

HUDSON HIGH SCHOOL MUSIC ASSOCIATION

Hudson, Ohio

CONSTITUTION

as adopted on October 19, 1948
and amended May 1988;
May 1994; May 1995; May 1998;
May 2004; and April 2005

ARTICLE I – Name

Section 1. The name of this organization shall be the Hudson High School Music Association.

ARTICLE II – Objectives

Section 1. The objectives of this Association shall be to build and maintain an organization which will benefit students of the music Department and to cooperate where able with the Music Department in motivating and maintaining an enthusiastic interest in the various phases of music activity.

Section 2. This Association shall exist and operate as a nonprofit organization.

Section 3. Net income shall be used for the objectives as stated in Section 1 of this Article.

ARTICLE III – Membership

Section 1. Parents of students enrolled in the High School Music Department are to be considered active members.

Section 2. Anyone 21 years of age or older who is interested in the process and development of the aims and objectives of this Association is eligible for membership.

ARTICLE IV – Officers

Section 1. The officers of this Association shall be the President; Vice-President – Band; Vice-President – Choir; Vice-President – Orchestra; Vice-President – Fund Raising; Secretary; and Treasurer.

Section 2. Insofar as possible, but not to the exclusion of any person, the Association should encourage two people to staff each of the officer positions.

Section 3. The Music Directors at Hudson High School shall be asked to act in an ex-officio capacity.

THE HUDSON HIGH SCHOOL MUSIC ASSOCIATION
Hudson, Ohio

BY-LAWS

as adopted on October 19, 1948;
and amended May 1955; May 1988;
May 1994; May 1998;
May 2004; and April 2005

ARTICLE I - Duties of the Officer

Section 1. The President shall preside at all meetings of the Executive Committee and Board of Directors, act as chief representative with the School Board, the Principal of the High School and the Music Directors, serve as ex-officio member of all committees and present an Annual Report of the Association's activities to the School Board. Further, in the absence of the Treasurer, the President is authorized to sign and/or endorse checks, drafts, and notes within the established limits of the budget.

Section 2. The Vice-President - Fund Raising shall, assume all the duties and responsibilities of the President in the absence of the latter. Further, the Vice-President shall serve as Fund Raising Program Coordinator and Chairman of the Audit Committee.

Section 3. The Vice-President - Band shall act as the coordinator of the band operating committee.

Section 4. The Vice-President - Choir shall act as the coordinator of the choir operating committee.

Section 5. The Vice-President- Orchestra shall act as the coordinator of the orchestra operating committee.

Section 6. The Secretary shall keep the records and minutes of all meetings and attend to all correspondence.

Section 7. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. He/she shall receive all funds and deposit them in a financial institution whose deposits are insured by an agency of the federal government. All deposits shall be made in the name of this Association. Properly submitted invoices shall be paid within a reasonable time up to the limit of the specific budget line item. At each meeting the Treasurer shall furnish a written report specifying all receipts, disbursements, and a balance of accounts.

ARTICLE II - The Executive Committee and Board of Director.

Section 1. The Officers shall constitute the Executive Committee of the Association. The Executive Committee will have primary responsibility for setting overall objectives, developing the annual budget, approving committee chairmen, and performing additional duties as may be set forth in other Articles.

Section 2. The Executive Committee and/or President shall prepare the agenda for and make recommendations to the Association for the General Meetings.

Section 3. The Officers and Chairmen of the various permanent committees referred to in Article IV shall constitute the Board of Directors. The primary responsibility of this body is to discuss and approve the annual budget.

ARTICLE III- Meetings

Section 1. General Meetings of this Association shall be held once each month from August through May. The Executive Committee shall determine the date and time.

Section 2. The Annual Meeting shall be the General Meeting in May.

Section 3. Special meetings of the Association may be called by the President.

Section 4. The annual Budget Meeting shall be held in June. The Executive Committee shall determine the date and time.

ARTICLE IV – Committees

Section 1. There shall be three permanent Fund Raising Committees to be known as Tag Day, the Fruit Sale and the Parade of Bands. Other fund raising committees may be provided at the direction of the Board of Directors. The purpose of a fund raising committee is to raise funds to meet the needs of general and/or specific objectives of the Music Association. The Chairmen of each of these committees shall be selected by the President or respective Vice-President with the consent of the Executive Committee and shall report to the respective Vice-President.

Section 2A. There shall be permanent operating committees whose purpose is to plan, organize and implement specific operating duties necessary to achieve the objectives of the Association. These committees report to the respective Vice-President.

Section 2B. There shall be three permanent committees reporting to the President, whose purpose is to provide services for the entire Association. They shall be known as the Newsletter, Publicity, and Scholarship Awards.

Section 2C. There can be temporary special program committees whose purpose is to plan, organize, and implement those programs which are not considered fund raisers. These programs include trips, annual dinners, receptions, awards, master classes, etc. The chairmen of the special program committees shall be appointed by the appropriate member of the Executive Committee.

Section 3. The chairmen of each permanent operating committee shall be a voting member of the Board of Directors.

Section 4. The chairman of each committee shall be responsible for the selection of an additional person or persons to assist him/her in accomplishing the objectives and duties of that committee.

Section 5. The chairman of each committee, with the guidance of the Executive Committee, will develop an annual plan consisting of its objectives, how the objectives are to be met, and a budget.

Section 6. The chairman of each committee shall render a brief report monthly highlighting progress and problems since the last report. Additionally, each chairman shall be responsible for an annual report detailing the original objectives of the committee and the accomplishments made during the year. These reports may be presented by the respective member of the Executive Committee at the monthly meetings.

ARTICLE V - Financial Matters

Section 1. A budget detailing all anticipated expenses and income shall be prepared by the Executive Committee for approval at the September meeting. Approval of the budget requires a majority vote, a quorum being present.

Section 2. An independent audit of the books shall be made annually, under the direction of the Vice-President - Fund Raising. The audit may be performed by a nonmember of the Music Association. The audit is to be completed by September 1.

Section 3. The Executive Committee is authorized to alter line items within the budget (subsequent to original approval) in amounts not to exceed \$1,000 for the express purpose of paying for unanticipated, critically needed services and/or assets.

Section 4. Changes in amounts over \$1,000 must be approved by a majority vote at a general meeting, a quorum being present.

Section 5. The fiscal and budget year will commence on July 1 of each year.

ARTICLE VI – Quorum

Section 1. For action by the Association on election of Officers, financial issues, and other matters, 12 members must be present.

ARTICLE VII – Elections

Section 1. The Nominating Committee shall consist of the Officers of the Association.

Section 2. The Nominating Committee shall submit its proposed slate at the general meeting in April.

Section 3. Nominations may also be made from the floor at the Annual Meeting in May, providing these nominees have agreed beforehand to accept the nomination.

Section 4. Officers are to be elected at the Annual May Meeting.

Section 5. A majority vote of those present shall constitute an election.

Section 6. The Officers shall be elected for a one-year term and take office on July 1 following the annual meeting.

ARTICLE VIII – Authority

Section 1. The rules contained in the *Robert's Rules of Order*, current edition, shall govern this Association in all cases in which they do not conflict with the rules or operating procedures of this Association.

ARTICLE IX - Amendments

Section 1. The Constitution and By-Laws may be amended by a majority vote of the members present at any General Meeting. Notice of proposed amendments must be presented to the membership at least 30 days prior to the next General Meeting.

ARTICLE X – Standing Rules

Section 1. The Constitution and By-Laws hereby incorporated Standing Rules. Standing Rules are resolutions of a permanent nature, which are binding. They can be established, rescinded, or modified without previous notice by a majority vote upon recommendation by any officer. No standing rule can be adopted which conflicts with the Constitution or Bylaws. The standing rules should be reviewed annually by the officers in the spring of each year.

Hudson High School Music Association
Standing Rules
Revised May 2004; April 2005 and November 2008

Standing Rules are resolutions of a permanent nature which are binding. They can be established, rescinded, or modified without previous notice by a majority vote upon recommendation by any officer. No standing rule can be adopted which conflicts with the Constitution or Bylaws. The standing rules should be reviewed annually by the officers in the spring of each year.

Financial Rules

1. The Treasurer is authorized to reimburse expenditures of less than \$1000 with proper documentation (i.e. purchase order, invoice, receipt or other suitable instructions.)
2. Actions obligating the Association for financial liability in excess of \$1000 must be supported with proper documented. Actions must be approved by a majority vote at a general meeting, a quorum begin present. Such approved actions should appear in the Association meeting minutes along with the approved amount.
3. Properly submitted invoices shall be paid within a reasonable time up to the limits of the budget line item.
4. Music directors or event chairpersons should submit a preliminary trip or event budget prior to committing Association or student funds in order to reduce the risk of a shortfall.
5. Initial deposits made by students for trips, camps, or other activities are not refundable. Only under extenuating circumstances can a music director have an initial deposit refunded. This should be done with consent of the Association President.
6. Individual Need Based Scholarships to supplement trip and band camp expenses are granted at the corresponding music director's request with consent of the Association President.

Fund-Raisers

1. Net revenues from the three permanent fund raisers, Tag Day, Fruit Sale, and Parade of Bands will be used for budget items as authorized by the organization.

Uniforms

1. For Swing Chorus, the boys purchase a shirt, suspenders, and shoes. The girls purchase a dress, which is new each year. The boys are charged a \$30 annual fee for tuxedo rental. The fee is allocated to the Choir Uniform Fund. The Association allocates \$30 per year towards the purchase price of each dress for each girl. This money is allocated from the Choir Uniform Fund.

2. For Marching Band uniforms, an annual rental fee is included in the Band Camp fee. The amount per participant is to be determined on an annual basis. This money is allocated to the Band Uniform Fund.

Money Handling Policy

1. All volunteers who are collecting money must be 21 years of age or older. Children may assist their parent (s) provided they are not handling any money.
2. All monies collected shall be promptly transferred to the Hudson Music Association Treasurer. Promptly means by the end of the event in which the monies are collected. For example, by the end of the football game where the 50/50 prize money is awarded during the half time.
3. In the case where the Treasurer is not available, the monies may be transferred to any other Hudson Music Association Officer: President, Vice President(s) or Secretary.
4. During the transfer, a transfer form must be completed. This form will include the following:
 - Amount of total monies received
 - Amount of the prize awarded if applicable
 - Amount to the Treasurer or HMA Officer
 - Signatures of the persons delivering and receiving the monies
 - Receipt stating the amount received by the Treasurer (or HMA Officer) to be given to the delivering person(s)

Copies of the completed transfer form will be kept on file with the Hudson Music Association treasurer and made available for review.

Officer and/or Committee Chair Positions

1. Preference shall be given to parents with active students in the music program for officer and committee chair positions.