

# **Blackstone - Millville Music Association Incorporated BY-LAWS**

(Revised and Amended May 13th, 2004)

## **ARTICLE I - NAME & PURPOSE:**

- Section I: The name of this organization shall be the Blackstone - Millville Music Association Incorporated.
- Section II: As a chartered non-profit organization, the primary purpose shall be to raise funds and provide support to the Director of Music, his/her departments and to all music programs and its students.

## **ARTICLE II - OBJECTIVES:**

- Section I: To promote the best possible musical education for all students.
- Section II: To broaden the cultural opportunities of the students.
- Section III: To increase their performing and creative skills through the exposure to all forms of music.
- Section IV: To provide incentive for those students with extraordinary musical talent.

## **ARTICLE III - MEMBERSHIP:**

- Section I: The membership of this organization shall not be limited. Anyone interested in the progress and development of music education is eligible for membership.
- Section II: The annual dues for membership in the Association shall be an amount approved by the majority of members at the May meeting for the upcoming year. If no change is proposed, the dues will remain the same as the previous year. Dues shall be payable annually for the year, September 1st to August 31st of the following year.  
All membership dues must be paid in order to participate in the voting at the annual meeting in May.
- Section III: Voting privileges shall be available if all dues are paid in full and you have attended 2 General meetings over the past 12 months and/or worked 2 events. This represents a member in good standing.  
The President will appoint a record keeper for the above.

## **ARTICLE IV - OFFICERS AND ELECTIONS:**

- Section I: The elected officers of this Association shall be the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, and THREE MEMBERS AT LARGE. One member may be appointed as an individual responsible for Public Relations.
- Section II: A nominating committee shall be appointed by the President in April of each year. Nominations may be made from the floor after the Committee reports at the May meeting.
- Section III: Officers are to be elected by secret ballot at the Annual Meeting in May. 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 voice. The officers will accept their responsibilities at the next General Meeting. This period will be utilized by the incoming officers to familiarize themselves with the duties and responsibilities inherent with their particular function as members of the Executive Board of the Association. Both Outgoing and Incoming officers will attend the June Executive Board Meeting. The new President and Slate will conduct the June General meeting.
- Section IV: A majority vote of the members present, in good standing, including the Executive Board, shall constitute an election.
- Section V: Vacancies occurring in the present Executive Board shall be filled as quickly as possible by special election of the eligible voting members in good standing.

## **ARTICLE V - DUTIES OF OFFICERS:**

- Section I: The President shall preside at all meetings of the Association and the Executive Board, and shall be ex officio member of all committees. Any expenditure less than or equal to one hundred (\$100.00) dollars may be expended by the President at his or her discretion, without the approval of the Executive Board.
- Section II: The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.
- Section III: The Secretary shall keep the minutes of the meeting of the Association and the Executive Board, and shall perform such duties as may be delegated to this office by the Executive Board. Written minutes will be made available at the following meeting.
- Section IV: The Treasurer shall be responsible for all treasury functions of the Association; this is to include deposits of receipts and payments of expenditures in a timely manner as well as reporting of the same. The Treasurer's signature and President's signature is required on all checks. The Vice President's signature will be as an alternate to either the President or Treasurer in their absence.
- Section V: A Member At Large shall assist in decision-making and expand the availability of the Executive Board to the General Membership.

## **ARTICLE VI - MEETINGS:**

- Section I: This Association shall conduct regular monthly meetings from September through June each month unless otherwise specified by the Executive Board. Meetings of the Association shall be open to all interested parties.
- Section II: Special meetings of the Executive Board may be called by the President or 2 other Board Members. Prior notification must be made to all members of the Board.
- Section III: The Annual Meeting shall be considered the regular May meeting.
- Section IV: Ten (10) members including the majority of the Executive Board shall constitute a quorum at a general meeting.
- Section V: Monthly meetings of the Executive Board shall be held throughout the year.

## **ARTICLE VII - STANDING COMMITTEES:**

- Section I: The President has the authority to appoint a Chairperson to any committees subject to the approval of the Executive Board. Committees shall be created as deemed necessary to promote the objectives and carry on the work of the Association. Such Committees may be Public Relations, Fund-Raising, Volunteer Services, Historical Committee, Sunshine Committee, Alumni Committee, and Membership Committee.
- Section II: The Chairperson of any Fund-Raising Committee shall submit their plans for raising funds (see Fundraising Planning Sheet, attachment A) to the Executive Board for their approval and must follow guidelines as set forth by the Executive Board.
- Section III: All monies received by the Chairpersons shall be turned over to the Treasurer. No member shall hold monies in excess of \$100.00 for more than one week.
- Section IV: A Public Relations Chairman will attend to all advertising and correspondence to the press and radio, and all other matters of publicity as they arise from time to time.
- Section V: The Historical Committee Chairman will render an accurate record of all history pertaining to this organization and musical education program.
- Section VI: The Sunshine Committee will attend to correspondence and acknowledgements pertaining to Thank you, sickness, sympathy, etc.
- Section VII: The Membership Committee shall attend to recruitment of new members and renewals for current members.
- Section VIII: The Trip Committee shall be established to include one member of the Executive Board and Coordinator in charge of trip and must follow the guidelines (see Trip Checklist, attachment B) as set forth by the Executive Board.

## **ARTICLE VIII - EXECUTIVE BOARD:**

- Section I: The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer and three Members at Large. The Music Staff and the Past President shall be considered as Executive Board Members (in an advisory capacity only). The Head Chaperones and Head Pit Crew may attend Executive Board meetings at the invitation of the Board. Special meetings may be held without the presence of the Music Staff.
- Section II: The duties of the Executive Board shall be to transact necessary business in the intervals between Association meetings.
- Section III: Four (4) elected Executive Board members shall constitute a quorum.
- Section IV: The Executive Board Member representing the Music Department shall provide to the rest of the Board a monthly report of the activities and financial expenses relating to the Music Association's contribution to the music program.
- Section V: At the end of the fiscal year a business-planning meeting will be held for the purpose of planning the projected revenues and expenses of the coming year. At this meeting, it is requested that the Executive Board Member representing the Music Department supply a list of projected expenditures for review by the Board. The Treasurer shall prepare and present a summary of the prior year income and expenses.

## **ARTICLE IX - AUTHORITY:**

- Section I: The rules contained in "*Robert's Rules of Order (revised)*" shall govern this Organization and Committee in all cases in which they do not conflict with the rules of this organization.

## **ARTICLE X - BOARD OF DIRECTORS:**

- Section I: The members of the Board of Directors shall consist of the Current Executive Board seven (7 members), two (2) previous Executive Boards seven (7 members each) and the full time members of the music staff. A quorum will be held with any 13 members in attendance.
- Section II: The Board of Directors will meet annually in June. The current sitting Executive Board President will preside over the meeting.
- Section III: The President shall keep a roster of the Board of Directors, to pass on to the new Administration.

## **ARTICLE XI - AMENDMENTS TO THE BY-LAWS:**

- Section I: These by-laws may be amended by a 2/3<sup>rd</sup> majority vote of the Board of Directors in attendance.

## **ARTICLE XII - ALLOCATION OF ASSOCIATION FUNDS:**

Section I: All requests to the Association for financial funding shall be submitted in writing to the Executive Board for their review and consideration. Requests from the Music Department must first be approved by the Music Director. All such written requests should be forwarded to the Association, as soon as possible in advance of a proposed Band/Choral activity in order to allow the Executive Board members the proper amount of time in which to vote on said expense and also insure that necessary funds are available. The Executive Board shall act as expeditiously as possible on all such requests, and will in turn advise the Director of the Music Department of their decision. The time lapse from the original request to the decision of the Executive Board shall be such that ample time will be available for proper planning of any anticipated event.

Section II: Expenditure limits:  
The President is authorized to spend up to \$100.00 without the approval of the Executive Board.  
Any expenditure over \$100.00 and not to exceed \$500.00 must have approval of the Executive Board.  
Any expenditure exceeding \$500.00 must receive approval by the Executive Board and the General Membership.  
Unforeseen emergency expenditures shall be reviewed at the next General meeting.