

TIMBERLANE MUSIC ASSOCIATION CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I: NAME

This organization will be called the Timberlane Music Association, moving forward referred to as the "Association".

ARTICLE II: PURPOSE

The purpose of this organization will be to enhance the musical growth and development of those students enrolled in the High School Music Department and the Middle School Music Department by providing support for the aesthetic experience not generally provided by the Timberlane Regional School District; to assist the High School and the Middle School Music Departments in all extra curricular activities when warranted and determined by the Music Directors; to strive and encourage musical excellence in the school and its communities; to promote music as a discipline in the curriculum as part of a complete education; and to be actively involved in the decision making process pertaining to music education.

ARTICLE III: MEMBERSHIP

The membership will be made up of parents of all music students enrolled in the Timberlane Regional High School and Middle School as well as interested parties.

ARTICLE IV: MEETINGS

A regular meeting of the Association will be held each month beginning in September and ending in June. General business will be conducted at this meeting. Special meetings may be called at any time by the President or the majority of the Executive Board in person or through email.

ARTICLE V: OFFICERS

The Executive Board of Officers will consist of:

- President*
- Vice-President*
- Secretary,*
- Treasurer*
- And Ex Officio members such as The District Music Director or their designee*

ARTICLE VI: AMENDMENTS

This constitution may be amended at any meeting by a two-thirds vote of the members present with written notification having been submitted to the President thirty days prior to the vote by the membership.

ARTICLE VII: VOTING

Individuals are eligible to vote after payment of their annual dues. All issues to be voted on shall be decided by a majority vote of all members present.

ARTICLE VIII: CONSTITUTION AND BY-LAWS

The Constitution and By-Laws will be reviewed every three years by the Executive Board prior to the first general meeting of that year. The President will present the Constitution and By-Laws to the membership at the first general meeting of that year for a vote and approval.

TIMBERLANE MUSIC ASSOCIATION CONSTITUTION AND BY-LAWS

BYLAWS

ARTICLE I: ELECTION OF OFFICERS

Section 1 - Officers will be elected to the Executive Board of the Association at the May general meeting to hold office for one year beginning June 1 by a majority vote of voting members. The Vice-President will accept nominations for all officer positions during the month of April, and coordinate the election process at the May meeting.

Section 2 – Officer vacancies that occur during the term of office will be filled by the President with the approval of the members of the Executive Board.

ARTICLE II: DUTIES OF OFFICERS

Section 1 - The President will preside at all meetings and he/she is responsible for the delegation of personnel to tend to the business of the Association. He/she is further responsible for the periodic maintenance of the Association Constitution and By-Laws.

Section 2 - In the absence of the President, the Vice-President shall preside. The Vice-President shall be responsible for the coordination of all fund-raising event chairpersons and ensure the fund-raising chairpersons select the appropriate committee members for the proper conduct of the event. The Vice-President will coordinate the nomination process to elect Officers to the Executive Board.

Section 3 - The Treasurer will receive and have custody of the Association funds. The Treasurer will disperse these funds as authorized in the Constitution and By-Laws. The Treasurer will keep a complete record of all transactions and present a report at each monthly meeting. The Treasurer will be responsible to submit the Association's financial records and complete financial disclosure to the Association's Accountant/Auditor for tax compliance. The Executive Board shall be responsible for the audit of the Treasurer's record before June thirteenth each year. In the absence of both the President and Vice-President, the Treasurer shall preside.

Section 4 - The Secretary will keep a record of all meetings, conduct internal communication, distribute copies of the Constitution and By-Laws to all members at the first annual meeting of the current year and will be responsible for all archival records of the Association.

Section 5 - School Board Members, Administrators of the Timberlane Regional School District, and residents of the district may serve on committees of the Association. The President or his/her designee will be an ex-officio member of any committee.

TIMBERLANE MUSIC ASSOCIATION CONSTITUTION AND BY-LAWS

BYLAWS (Continued)

ARTICLE III: DUES

The annual fee of ten dollars per family (or individual membership) will be paid to the Treasurer by September 30 or at the time a member joins the Association.

ARTICLE IV: DISBURSEMENTS

Expenditures will be authorized by a membership majority vote of the Association members present at a monthly general meeting, unless the expenditure is less than \$500.00 which can be authorized by the Executive Board. The Executive Board may have the power to act if necessary.

ARTICLE V: PARLIAMENTARY PROCEDURE

The Association will use Roberts Rules of Order (current edition) as a guideline.

ARTICLE VI: NON VOTING MEMBERS

Representatives from the following may be invited to participate in General meetings as non-voting members; Timberlane Regional School Board, Timberlane Regional High School, Middle School and Elementary Music Staff. Any individual/family that has not paid current annual dues is not permitted to vote.

ARTICLE VII: DISSOLUTION OF THE ASSOCIATION

Section 1 – The association may discontinue its operations, settle its affairs, and voluntarily dissolve upon the affirmative vote of not less than two-thirds (2/3) vote of members present in person at any meeting duly called and convened.

Section 2 – After dissolution is approved a committee of three (3) of its members will be elected by majority vote of those present. Once elected the committee will, on behalf of the association, pay its debts and expenses, and donate all remaining assets to the Timberlane Music Department per Timberlane Regional School Board policy. Upon final settlement by such committee, the association will be dissolved.