

**DANVERS
PARENTS
FOR
MUSIC
EDUCATION
BYLAWS**

ADOPTED

NOVEMBER 1996

AMMENDED

May 2006

Article I The name of the organization shall be “Danvers Parents for Music Education.

Article II The purpose shall be to support and promote the growth and development of music in the Danvers School System and to build and maintain an organization of parents and other interested adults which will help to promote the general activities of the Music Department.

Article III Structure

Under the provisions specified in the bylaws, this organization shall be governed by an Executive Board, the general membership, and the School Music Director(s).

Article IV Membership

Active members shall be all parents/legal guardians of students participating in the organization’s activities and any other adult person(s) whose interest is to further the purpose of the organization.

The executive board, by affirmative vote of two-thirds of all the members of the Board, after an appropriate hearing, may suspend or expel a member for conduct that is detrimental to the organization.

Each member shall have one vote on any matter under consideration by the membership at a meeting of the membership.

Article V Executive Board

General Guidelines

The elected Executive Officers of the organization and the Music Director(s) shall constitute the Executive Board. The purpose of the Executive Board shall be to facilitate business at general meetings. This shall include the following:

1. To review the plans and activities of the various other committees.
2. To evaluate the plans for fundraising projects and to select and present appropriate options to the membership for approval or modification.

3. To plan and post the general monthly meeting agenda.
4. To recommend to the general membership, specific expenditures either for the operation of the organization or for the benefit of the performing groups(s) in keeping with the guidelines of the annual budget.

The Executive Officers will consist of a President, Vice President, Secretary, Treasurer, Coordinator of Student Accounts and Membership Coordinator. These positions may also be held as co-positions. The Executive Officers will be elected at the regular May meeting and will serve a term of one year. To hold an executive office you must be a PME member and have attended at least 50% of the meetings in the previous year. A member shall hold only one executive office at a time. Any vacancies occurring among elected officers during their term shall be filled at the next regular meeting. All Officers shall transfer to their successors all books, papers and other property of the association in their possession after the May meeting and prior to the June meeting. Other Committee Chairpersons may be appointed by the Officers at the September general meeting or as the needs may require. They will serve for a term of one year.

Nominations & Elections

A Nominating Committee shall be appointed by the president at the general membership meeting in April. The committee shall consist of three members: one from the Executive Board and two active members. The Music Director(s) may also serve on this committee. The President shall be a nominee from the Executive Board having served on the existing board. If Co-presidents are running at least one member must be from the existing Executive Board. If there is no candidate from the E board nominations will be accepted from the general membership. The Nominating Committee must present all candidates at the May meeting with nominations being accepted from the floor, with the consent of the nominee. If there is more than one candidate for an office, election shall be by ballot. A majority vote of the members present shall constitute an election. Candidates will be elected at the general membership meeting in May and will assume their duties at the end of the academic year.

Duties of the Officers

President: The President shall preside over all meetings. The President shall have supervision over the business affairs of the organization. The President shall act as judge of all elections and declare results. If the current President is a candidate for reelection the Vice President (if not a candidate) shall preside over the election. The President shall be chairman of the Executive Board. The President shall represent the organization at School Committee Meetings.

Vice President: The Vice President shall preside over all meetings and perform the duties of the President in the absence of the President. Upon resignation of the President the Vice President shall fill the office of President until a special election can be held. The Vice President shall be responsible for overseeing the recruitment and assignment of parent volunteers.

Secretary: The duties of the Secretary fall under two categories: Recording and Corresponding.

The Recording Secretary shall attend all meetings and act as clerk thereof, and record all votes and minutes of all its transactions. The Recording Secretary shall keep a copy of the bylaws and a copy of all records and minutes of all meetings. A written report of the monthly meeting minutes shall be presented at each following general meeting, including a record of all attendees. The Recording Secretary shall notify those elected to office within ten day of their elections.

The Corresponding Secretary shall attend to all routine correspondence. On instructions from the President, the Corresponding Secretary shall conduct all correspondence for the organization including the sending of appropriate thank-you notes. Copies of all correspondence shall be given to the President. The Corresponding Secretary shall keep a file of all communications and flyers and will be chairperson of the publicity/newsletter committee.

Treasurer: The primary responsibility of the Treasurer is to keep accurate financial records for the organization. The Treasurer is also responsible for all authorized disbursements of the organization and reports to the organization on its financial condition. All transactions should be recorded twice, both in the checkbook register and by category in either a Dome Recording

Ledger or by computer. The monthly reports shall include beginning balance of the organization's accounts, itemized income and expenses, interest earned, status of certificates held, and ending balance. The report should also include summaries of income and expenses including a net profit for each individual fund raiser. A copy should be filed with the President and Secretary at the Monthly Executive Meeting.

Coordinator of Student Accounts: The Coordinator of Student Accounts is responsible for recording and maintaining an accurate record of student's balances, withdrawals and deposits. This coordinator will also be responsible for apportioning funds raised as directed by the Executive Board.

Membership Coordinator: The Membership Coordinator shall be responsible to recruit and support new members while maintaining current membership. Responsibilities include the creation of close ties between the chorus, bands and middle school programs. Other duties include hospitality coordination for monthly meetings.

Article VI

Meetings

General Meetings

Monthly General Meetings shall be held at a day and time, to be decided upon by the Executive Board prior to the beginning of the academic year. The Annual Meeting will take place in June, at which time, annual Treasurer and Committee reports will be received and Officers for the following year shall take office. Public notices shall be made of all meetings. Scheduled meetings may be changed by the Executive Board. Any request for inclusion to the agenda must be made a minimum of two weeks prior to the general meeting. Any funding request must be voted on at a general meeting, unless the time frame warrants immediate Executive Board approval.

Special Meetings

Special Meetings may be called by the President or by a majority of the Executive Board at any time. Members are to receive notification for such meetings stating the purpose of the meeting. No other business may be transacted other than that for which the Special Meeting was called.

Quorum

A meeting of members duly called shall not be organized for the transaction of business unless a quorum is present. Fifteen members of this organization shall constitute a quorum.

Executive Board Meetings

Monthly Executive Board meetings shall be held at the discretion of the Executive Board and Music Director. A majority of the Executive Board will constitute a quorum.

Suggested Order of Business/General Meetings

1. Call to order
2. Treasurer's report
3. Secretary's report
4. Committee reports (old business)
5. New business
6. Music Director/High School
7. Music Director/Middle School
8. Open Discussion
9. Adjournment

General Committee Guidelines

Committees may be established by the President for specific assignments from time to time throughout the year. These may include: awards night, bake sales, band camp, festivals, refreshments, raffles and all special projects. The chairperson for each committee shall be appointed by the President with the approval of the Executive Board. Any organization member is eligible to serve. A Chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary. If a specific committee is on the agenda for the monthly PME meeting, the Chairperson of that committee will be required to submit an oral or written report. Established committees shall include:

Budget Committee

The Budget Committee may consist of the Music Director(s), elected Officers and the Chairman of Ways and Means Committee or any other active member. The Budget Committee shall prepare

and submit to the organization a proposed budget for the upcoming year no later than the last meeting of the academic year.

Ways & Means Committee

The Ways and Means Committee develops the plan for raising funds to support the budget and oversees fundraising programs. The Chairperson shall submit the plan to the general meeting. The Chairperson of the Ways and Means Committee shall appoint the chairs of all special fundraising projects.

Publicity / Newsletter Committee

The Publicity / Newsletter Committee, chaired by the corresponding secretary, shall gather, publish and distribute all important information. This information includes the activities, accomplishments and projects of the student music organization, their members, and the PME on a regular basis. It is recommended that the first newsletter go out before Thanksgiving and should include a list of Officers and their phone numbers, acknowledge or solicit volunteers and state that a copy of the minutes are available through the Recording Secretary of the PME. The Publicity Chairperson or Committee will make contact with, but not limited to the Danvers Herald, Salem News, local cable company and Danvers High School Audio Visual Department establishing contact people, dates and format to submit material publicizing the group's activities.

Nominating Committee

See Article V, Nominations & Elections

Scholarship Committee

The organization shall award scholarships annually. The Scholarship Committee shall consist of a non-voting Chairperson and five (5) active members, none of which have a senior student in the program. The Chairperson shall collect the applications and edit out any identifying information before distributing to the other committee members. The committee shall review the applications for scholarship and select the recipients.

Archive Committee

The archive committee will be responsible for assembling and maintaining an accurate account of the history and legacy of the music program. This committee will provide redundancy records in order that program continuity can be realized.

Article VIII

Finances

All monies credited to a student but not used toward a trip for the legitimate reason (legitimacy to be determined by the Music Director) shall be carried over in the name of that student until the end of his/her senior year or until the end of his/her attendance at the school. At that time such monies shall revert to the general treasury of the PME, unless the student requests said monies be credited to a sibling or other student who is in the music program, providing he/she has attained permission from the Music Director(s)

Article IX

Dissolution

Upon dissolution or disbandment of this organization, any and all unallocated cash will be used to purchase a gift (recommended by the High School Music Director) for the exclusive use in the music programs.

Article X

Awards

Awards shall be funded by scholarships and award donations. The organization shall recognize every graduating senior who has participated in a high school music performance group for four years with an award/gift. The type and amount of this award/gift will be recommended by the Executive Board and presented to the membership for a vote.

Article XI

Amendments

A thirty day notice in writing to the Executive Board and a simple majority of those voting at the general meeting shall be required for an amendment to these bylaws

Article XII

Parliamentary Procedures

The latest edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and not inconsistent with any provisions of these bylaws.

The aforementioned constitution and bylaws shall govern the Parents for Music Education.