

GOVERNOR MIFFLIN MUSIC ASSOCIATION CONSTITUTION AND BYLAWS

Established in 1952 Amended 2015

Article 1. NAME AND PURPOSE:

SECTION 1: The name of the Association shall be known as the Governor Mifflin Music Association, hereinafter referred to as the Association.

SECTION 2: As a chartered non-profit Association of the Governor Mifflin School District, the primary purpose shall be to raise funds and provide support to the Music Department, Kindergarten through Grade 12.

SECTION 3: The Association is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Service.

SECTION 4: No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or to other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

SECTION 5: No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

SECTION 6 Notwithstanding any other provision of this document, the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an Association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of

any future federal tax code.

SECTION 7: Upon the dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to state or local government, for a public purpose.

ARTICLE 2 - OBJECTIVES:

SECTION 1: To arouse and maintain an enthusiastic public interest in (all phases of) the Music Department of the Governor Mifflin Schools.

SECTION 2: To lend all possible support, cooperation, and resources to the Music Department of the Governor Mifflin School District.

SECTION 3: To bring into closer relationship the home and school, that parents and music staff may cooperate respectfully in all phases of the school's music program.

ARTICLE 3 - POLICIES:

SECTION 1: The Association shall neither seek to direct the administrative activities of the Music Department or control its policies.

SECTION 2: The Association shall meet for the purpose of conference and cooperation in matters pertaining to its moral and financial support of music within the Governor Mifflin School District.

SECTION 3: At the end of each fiscal year a business planning meeting will be held by the executive board for the purpose of planning the projected revenues and expenses for the coming year.

SECTION 4: The treasurer shall prepare and present a(detailed) summary of prior year's income and expenses.

SECTION 5: At this meeting, the Executive Board Member representing the Music Department shall supply a list of projected expenditures for review by the Board to be included as part of the annual planning process.

SECTION 6: On a semi-annual basis (January and July), an audit committee comprising of the President, Music Department Representative, and appointed member from the membership-at-large will review the treasurer's books and bank statements, and provide a report to the membership.

SECTION 7: At the discretion of the executive board, funds may be expended to benefit the Governor Mifflin community-at-large.

ARTICLE 4 - MEMBERSHIP AND DUES:

SECTION 1: Any family consisting of one or more members interested in the progress and development of the Music Department of the Governor Mifflin Schools shall be eligible for membership upon completion of membership application and payment of dues, as hereinafter provided.

SECTION 2: The annual dues for membership in the Association shall be an amount approved by majority of members at the May meeting for the upcoming fiscal year.

If no change is proposed, the dues remain the same as the previous year. Dues shall be payable annually for the fiscal year, July 1 to June 30 of the following year.

ARTICLE 5 - OFFICERS AND THEIR ELECTION:

SECTION 1: The officers of the Association shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, a Treasurer, a Membership Chairperson, and Chairperson of the Music Department of the Governor Mifflin Schools.

SECTION 2: Officers shall be elected by ballot at the June meeting. However, if there is but one candidate for any office, upon adoption of a motion from the floor, the election of that office may be by vote.

SECTION 3: Nominations for officers shall be made by a nominating committee consisting of no less than three (3) members of the voting body. This committee shall be appointed by the President at the March meeting of each year.

SECTION 4: The nominating committee shall present the new slate of officers to the President for presentation to the body at the May meeting.

SECTION 5: Officers are to be elected for a one-year term at the June meeting and shall assume their duties immediately following the close of that meeting.

SECTION 6: A majority vote of the members present shall constitute an election.

SECTION 7: The Chairperson of the Music Department is a non-voting party in financial decisions.

SECTION 8: Each officer position shall have one vote on the executive board.

SECTION 9: Each officer position can only be held for 3 consecutive terms.

ARTICLE 6 - VOTING BODY

SECTION 1: The voting body of the Association shall consist of the Officers, and current members present 18 years or older.

ARTICLE 7 - DUTIES OF OFFICERS:

SECTION 1. The President shall preside at all meetings of the Association, appoint all committees, and shall be ex officio member of all committees.

SECTION 2: The Vice President shall assume the duties of the President in the absence of the President.

SECTION 3: The Recording Secretary shall keep the records and minutes of all meetings.

SECTION 4: The Corresponding Secretary shall attend to the correspondence.

SECTION 5: The Treasurer shall receive all funds due the Association, deposit same in designated depository determined by the Board, pay all bills upon authorization of the Board, and provide summary reports at monthly meetings, with comprehensive reports of all receipts, expenditures and fund balances to the Association available for review at all regular meetings. A copy of the comprehensive report will also be provided to the audit committee monthly. The Treasurer's signature only is required on checks. The Treasurer is to be bonded in an amount approved by the Board and to be reviewed each year.

SECTION 6: The Membership Chairperson shall be responsible for maintaining accurate current membership records.

SECTION 7: All officers shall:

- . (1) Perform their duties prescribed in the parliamentary authority in addition to those outlined in these Bylaws and those assigned from time to time.
- (2) Deliver to their successors all official material within 30

days following the meeting at which they are elected.

ARTICLE 8 - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE:

SECTION 1. All officers shall automatically be members of the Board.

SECTION 2: The immediate Past President shall become a member of the board.

SECTION 3: Non-budgeted expenditures under \$100 may be made by any Board Member without having to seek prior approval of the voting body. Any non-budget expenditure exceeding \$100 must be approved by the Executive Board.

SECTION 4: The Executive Board Member representing the Music Department shall provide to the general membership a monthly report of the activities of the music program.

ARTICLE 9 - MEETINGS:

SECTION 1: Meetings of the Executive Committee shall be held at the discretion of the President.

SECTION 2: A calendar of regular meetings will be published annually, in the school district calendar and Association website or other electronic communication.

SECTION 3: Special General Membership meetings may be called by the President.

SECTION 4: Meetings of the Association shall be open to all members.

ARTICLE 10 - COMMITTEES:

SECTION 1: Such standing committees shall be created as may be deemed necessary to promote the objectives and carry on the work of the Association.

SECTION 2: All monies and/or petty cash received by chairpersons shall be turned over to the Treasurer within 2 weeks unless approved by the treasurer.

ARTICLE 11 - ~~PARLIAMENTARY AUTHORITY~~:

SECTION 1: Robert's Rules of Order, revised, shall govern this Association in all cases when they are not in conflict with the rules of the Association.

ARTICLE 12 - AMENDMENTS:

SECTION 1: The Bylaws and Constitution of this Association may be amended at any regular meeting by a majority vote, provided the amendments have been presented at a preceding regular meeting of the Association.