

Shepherd Hill Music Parents Association By-Laws

Article 1 - Name

The name of the organization shall be the "Shepherd Hill Music Parents Association" (SHMPA) of Shepherd Hill Regional High School. (Association)

Article 2 - Objectives

To assist the Music Directors and support the activities of the Shepherd Hill Regional High School Music Department and to provide experiences outside of the typical high school music curriculum within the established policies of the school. All activities and decisions of this Association will conform to the views of the administration and the Music Directors of Shepherd Hill Regional High School.

Article 3 - Membership

Section 1:

The membership of this Association shall not be limited. Any adult interested in the activities of the Music Department and who is willing to uphold the Association's objectives and subscribe to its By-Laws may become a member.

Section 2:

The Music Directors and all parents of the pupils in the Music Department of Shepherd Hill Regional High School are considered to be members.

Article 4 - Officers and Elections

Section 1:

The elected officers of the Association shall be: President, Vice President, Secretary or Co-Secretaries, Treasurer, Associate Treasurer, and 2 Members at Large.

Section 2:

The term of office shall be for one year.

Section 3:

The slate of officers will be voted upon at the Annual May meeting. New officers will assume their elected duties as of July 1 of the same year.

Section 4:

All elections shall be made by paper ballot. If only one candidate appears on the ballot, the Secretary shall cast one (1) ballot. Should there be Co-secretaries, the Recording Secretary shall cast one (1) ballot.

Section 5:

Vacancies occurring in offices shall be filled by the Executive Board for the unexpired term.

Article 5 - Duties of Officers

Section 1:

The President shall preside at all meetings of the Association, name all committee chairpersons, and serve ex officio on all committees except the nominating committee.

Section 2:

In the absence of the President, the Vice President shall assume all duties.

Section 3:

The Secretary will keep record and minutes of all meetings and attend to the correspondence. The Secretary shall also maintain all documents on the Google Drive, by year: to include all meeting minutes, treasurer reports, etc. Should the need for 2 secretaries exist, one shall be the recorder of the minutes and agenda, and maintain the documents from meetings on the Google Drive. The other Secretary shall be the correspondence secretary-responding, sending emails to/from the SHMPA email account, updating email addresses as requested, updating email addresses on VolunteerSpot, checking the mailbox weekly-Post Office and at the high school, and shall distribute mail appropriately. Correspondence Secretary will serve as an alternative member for voting.

Section 4:

The Treasurer shall receive all moneys of the Association and shall keep an accurate record of receipts and expenditures and shall pay out same only, as authorized by a meeting of the Executive Board.

Section 5:

The Associate Treasurer shall work with the Treasurer and help to keep an accurate record of receipts and expenditures and can assume all the duties of the Treasurer. The Associate Treasurer will also have signing privileges on all bank accounts.

Section 5a:

All checks are to carry the signature of the Treasurer, the Associate Treasurer, or the President.

Section 5b:

The Association will hold \$4000 as a working balance for Association use. Any funds above this amount may be used as determined by the Executive Board.

Section 6:

The First Member at Large will act as the Chairperson of the nominating committee.

Section 7:

The Second Member at large will be responsible for public relations, assist the Treasurers to collect and count money at events, assist with Facebook page updates, and write monthly SHRHS newsletter content for SHMPA activities.

Article 6 - The Executive Board

Section 1:

The Executive Board shall be composed of the President, Vice President, Secretary/Co-Secretaries, Treasurer, Associate Treasurer, 2 Members at Large and the Music Directors.

Section 2:

The Executive Board shall have the general supervision of the affairs of the Association.

Section 3:

The Executive Board shall meet at the request of the President, a Music Director, or any three members of this Board. Each member will have one vote on all items.

Article 7 - Meetings

Section 1:

The Association will hold at least two open meetings during the school year. The Annual open meeting shall be held in May.

Section 2:

Seven (7) members, at least two (2) of whom are members of the Executive Board, shall constitute a quorum.

Section 3:

Special meetings may be called at the discretion of the President.

Section 4:

The meetings shall be open to the general public.

Article 8 - Committees

Section 1:

All committee chairpersons shall be appointed by the President. Committees will be formed at the discretion of the Executive Board.

Section 2:

Committees will include, but are not limited to, the following: Band Festivals, Chorus Festivals, Craft Fair, Old Home Day, Gillette, and Publicity.

Article 9 - Amendments

These by-laws may be amended at any open meeting of this Association by a majority of members present and voting, providing notice of the proposed amendment(s) shall be given in writing at the previous open meeting.

Article 10 - Non-Profit Status

Section 1:

This Association shall be operated exclusively for the foregoing purposes and no part of its earning shall incur to the benefit of any individual member.

Section 2:

Expenses incurred by individual members shall be reimbursed by the Treasurer and one other officer.

Section 3:

Incorporation for tax exempt status - see Article 11

Article 11 - Incorporation/Organization

Section 1:

The Shepherd Hill Music Parents Association is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organizations under Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

Section 2:

No part of the net earnings of the corporation/organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation/organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c)(3) purposes.

Section 3:

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

Section 4:

Notwithstanding any other provision of these articles, the corporation/organization shall not carry on any other activities not permitted to be carried on (a) by corporation/organization 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 a corporation/organization, 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 5:

Upon dissolution of this corporation/organization 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) shall be distributed to the Federal government, or to a state or local government, for public purpose.

Section 6:

However, if the named recipient is not then in existence or no longer a qualified distributor, or unwilling or unable to accept the distribution, then the assets of this corporation/organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501 (c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)

Amended and accepted at the open membership meeting on June 13, 2018.

_____, President