

Mendon-Upton Regional School District Music Boosters By Laws

September 27, 2012

ARTICLE I: CORPORATION

- Section 1 The name of the *Corporation* is Mendon-Upton Regional School District Music Boosters herein after referred to as MUMB.
- Section 2 The principal office of the *Corporation* shall be located at the Office of the Superintendent of Schools, 150 North Avenue, Mendon, Massachusetts 01756.
- Section 3 The fiscal year of the PFM will begin July 1st and end June 30th.

ARTICLE II: PURPOSE

The purpose of this organization shall be to foster, encourage and support the many program aspects of music education in the Mendon-Upton Regional School District to enrich the scope of student involvement and to broaden community involvement in the program.

- Section 1 The MUMB shall cooperate with the Music Department and shall not interfere with the administration of the department, its policies or curricula. The MUMB shall aid the director and serve as advisors in carrying out the programs.
- Section 2 The MUMB shall provide volunteer, fundraising and other support to the various music programs.
- Section 3 Liabilities:
- a. This organization shall be non-political, non-partisan, and non-sectarian;
 - b. No commercial enterprises or political candidates shall be endorsed by this organization. Any question concerning whether an enterprise is commercial or not will be determined by the existing administration policy. The name of this organization or its officers, in their official capacities, shall not be used in any connection with a commercial concern or with partisan interests. This will not exclude corporate sponsorship of Music Department events.

ARTICLE III: MEMBERSHIP

- Section 1 Membership in the MUMB is open to all parents and/or guardians of children who are enrolled in the curricular music classes, as well as the curricular and co-curricular ensembles, in the Mendon-Upton Regional School District. Each member shall be entitled to one vote.
- Section 2 All members have the right to address the Executive Board at regularly scheduled meetings, to introduce motions, to debate, to vote and to hold office, except as provided herein.
- Section 3 Non-parent membership Alumni and parents of Alumni interested in furthering the music program in the Mendon-Upton Regional School District are eligible for non-voting membership.

ARTICLE IV: MEETINGS

- Section 1 *Regular General Meetings* - MUMB meetings shall be held monthly during the school year - September through June inclusive.
- Section 2 *Executive Board Meeting* – The Executive Board shall meet monthly, prior to the General Membership meeting or at the discretion of the President as deemed necessary.
- Section 3 *Special Meetings* – Additional meetings may be called at the discretion of the President.
- Section 4 *Voting* - Each member present is entitled to one vote. A quorum of three officers and a simple majority of those present and entitled to vote shall be required for binding action at monthly meetings and any official general membership meeting that is called.
- Section 5 *Rules Determining* – Roberts Rules of Order, Newly Revised, shall govern the meetings of the Group and shall be the final authority in all matters.

ARTICLE V: OFFICERS AND ELECTIONS

- Section 1 The affairs of the MUMB shall be governed by an Executive Board, also referred to as “Board”. The Board shall be composed of persons duly elected to serve as:
- ◆ President
 - ◆ Vice President
 - ◆ Treasurer
 - ◆ Secretary
 - ◆ Publicity Director
- Section 2 Terms for Officers: President and Vice President will hold office for a term of 2 years. Treasurer, Secretary and Publicity Director will hold office for a term of 1 year.

- Section 3 Music Director: The Mendon-Upton Regional School District Music Director shall serve as a permanent non-voting member of the Executive Board. However, in the case of a tie, the Director will have the authority to vote. The Director shall have final approval of all projects prior to the Officers of the Executive Board of the MUMB bring any project to a vote before said board and before the general membership.
- Section 4 Eligibility: Any MUMB Member with voting privileges is eligible to hold office.
- Section 5 Call for nominations: The Vice President will preside over the call for nominations and the actual voting. Call for nominations will be made at the April general meeting.
- Section 6 Elections: Elections will be held at the May general meeting. The candidates receiving the highest number of votes shall be declared elected. The newly elected will assume their duties as of July 1 of the same year. All elections shall be made by a vote with the showing of hands and the Secretary casting one ballot at the Annual meeting.
- Section 7 Vacancies occurring in offices shall be filled by the Executive Board for the unexpired time, with the exception of the offices of President and Vice President, those of which will be filled under Article VI, Sections 6.1 and

ARTICLE VI: DUTIES OF OFFICERS

- Section 1 The President shall:
- (i) preside over the monthly meetings of the Executive Board as well as the General Membership Meeting;
 - (ii) act as the official spokesperson and representative of the group;
 - (iii) appoint individuals to do special projects and create ad hoc committees and task forces as needed; and
 - (iv) may be a participating member of any committee.

In addition:

- Provides leadership for MUMB;
- Schedules, organizes, sets the agenda for the monthly meetings;
- Works directly with the Music Director and acts as the liaison between the Executive Board, the committee chairs and the parents at-large;
- Provides the vision and new ideas to keep the organization moving in a forward direction;
- Advises and assists committee chairs;
- Reviews treasury and budget reports regularly;
- Encourages people to head committees;
- Represents MUMB at functions/events;
- Is a member of the Budget Committee;
- Assumes the role of past president for one year after the completion of term.

Section 2

The Vice President shall:

- (i) assist in the duties of the presidential office;
- (ii) act in place of the President in the event of the President's absence;
- (iii) assume the duties of the President, should the office of the President be vacated. Any Vice President who completes the presidential term of a President, who vacates the Presidency prior to the end of his/her term, shall be eligible to be elected to the office of President for an additional term, not to exceed three consecutive terms. Should the office of Vice President become vacant, the Executive Board members will be notified. At that time, interested members should submit their name to the elected Board of officers for consideration for appointment. Any person, who completes the term of Vice President, shall be eligible to be elected to the office of Vice President for an additional term, not to exceed three consecutive terms.

In addition:

- Provides leadership to MUMB;
- Assumes the responsibilities of the President when he/she is unavailable;
- Leads special projects as assigned by the President;
- Assists in the development and maintenance of MUMB By-Laws;
- Assists President as liaison between the Music Director, Executive Board, the committee chairs and the parents at-large;
- Chairs the Nominating Committee.

Section 3

The Secretary shall keep the minutes of the meetings of the MUMB and the Executive Board and shall perform such other duties as may be delegated to this office by the elected officers of the Board.

In addition:

- Provides and maintains records for MUMB;
- Records and presents meeting minutes;
- Provides correspondence services by writing and mailing letters, thank you notes, etc. at the direction of the Executive Board;
- Applies for building use permits for scheduled events, checks for scheduling conflicts.

Section 4

The Treasurer shall:

- (i) receive all monies of the MUMB;
- (ii) shall keep an accurate record of receipts and expenditures;
- (iii) collect, receive and disburse all money subject to the approval of the Executive Board; and (iv) shall prepare an end-of-the-year report. The Treasurer shall report a statement of accounts at every meeting of the PFM and Executive Board, plus make a full report available to all members upon request;
- (iv) Further, all checks are to carry the signatures of the Treasurer;
- (v) The Treasurer's records of the Corporation's accounts shall be reviewed annually by an independent qualified financial adviser and a report shall be submitted to the Executive Board.

In addition:

- Provides overall financial leadership to MUMB;
- Is responsible for maintaining accurate financial records and handling accounts payable using accepted accounting practices;
- Computer literate - knowledge of financial software is especially helpful;
- Presents a report at each monthly meeting detailing the activity and balances of each Parent for Music account;
- Presents an annual budget as recommended by the Budget Committee
- Will file appropriate tax and bank forms (as necessary)

Section 5 - The Publicity Director shall:

- (i) Provides communication and publicity for MUMB;
- (ii) Establish and maintain channels of communication with Music Director, television, radio, newspapers, etc., to promote the MURSD Music Program;
- (iii) Prepare timely news releases and distributes them to local media;
- (iv) Publicize MUMB monthly meetings;
- (v) Work with special events committee to coordinate publicity for MUMB and Music Department events;
- (vi) Submit annual budget request to Budget Committee;
- (vii) Serve as member of the Newsletter Committee;
- (viii) Acts as liaison between MUMB, the music department and the general public.

ARTICLE VII: COMMITTEES

Section 1 Membership: Each committee shall consist of a chairperson and other committee member(s) as needed, with the exception of the nominating committee. All committee memberships shall be voluntary. The committee shall be under the direction of the Executive Board and shall assume such duties that are specified in these by-laws or as assigned to them by the Executive Board. Each committee shall review its functions annually, and then submit an annual report to the Executive Board.

Section 2 Standing committees: Uniform, Hospitality, Pops, Newsletter, Fundraising, Scholarships, Web Master and any other committees deemed necessary by a majority vote of the Executive Board (as described in MUMB Executive Board Job Descriptions).

Uniform Committee:

- Committee chairperson seeks direction from and maintains contact with the MUMB President and the Music Director;
- Keep accurate records of student uniform assignments;
- Prepare, distribute and maintain current Responsibility Agreements
- Arrange for annual fittings;
- Arrange for maintenance, repair, and cleaning of uniform pieces;
- Plan for new or additional uniforms with Music Director as needed;
- Contact volunteers to distribute and collect uniforms for each event;
- Submit annual budget request to Budget Committee.

Hospitality Committee:

- Committee chairperson seeks direction from and maintains contact with the MUMB President;
- Develops committees as necessary to accomplish the following:
 - Brings drinks and snacks to monthly meetings;
 - Arrange for, set up, supervises and cleans up refreshments for concerts, special events and meetings (including monthly meetings);
 - If unable to attend monthly meeting, be sure someone will be available to bring refreshments.
- Maintains an inventory (cups, napkins, plastic tableware, etc);
- Assists in contacting parents for donations of food, drinks and supplies as needed for events;
- Greets people coming into meetings as necessary (especially making new people feel welcome);
- Chairperson to submit budget requests to the Budget Committee.

Newsletter Committee:

- Seeks direction from and maintains contact with the MUMB President and the Music Director;
- Acts as the primary communications tool between the MUMB Executive Board and the music students' families and supporters;
- Gathers, publishes and distributes a newsletter a minimum of 4 times per year;
- Computer literate with access to publishing software;
- Works closely with Publicity Chairperson;
- Submits annual budget requests to Budget Committee;
- Maintains an accurate mailing list of students, families, community supporters, school administrators, sponsors and advertisers.

Fundraising Committee:

- Seeks direction from and maintains contact with the MUMB President and the Music Director;
- Manages and supervises all aspects of fundraising as approved by the MUMB Executive Board;
- Plans, develops and recommends fund raising events to support the budget;
- Maintains communication with the Music Director regarding student fundraising;
- Communicates regularly with Publicity and Newsletter Committees;
- Establishes a chairperson for each fundraising event;
- Submits an annual budget request to the Budget Committee;
- Is a member the Budget Committee.

Section 3 Ad hoc committees may also be appointed per section 6.1 as the need arises.

Section 4 All Standing and Ad Hoc Committees may be chaired individually or jointly.

ARTICLE VIII: SCHOLARSHIP COMMITTEE

- Section 1 Mendon-Upton Regional School District Music Boosters provides sponsorship for the following Scholarship categories: Fall Lessons, Spring Lessons and Senior Awards.
- (i) Fall Lessons: open to any enrolled student (9th through 12th grade) for the purpose of attending lessons in the category (instrument or voice).
Awarded money is paid directly to lesson provider
 - (ii) Spring Lessons: open to any enrolled student (9th through 11th grade) for the purpose of attending lessons in the category (instrument or voice).
Awarded money is paid directly to lesson provider
 - (iii) Senior Awards: open to any graduating 12th grader.
- Section 2 The Scholarship Committee shall consist of the President, Vice President, and Treasurer. In the event a Committee person's son/daughter or relative is applying for a scholarship, said committee person shall step down and be replaced by an appointee of the elected board of officers.
- Section 3 The Scholarship Committee shall make the selections for the awards.
- Section 4 The number of scholarships and their monetary value shall be established and voted on by the Executive Board each year.

ARTICLE IX: OTHER ACTIVITIES

- Section 1 All activities must be approved by the Executive Board prior to the Corporation's commitment, and support the purpose and objectives of the Organization.
- Section 2 These laws shall govern all corporation activities initiated in good faith.

ARTICLE X: AMENDMENTS

These By laws may be amended at any regular meeting by a majority vote of the members present; previous notice of such proposed amendment changes having been given at a regular meeting of the Corporation, published in a newspaper distributed in the towns of Mendon and Upton, or posted on the Corporation's website.