

**Midland High School Music Parents Association
By-Laws**

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Article I. – Name

The name of this organization shall be the Midland High School Music Parents Association.

Article II. – Purpose

The purpose of this association shall be to support the music program of Midland High School.

Article III. – Membership

General Membership shall be comprised of parents with children in the Midland High School Music Program or any interested parties. Voting at general membership meetings shall be restricted to parents of students in the music program only. Meetings of the general membership shall be held a minimum of two times per year.

Article IV. – Officers

Officers of this association shall be President, Vice President, Secretary, Treasurer, and Representatives of each curricular music organization. Officers shall be elected at the last meeting of the school year with the term office being from June first to May thirty-first of each year, except the Treasurer whose term shall be from August first to July thirty-first each year.

Article V. – Nominating Committee

The current Vice President and Directors of the curricular music programs at Midland High School shall assume the responsibility of the Nominating committee and shall consult with the current President before discussing nomination with candidates.

The Vice President shall then present a slate of officers at the final meeting of the school year. Nominations may also be made from the floor.

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Article VI. – Duties of Officers

President:

- Preside at all Executive and General Membership meetings.
- Exercise general supervision and direction over activities.
- Coordinate with Directors of the curricular music programs on any needs of their individual programs.
- Appoint any ad hoc committees as necessary.
- Assist any Board Member in carrying out their respective duties.
- Act as the designated representative of the association with school administration, in cooperation with the directors or appoint a representative as necessary.
- Participate in an annual audit of financial records by September fifteenth of each year.
- Perform other duties as required.

Vice President:

- Assume the duties of President in case of absence.
- Coordinate with Directors any events or special projects necessary.
- Participate in an annual audit of financial records with the President and Treasurer by September fifteenth of each year.
- Perform other duties as required.

Secretary:

- Record minutes of all meetings and make copies available to the Executive Committee members and Directors prior to each meeting.
- Responsible for representing the Midland High School Music Parents Association in all correspondence.
- Work with the webmaster, program representatives, and committee chairs to keep website information up to date.
- Perform other duties as required.

Treasurer

- Maintain all financial records for a period of not less than seven calendar years.
- Collect and record all receipts of the association and perform banking responsibilities.
- Issue and record all disbursements to pay expenses supported by receipts or statements.
- Issues guidelines for all fundraising activities.
- File any and all tax forms as required.

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- Maintain responsibility for cash box.
- Supply a current financial statement for each meeting.
- Participate in the annual audit of financial records with the President and Vice President by September fifteenth of each year.
- Perform other duties as required.

Representatives

- Provide assistance to the Directors and Officers in coordinating events within the organization they represent. Such activities may include but not be limited to supervising or chaperoning events, making phone calls and participating in fund-raisers. There shall be a maximum of 4 Representatives for each curricular music program (band [4], orchestra [4], and vocal [4]).

Article VII. – Executive Committee

The Executive Committee shall consist of the Officers of the Midland High School Music Parents Association and the Directors of the curricular music programs as defined in Article IV.

The Executive Committee shall be empowered to act for the entire association, but any action taken shall be consistent with the purpose and intention of the association.

The Executive Committee shall consult and recommend to the membership all matters of general policy and procedure.

This committee shall meet a minimum of four times per year or upon the call of the President. A quorum shall consist of a majority of the members of the Executive Committee.

Any proposal presented to the Executive Committee shall require an affirmative vote by a majority of the members present for approval.

Article VIII. – Financial

The Midland High School Music Parents Association cannot loan money.

All major expenditures (≥ 750.00) other than those necessary for operation of funded projects shall be voted upon by the Executive Committee. All expenditures shall be itemized and included in the Treasurer's Report.

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The fiscal year for this association will be from August first to July thirty-first each year.

The Treasurer's books shall be audited no later than September fifteenth of each year by an audit committee consisting of the President, Vice President and Treasurer. If the office of the Treasurer is newly filled, the immediate past Treasurer shall also participate in the audit.

Any check written in the amount of \$1,500.00 or more shall require two signatures one of which must be the Treasurer or President. The second signature may be supplied by the Vice President.

Article IX. – Authority

The rules contained in Robert's Rules of Orders shall govern this association in all cases in which they do not conflict with the rules of the association as set forth in the By-Laws.

Article X. – Review and Amendments to By-Laws

Amendments to the current By-Laws may be submitted at any executive or general membership meeting. Such revisions must be approved by majority vote of the Executive Committee. The Executive Committee shall then forward the proposed revisions to the General Membership. Final approval of any revision requires a majority of the votes cast by the General Membership.

The By-Laws shall be reviewed by the Executive Committee not less than every five years.

Reviewed and updated June 1, 2011; adopted August 28, 2011