



Timberlane Music Association

Constitution and By-Laws

Last reviewed and revised by the TMA on: 5.9.2023

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/guardians of all music students enrolled in the Timberlane Regional School District as well as interested parties. Members will be enrolled as either an individual or as a "family/household" with multiple children/dependents connected to their membership. The Association Board will consider split or joint memberships for different family situations on a case by case basis.

The Association will hold an annual membership drive in September of each year to encourage parents to join. Active members of the organization will receive the following benefits:

- Voting rights at monthly meetings.
- Access to earmarked trip funds maintained by the Association for their child/children to use for music department trips.
- Scholarship opportunities
- Other benefits as identified by the organization and voted on by members at a meeting.

ARTICLE IV: MEETINGS





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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 will consist of:

- President
- Vice-President
- Secretary,
- Treasurer
- Corresponding Secretary
- 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.





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BY-LAWS

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 Treasurer specifically must check the status of New Hampshire Secretary of State filing (due every five years) and complete annual reporting to the NH Charity Trusts Unit, a division of the NH Office of the Attorney General. 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





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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 - The Corresponding Secretary will serve as an alternate and assist the secretary in various duties. The Corresponding Secretary shall oversee the procurement of photos, videos, and other memorabilia for the purposes of historical record of the organization and its members.

Section 6 - 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.

ARTICLE III: DUES

The board will set an annual dues amount based on budget and program needs. The board will determine the dues rate, to be effective for the September membership drive, at the May meeting. The annual fee per family/household (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.





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ARTICLE VI: EARMARKED FUNDS FOR TMA-SPONSORED TRIPS

The Association will offer several fundraising opportunities each year for members to earn earmarked funds that can be applied to future Association-sponsored trips at the member's request. The Association will maintain all funds and deduct annual organization dues from each member from their earmarked account every September (should they not already be paid). All fundraised funds are considered the property of the Association, not the individual member for which the Association is holding earmarked trip funds for. Should the member elect not to renew their membership, or upon graduation, they may request their remaining funds balance be transferred to another immediate family/household member by notifying the TMA by June 1 of the student's graduation year. If graduating families do not notify the TMA, and elect to have funds transferred to another immediate family/household member, the remaining fund balance will be placed into the Association general fund to be used at the discretion of the Board.

ARTICLE VIII: 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.

