vice-President – Shall perform the duties of the President in his/her absence and shall assist the President as called upon.
- C. Secretary – Shall maintain written records of all meetings of the General Membership and Board of Directors, shall attend to all correspondence of the Organization.
- D. Treasurer – Shall receive and disburse all funds of the Organization as directed by the Membership, shall deposit funds with a federally insured bank, shall keep an accurate written account of all funds received and disbursed, shall make reports to all meetings of the General Membership and Board of Directors, shall prepare an annual written financial report to be filed with the Secretary.
- E. Terms of Office shall be one year commencing with the first meeting following the election. The Organization’s year will coincide with the school year.
- F. Any Office which becomes vacant shall be filled by appointment by the President to fill the unexpired term, except for the President’s Office which shall be filled by the Vice-President.

ARTICLE III – ELECTIONS

- A. Elections for any executive board position will take place during the regular FOFA general meeting, scheduled in the month of May. The appointment of new officers shall take place in August, coinciding with the start of the school year.
- B. Any person who is currently serving on the FOFA Administrative Board may nominate themselves for any officer position on the Executive Board. Any person currently

serving on the Executive Board may nominate themselves for an alternate position on the Executive Board. The nominee must make their intent to run prior to the election to be held in May.

ARTICLE V - COMMITTEES

- A. There shall be such Committees as created by the Administrative Board in order to further the purpose of the Organization.