

CHANGED 09/25/02
By-Laws for the Saline Music Parents

Article I

The name of this **Association** shall be the Saline Music Parents. **This shall be a not for profit, unincorporated association.**

Article II

Purpose

The purpose of this organization shall be: to **promote**, sustain and **support** interest among both parents and students in school music activities in the Saline Area Schools by cooperating with school administration and the music department staff. This includes grades five (5) through twelve (12).

Support shall include scholarships, awards, camps and/or clinics and other needs.

Article III

Membership and Dues

Section 1. Parents of all students **enrolled in any music program** in the Saline Area Schools and the Executive Committee are automatically members.

Section 2. There are no dues.

Article IV

Officers

The Executive Committee shall consist of elected and non-elected officers.

Section 1a. Elected officers: President, President Elect, Secretary and Treasurer.

Section 1b. Non-elected officers: **Music faculty of grades five (5) through twelve (12) and Past-president.**

Section 2. All elected officers except the President shall be elected at the Annual Meeting (**see Article VII Section 1**) for a term of one year and shall serve until their successors are elected and installed. Each year the President Elect shall assume the office of President and another President Elect shall be elected.

Section 3. Nominations for all elected officers except the President shall be made by a Nominating Committee consisting of not less than three members of the Executive Committee, appointed by the President. The Nominating Committee shall present a complete slate of candidates to the Executive Committee thirty (30) days prior to the Annual Meeting. This slate of candidates shall be presented to the membership **at the Annual Meeting.** Additional nominations may be made from the floor.

Section 4. A vacancy occurring during the year in an office shall be filled by appointment by the President with the approval of the Executive Committee.

Article V

Duties of Officers

Section 1. The President shall preside at all meetings of the Organization; shall appoint all standing and special committees; shall be ex-officio member of all committees except the Nominating Committee and shall perform such other duties usually pertaining to the office of President.

Section 2. The President Elect shall perform the duties of the President in the absence of the President and shall assist the President when called upon and shall be a member of all fund-raising committees. At the end of the President's term, the President Elect shall assume the office of President.

Section 3. The Secretary shall keep minutes of all meetings of the Organization and of the Executive Committee and perform such other duties as may be required. The Secretary shall **obtain** a current membership mailing list **from the music director**; shall make copies of the By-Laws available at all meetings; shall publish date, time, and meeting place ten (10) days prior to each meeting.

Section 4. The Treasurer shall receive and deposit all monies; shall be the custodian of these monies and shall disburse the same **according to the current approved budget** or upon the order of the Executive Committee. The Treasurer shall present a written financial statement at the Executive Committee Meetings and the General Membership Meetings. The books are to be reviewed by the **President Elect and Secretary annually and may also be reviewed by an auditing committee.** All disbursements shall be paid by check. Authorized signatories include Treasurer and **President and all authorized signatories shall be bonded***. (**checking on cost*)

Section 5. **The Executive Committee duties shall include recruiting member volunteers to provide support for additional activities including fundraising, hospitality, historian, communication such as website or newsletter, public relations and publicity. Parent representatives for marching band, middle school and high school choirs, bands and orchestras will also be recruited as needed. Records of all helpful information including procedures, suppliers, contacts, costs, etc. for each project shall be maintained and turned over to the Secretary of this Organization for future reference.**

Article VI

Music Department Faculty (Grades 5-12)

The cooperation of the Music Department Staff shall be enlisted to provide for its own benefit the following:

- (A). A proposed budget for the coming year submitted to the membership for approval at the Fall meeting.
- (B). **Provide class rosters to Executive Committee members.**

Article VII

Meetings

Section 1. There shall be two (2) *General Membership Meetings* held per year; one in **Fall** and one in **Spring**. The **Spring** meeting shall be the *Annual Meeting*.

Section 2. *Executive Committee Meetings* and additional *General Membership Meetings* shall be held at the call of the President or upon request of a

majority of the Executive Committee. All meetings are open to the General Membership.

Section 3. Members in attendance, **with a minimum of three (3) for Executive Meetings and ten (10) for General Membership Meetings**, shall constitute a quorum for purposes of conducting official business of the Organization.

Article VIII

Changes and Modifications

These By-Laws may be **changed** at any General Membership Meeting by a two-thirds vote of the members present, **with a minimum of ten (10) members**, providing the proposed change has been submitted to and approved by the Executive Committee and published thirty (30) days prior to a General Membership Meeting. **The Executive Committee may modify the wording of these bylaws for the purpose of clarification.**