

OFFICE OF THE PRINCIPAL
GLENBROOK NORTH HIGH SCHOOL

To: Dr. Mike Riggle

From: Paul Pryma

Re: Theatre Arts Parent Organization

Date: August 21, 2009

Attached is a request for the formation of a Theatre Arts Parent Organization. Dr. Mike Tarjan has worked with Ms. Julie Ann Robinson (Drama Program Director) and Mr. Chad Davidson (Fine Arts instructional Supervisor) in developing this proposal. I support this recommendation.

PP:ri

enc.



Glenbrook North High School-Student Activities

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August 20, 2009

To: Paul Pryma

From: Michael Tarjan, Ed.D

Re: Theatre Arts Parent Organization

Attached you will find a draft of by-laws for the Theatre Arts Parent Organization (TAPO). Over the past two to three years our Drama program participation has steadily grown. Through continuous conversations with Julie Ann Robinson, we have found a need to formalize parental support. The following list is a sample of the ways in which parents can help with the Drama program:

1. Organize fund raising efforts to pay for trips, aide in production costs and support banquet costs
2. Coordinate local and national theatre trips
3. Run concessions and assist in advertising and sale of tickets for productions
4. Organize dinner for cast and crew during production week

The development of TAPO will help the continuous growth of the Drama program and hopefully create a better connection within our community. In a recent conversation with Hillarie Sienna, the recommendation to house an activity account within District 225 seems to make the most sense. This would allow for a seamless transition as far as tax implications and auditing. Hillarie also made mention that Mike Cinquinni would be able to provide TAPO with a monthly summary financial report to assist the treasure of TAPO with budgeting.

The attached by-laws, for the most part, mimic that of the Choir Parent Organization. As TAPO becomes more organized the attached by-laws will evolve. Please consider the development of this organization to strengthen Drama within GBN and the community. Per Dr. Riggle's approval, TAPO began to collect \$15 at the booksale from parents who are willing to support this initiative. Over 40 parents have signed up. We are very excited about the support TAPO will bring to our program.

Sincerely,

Michael Tarjan, Ed.D
Assistant Principal for Student Activities

BY-LAWS
OF
GLENBROOK NORTH THEATRE PARENTS ORGANIZATION

ARTICLE I
NAME AND SEAL

Section 1. The official name of this organization shall be Theatre Arts Parent Organization (TAPO). It is hereinafter referred to in these by-laws as “the organization.”

Section 2. The seal of the organization shall be determined at a later date.

ARTICLE II
PURPOSES

Section 1. To establish and maintain an enthusiastic community interest in the various functions of the theatre department of Glenbrook North High School.

Section 2. To promote the education of students at Glenbrook North High School, Northbrook, Illinois in the field of theatre arts and to receive and maintain a fund or funds to use and apply for such educational purposes either directly or indirectly, or to contribute to other organizations set up for similar purpose.

Section 3. To cooperate with those in charge of the theatre program at Glenbrook North High School to the end that this program be kept at the highest possible degree of efficiency. To build and maintain an Organization which will help promote the general activities of the theatre program.

ARTICLE III
POLICIES

It shall be the policy of this Organization that any equipment purchased for the theatre program by this Organization become the property of Glenbrook North High School, Northfield Township High School, District No. 225.

ARTICLE IV
MEMBERSHIP

Section 1. The voting members of the Organization shall consist of the parents or guardians of all students participating in the theatre program of Glenbrook North High School, and the Director(s) of theatre.

Section 2. Any other interested adults, theatre alumni or parents of theatre alumni are welcome as associate members without voting privilege. All parents or guardians of theatre students are considered members.

Section 3. A fifteen dollar donation is requested from each member to help defray the mailings and other organization expenses.

ARTICLE V

FISCAL YEAR, FINANCE, REPORTS, AND FUNDRAISING

Section 1. Fiscal year. The organization shall operate on a fiscal year commencing July 1st through June 30th.

Section 2. The Treasurer will prepare an annual finance report on all finances and funds of the Glenbrook North Theatre Arts Parents Organization to be audited in July of each year, by such outside persons or organization as selected by the board. Printed copies of the report are to be available at the fall meeting of each year.

Section 3. Reports. A financial statement showing the financial condition of the Organization shall be prepared each month and submitted to the President and Secretary. An annual report shall also be presented to the members of the Organization at the spring meeting.

Section 4. Fundraising. TAPO will follow all District 225 Board of Education policies.

ARTICLE VI

OFFICERS, ELECTIONS, DUTIES, AND VACANCIES

Section 1. Officers of the Organization shall be elected from the voting membership.

Section 2. The President shall appoint a nominating committee. This committee will present a slate of candidates at the call for the spring Organization meeting. Additional nominations may be made from the floor at the annual meeting in the spring.

Section 3. The officers shall be elected annually at the regularly scheduled meeting of the Organization in the spring by a majority of the voting members present.

Section 4. The officers shall assume their duties effective July 1st.

Section 5. The elected officers of the organization shall be:

1. President
2. First Vice-President (Tours and Special Events)
3. Second Vice-President (Ways and Means)
4. Treasurer
5. Secretary

Each officer shall also be a member of the Executive Board.

Section 6. No officer may succeed himself or herself in any elective office more than once and only voting members of the Organization may hold an elective office. A period of six months or more shall be considered a full term of office.

Section 7. Any officer may resign by submitting his resignation in writing to the Secretary, The office may be filled by appointment of the President with approval of the Executive Board.

Section 8. The President shall preside at all meetings of the Organization, appoint all committee chairpersons, and shall be ex-officio of all committees excepting the nominations committee.

Section 9. The First Vice-President shall assume the duties of the President in his/her absence, shall assume the office of President for the balance of any unexpired term and shall also be the Tours and Special Events Chairperson.

Section 10. The Second Vice-President Shall assume the duties of the First Vice-President in his/her absence and shall also be Projects and Fundraising Chairperson.

Section 11. The Treasurer shall collect all funds due this Organization, deposit them in the bank chosen by a majority vote of the Executive Board and disburse same with approval of the majority of the Board.

Section 12. The Secretary shall keep records and minutes of all meetings and attend to all official correspondence. He/she shall also keep a list of members who have given their donation.

Section 13. Chaperones and Refreshments Chairperson shall notify the membership of regular and special meetings through the newsletter. He/she shall, with the help of the Executive Board and Theatre Director, use the Newsletter to inform the membership regularly.

Section 14. The Director(s) of Theatre shall serve in an advisory capacity for all officers.

ARTICLE VII GOVERNMENT

Section 1. The business and affairs of the Organization shall be managed by an Executive Board.

Section 2. The membership of the Executive Board shall consist of the elected officers and the Director of Theatre at Glenbrook North High School.

Section 3. Any elected member of the Executive Board may be removed from his or her position because of failure for any reason to perform his or her duties. Such removal shall be made and approved by a majority vote of the remaining Board members at a special meeting duly called for that purpose.

Section 4. Vacancies on the Executive Board, however arising, may be filled for any unexpired portion of a term by majority vote of the Board present or at a special Board meeting called for that purpose.

Section 5. Except as otherwise expressly provided herein, all resolutions, appointments, appropriations, directions, or other acts of the Executive Board shall be by a majority of those present.

ARTICLE VIII

MEETING OF THE EXECUTIVE BOARD

Section 1. Meetings of the Executive Board shall be held at least one week prior to a general membership meeting.

Section 2. Special meetings may be called by the President as the need arises, upon five days notice to the general membership of the time, place and purpose.

Section 3. Voting members present shall constitute a quorum.

Section 4. At every meeting each voting member present shall be entitled to one vote.

Section 5. At all meetings of the Organization, the President, First Vice-President, Second Vice-President, or Treasurer, in the order named shall preside. If none of them is present, any other Board member may be designated to preside.

ARTICLE X AMENDMENTS

Section 1. These By-Laws may be amended at any regular meeting of the Organization by a majority vote of the voting members present provided that the amendment has been presented at the preceding regular meeting of the organization.

**BOARD POLICY: BOARD OF EDUCATION RECOGNITION OF
AUXILIARY ADULT ORGANIZATIONS**

9010

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Section A - Introduction

The Board of Education affirms that a total school program should include provisions whereby auxiliary adult organizations may support present school programs. Auxiliary adult organizations function as an important element in the coalition of community resources which permit the Board of Education to provide educational experiences for the students it serves.

To this end, the Board encourages the participation of auxiliary adult organizations which complement existing school programs, provided these organizations do not curtail the Board's legal responsibility to establish policy and to employ and evaluate qualified staff to implement those policies.

Section B - Guidelines for Recognition of Auxiliary Adult Organizations

Board recognition of auxiliary adult organizations shall be based on the following guidelines:

1. The adult group will adopt and duly ratify its own constitution and/or bylaws. This constitution should establish the purposes of the organization and include the following provisions:
 - 1) The principal (or designated representative) will attend all meetings of the governing board of the organization and will maintain a file of all minutes of the organization.
 - 2) A periodic financial statement will be published by the organization and a copy sent to the school principal.
 - 3) All gifts which the group may consider giving to the school shall receive Board of Education approval prior to the final commitment of the organization. This procedure is described in Board Policy Gifts to District #225 (9040). Further, these gifts should be items in addition to necessary maintenance items provided by the Board of Education.
 - 4) All fund raising projects or events that involve students should be thoroughly discussed and approved by the building principal or designated representative. Approval shall not mean that such fund raising project or event is a sanctioned school activity or that the Board of Education is incurred in any liability by such approval.

Section B - Guidelines for Recognition of Auxiliary Adult Organizations (continued)

2. Recommendation of the principal and approval of the superintendent shall be required for all educational tours sponsored by an auxiliary adult organization. Recommendation of the principal and the superintendent and approval of the Board of Education shall be required for all such tours conducted outside of the State of Illinois or adjacent states, and for educational tours that require students to be absent from school for one day or more. All tours shall follow the provisions of Board of Education Policy Educational Travel Experiences (7050).

Section C - Board Support of Auxiliary Adult Organizations

Upon recognition by the Board of Education, the auxiliary adult organization may receive the following support:

1. The organization may be permitted by the Board of Education to use the school name in the title of the organization and in other activities.
2. The organization may use school facilities and equipment as designated in Board Policy Community Use of School Facilities (5030).
3. The District Public Information Office will cooperate with auxiliary organizations and will make the service of that office available to all reasonable requests.
4. The organization may have access to mailing lists and school mailing procedures. The organization will be required, however, to pay for its own mailings.
5. Liability coverage will be made available for fund raising projects and events in accordance w/Section B1(4) of this policy to the extent coverage is provided by the district's insurance coverage.
6. The organization may request to establish a student activity fund account in accordance with Board Policy Activity Fund (8250).

Approved: April 5, 1976
Revised: September 10, 1984
Revised: August 26, 1996
Revised: April 8, 2002