

# By-Laws

## Sheehan High School Music Parents Association

### ARTICLE I: NAME

The name of this organization shall be the Sheehan High School Music Parents Association (hereafter referred to as the “Association”).

### ARTICLE II: PURPOSE

The purpose of this organization shall be to support music students and the music programs of Sheehan High School. Such support may include, but is not limited to:

1. Encouraging and maintaining an enthusiastic interest in the various activities of the Music Department.
2. To provide assistance to the directors of the Music Department.
3. Raising funds to provide financial assistance for:
  - a. Materials, equipment (including but not limited to: sets, props, costumes, drills), select auxiliary staff salaries and uniforms.
  - b. Music competition fees.
  - c. Scholarships, awards, Drum Major Academy (DMA).
  - d. Other services or items the Music Department deems appropriate for the music program.
4. To further appropriate any endeavors that may support, enhance, and expand the Music Program.

### ARTICLE III: MEMBERSHIP AND DUES

The membership shall be open to parents/families of current and former members of the Sheehan High School Music Department.

Dues: The dues shall be free per family annually.

### ARTICLE IV: OFFICERS AND MUSIC DIRECTORS

#### Section 1:

The officers of this Association shall be two Co-Presidents, Vice President, Secretary, and Treasurer.

#### Section 2: Co-Presidents

1. The Co-Presidents shall preside at all meetings of the Association, appoint all committees, and shall be ex-officio, members of all committees.
2. One Co-President shall be one of the two officers who will sign checks for the Association.
3. Co-Presidents shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Co-Presidents shall be three years.

### Section 3: Vice-President

1. The Vice-President shall assume all duties of the Co-Presidents in their absence.
2. The Vice President shall chair the Fundraising Committee and report results to the Executive Board for approval. The Executive Board will provide complete assistance for all approved events.
3. The Vice-President shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Vice-President shall be three years.

### Section 4: Secretary

1. The Secretary shall keep the records and minutes of all meetings of the Association and attend to correspondence.
2. The Secretary shall present to the Executive Board any correspondence addressed to the Association.
3. The Secretary shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Secretary shall be three years.

### Section 5: Treasurer

1. The Treasurer shall receive all funds due of the Association and shall deposit the same to the account(s) of the Association in a bank approved by the Executive Board.
2. The Treasurer shall be one of the two officers who will sign checks for the Association.
3. The Treasurer shall keep an accurate record of all receipts and disbursements showing each account separately as well as a complete record and monthly reconciliation of all funds.
4. The Treasurer shall make a financial report at the Executive Board meetings and at all general membership meetings.
5. The Treasurer is responsible for filing the necessary/appropriate income tax forms to the IRS on a yearly basis.
6. The Treasurer shall be elected for a term of one year. The maximum number of consecutive terms of office held by the Treasurer shall be three years.

## ARTICLE V: EXECUTIVE BOARD AND COMMITTEES

1. The Executive Board shall be the governing body of the Association composed of the elected officers: Co-Presidents, Vice-President, Secretary, and Treasurer. The Board shall meet at the discretion of the Co-Presidents.
2. The Executive Board shall designate committees for the Association, including but not limited to: Fundraising, Technological Support, Publicity, Concessions, and Pit Crew. The Board may appoint other committees as necessary for the operation of the Association and Music Department. All committees shall report to the Co-Presidents and the Executive Board.
3. The Fundraising Committee shall consist of members whose function is to provide additional resources needed for educational enrichment, scholarships, awards, field trips, uniforms, and equipment. The committee creates opportunities for students to offset out of pocket expenses as well as the Association's operating expenses. Activities of the committee should be approved by the Executive Board.

4. The Media and Technology Committee will include but is not limited to the following sub committees a) Web Support b) Publicity Committee c) Audio/Visual Support. All communications must be approved by the Executive Board prior to distribution.
  - a. Web support will be responsible for updating/maintaining the organization's website. Changes to the MPA website must be approved by the Executive Board prior to upload.
  - b. The Publicity committee shall attend to all advertising and correspondence to the press including but not limited to social media, local television, newspapers and other matters of publicity as they arise.
  - c. Audio/ Visual support will be responsible for but not limited to photography, videography, and creation of slideshows.
5. The Concession Committee shall consist of members who shall attend to all aspects of organizing and managing concessions for the Music Department.
6. The Pit Crew Committee will designate a chairperson (final decision approved by Executive Board) who is responsible for coordinating, recruiting, and organizing volunteers to assist with all Pit Crew needs. This includes, but is not limited to pick up and drop off of trucks, driving of trucks, loading and unloading of trucks, prop/instrument/set movement for competitions/football games/rehearsals, and set creation/building.
7. The Directors of the Music Department shall be ex-officio, members of all committees.

#### ARTICLE VI: MEETINGS

1. Executive Board meetings shall be scheduled by the Co-Presidents as deemed necessary to conduct the business of the Association.
2. General meetings of the Association shall be held monthly beginning in September and ending in June. A minimum of 6 meetings shall be held during the course of the year.
3. Notice of the General meetings shall be given in a manner determined by the Executive Board.
4. The elections of the incoming Executive Board and Financial Review Committee shall be held at the regular meeting in April.
5. Special and/or additional meetings may be called by the Co-Presidents' at any time.
6. The rules contained in Robert's Rules of Order, Revised, shall govern this Association in all cases in which they do not conflict with the rules of this Association.

#### ARTICLE VII: ELECTIONS

1. A Nominating Committee shall be appointed by the Co-Presidents during the March meeting each year.
2. The Nominating Committee shall present nominees to the Association during the April meeting each year. Nominations may be made from the floor after the report of the Nominating Committee.
3. Officers are to be elected at the regular April meeting for a term of one year. Each officer may not hold the same position for more than three consecutive years.
4. No member can simultaneously hold more than one office.
5. A majority of the membership present shall constitute an election.
6. The Executive Board shall have the jurisdiction to fill any vacancy for the remainder of the term.

7. In case of the inability or refusal of an officer to fulfill the duties of their elected office, it shall be within the jurisdiction of the Executive Board to request the resignation of such officer and appoint a replacement to complete the term.

#### ARTICLE VIII: BUDGET

Music Directors shall meet with the Executive Board twice during the school year, not including the monthly Association meetings, to discuss budgets and other program requirements.

#### ARTICLE IX: FUNDRAISING

1. The function of fundraising is to provide additional resources needed for educational enrichment, scholarships, awards, field trips, uniforms, and equipment. The committee creates opportunities for students to offset out of pocket expenses as well as the Association's operating expenses.
2. The committee shall submit their plans for raising funds to the Executive Board for their approval. Once plans are approved by the Board, they shall be presented to the members of the Association.
3. An adult, in accordance with Wallingford BOE policy, must supervise all fundraising events.
4. All funds collected shall be given in a timely manner to the Treasurer for deposit.
5. All funds generated by the Association's projects are nonrefundable.
6. This organization reserves the right to make donations to the Music Department. In accordance of Wallingford BOE policy, all donations over the amount of \$500 must be approved by the BOE. The Music Department Directors shall complete a Gift/Donation form and submit it to administration for approval.

#### ARTICLE X: RECEIPT/DISBURSEMENT OF FUNDS

##### Section 1: RECEIPTS

All funds received shall be counted by a minimum of two people, entered in a cash receipts log, and deposited into an Association bank account approved by the Executive Board. Deposits must be made in a timely manner.

##### Section 2: DISBURSEMENTS

The Executive Board shall disburse funds as necessary for the operation of the Association as follows:

1. (a) No reimbursement to individuals will be made without an original receipt and a completed reimbursement form- Form 10.
1. (b) No disbursements for goods or services will be made without an original invoice or other appropriate documentation.
2. Any requests for potential program expenditures shall be submitted in writing to a member of the Executive Board. The request shall be presented before the Executive Board for discussion and vote. If necessary, the Executive Board will present the request to the Association at a general meeting for discussion and vote.
3. Any discrepancies discovered between monies collected and monies to be disbursed shall be brought to the attention of the Executive Board by the Treasurer. The Executive Board shall

evaluate said discrepancies and determine a course of action (either reimbursement to parties involved or additional funds collected by members, fundraising, or Association donation).

4. The only exceptions to the procedure stated above are expenditures for emergency requests not exceeding \$200, and expenditures for ongoing necessary and appropriate expenses determined by the Executive Board. The Executive Board at its next meeting shall review these expenditures.
5. All checks written from the Association bank account that are equal to or greater than \$500.00 require two signatures. One signature from the Treasurer and one signature from the designated Co-President.

#### ARTICLE XI: STUDENT ACCOUNTS

The Association may conduct fundraising activities, which encourage and allow the participation of Music Department students.

1. At the discretion of the Executive Board a percentage of the monies earned by a Music Department student for a fundraiser will be deposited into an “individual student account”. Parents working the same fundraiser may have their monies earned deposited into their children’s “accounts”.
2. Each Music Department student will have their own “account”.
3. The assets of these “accounts” can be used for Music Department trips or other music program expenses. Funds from student accounts cannot be distributed directly to the student.
4. Withdrawal of assets from the student “account” must be submitted in writing or via e-mail to the Treasurer for accurate record keeping using a Withdrawal Form. Withdrawal Forms can be obtained from the Treasurer and/or Music Directors. They are also available on the organization’s website. Requests for withdrawal shall be made at least 7 days prior to payment.
5. If, for any reason, a student is no longer a member of the Music Department, his or her assets will be distributed as follows:
  - a. Assets will be placed into a sibling’s account as long as the sibling is a current Music Department student.
  - b. If siblings are not currently students of the Music Department or they will not be entering the Music Department in the following school year, the assets will be deposited into the general fund.

#### ARTICLE XII: ANNUAL FINANCIAL REPORT

The Treasurer shall prepare an annual financial report at the close of each fiscal year ending in June.

1. The annual financial report shall be submitted to a review committee within 30 days after the close of the fiscal year. The review shall include, but not be limited to, examination of receipts, disbursements, supporting documentation and bank records. The review committee shall complete their review by September 1st of the following school year and report the findings to the Association at the September general meeting.
2. The review committee shall be nominated and elected at the same time as the following year’s Executive Board. The review committee shall consist of at least three, but not exceeding five, elected non-board members from the Association. It is preferred that at least one of the approved

review committee members shall have a professional financial background, certification or degree. The Treasurer should be present at the review to answer any questions that arise.

#### ARTICLE XIII: FIELD TRIPS/ APPAREL

The Association involvement will be as follows:

1. Students wishing to withdraw money from their individual accounts to pay for part or all of their field trip expenses/apparel must fill out a Withdrawal Form.
2. Withdrawal Forms must be submitted to the Treasurer by the Music Directors no later than 10 days after the field trip permission slip due date.
3. The Treasurer will issue a check for the total amount requested for withdrawal from the student accounts, to the Music Directors.
4. Payments for field trips/apparel shall be submitted to the travel agency selected by the Music Directors or the Sheehan Music Department. Under no circumstances will field trip/apparel monies be deposited into the Association bank accounts.
5. The Music Directors, not the Association, will be responsible for all monies collected.

#### ARTICLE XIV: TERMINATION

Upon dissolution of the Association, assets shall be distributed for one or more purposes within the meaning of section 501 (c) of the Internal Revenue Code, or the corresponding section of any further tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principle office of the Association is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine which are organized and operated exclusively for such purposes.

#### ARTICLE XV: AMENDMENTS

1. The By-Laws of the Association may be amended by a majority vote of the members present at any regular meeting. The amendments must be presented in writing to the membership at a preceding regular meeting of the Association before a vote can be held.
2. The Secretary's copy of this document shall be the official copy.
3. These By-Laws shall be reviewed annually prior to the April general meeting.

Reviewed: 5/2017 Approved: 6/2017 Final Revision: 6/2017