

**DANVERS
PARENTS
FOR
MUSIC
EDUCATION
BYLAWS**

ADOPTED

NOVEMBER 1996

AMMENDED

May 2006

AMENDED

May 2011

**NOVEMBER 1996
BYLAW COMMITTEE**

**Melody Bergman, Chairperson
Jackie Kennedy
Sharon LaHaye
Karen Martin
Peter McLaughlin
Barbara Shaw**

**MAY 2006
BYLAW COMMITTEE**

**Michael Ywuc, Chairperson
Peter Collins
Lorraine Drapek
Andrea Enos
David Hatch
Bill Meunier
Michelle Ywuc**

**MAY 2011
BYLAW COMMITTEE**

**Carol Lang, Chairperson
Peter Collins
Matthew Desmond
Ann Gagnon**

Article I The name of the organization shall be “Danvers Parents for Music Education,” otherwise referred to as “Danvers PME.”

Article II The purpose shall be to support and promote the growth and development of music education in the Danvers Public Schools 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 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 Director(s) shall constitute the Executive Board. The purpose of the Executive Board shall be to facilitate business at all meetings of the organization. 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 membership meeting agendas.
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.
5. Non-Solicitation Policy – The membership distribution list is to be used for the express purpose of the organization’s communication. Any use of this membership listing must be approved by the Executive Board.
6. Privacy Policy – Danvers Parents for Music Education believes in preserving the privacy of any information pertaining to potential, current, or former members. Members are responsible for maintaining privacy and confidentiality of all information accessed regarding the organization and its members. Information is not to be disseminated which could be detrimental to the organization. The use of the membership distribution list is to facilitate transmittal of information pertaining to the organization.
7. Ownership of Property – Any equipment, records, or other assets belonging to the organization which are in the care, custody, or control of any member of the organization will be properly secured at all times. Assets of the organization will be returned when intended use is complete.
8. Records Retention – All organization records will comply with Uniform Commercial Code retention guidelines.

Executive Officers

The Executive Officers will consist of a President, Vice President, Recording Secretary, Corresponding 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 general membership meeting in May and will serve a term of one year. To hold an executive office you must be a member of the organization and have attended at least 50 percent 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 general membership meeting. All Officers and Committee Chairpersons shall transfer to their successors all records and other assets of the organization in their possession after the May election and prior to the June meeting of the general membership according to established guidelines. Other Committee Chairpersons may be appointed by the Officers at the September general membership meeting or as the need 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 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 Executive Board, nominations will be accepted from the general membership. The Nominating Committee must present all candidates to the general membership prior to the May meeting, with additional 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 subsequent June meeting.

Special Elections

In the event a Special Election is required, the Executive Board shall appoint one of its members to preside over the Special Election. No candidate for office may be chosen for this role.

Duties of the Officers

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

Vice President: In the absence of the President, the Vice President shall preside over all meetings and perform the duties 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 coordination of parent volunteers.

Recording Secretary: 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 (either physical or electronic) of the Bylaws and all records and minutes of all meetings. The minutes of all meetings shall be backed up on a regular basis on a separate portable device. A written report of the monthly meeting minutes, including a record of all attendees, shall be presented at the next general membership meeting. The Recording Secretary shall notify those elected to office within ten days of their elections.

Corresponding Secretary: The Corresponding Secretary shall conduct all correspondence for the organization. Copies of all correspondence shall be given to the President. The Corresponding Secretary shall keep a file (either physical or electronic) of all communications and flyers. All files shall be backed up on a regular basis on a separate portable device. The Corresponding Secretary shall be Chairperson of the Publicity 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 deposits and disbursements of the organization's funds and reports to the organization on its financial condition at the monthly general membership meetings. All transactions shall be recorded by category in an authorized accounting program. All financial records shall be backed up on a regular basis on a separate portable device. The monthly reports shall include the beginning balance of the organization's accounts, itemized income and expenses, interest earned, status of certificates held, and ending balance. It is the duty of the Fundraising Chairpersons to submit to the Treasurer all final reports for each event. The Treasurer shall prepare an income/expense summary report for each individual fundraiser at the discretion of the Executive Board. All reports shall be filed with the President and Recording Secretary at the Monthly Executive Board Meeting.

Coordinator of Student Accounts: The Coordinator of Student Accounts is responsible for collecting, recording, and maintaining an accurate record of students' balances, withdrawals, and deposits. The coordinator will also be responsible for apportioning funds raised as directed by the Executive Board. All financial records shall be backed up on a regular basis on a separate portable device. The Coordinator of Student Accounts shall submit to the Band Director a final report for each event.

Membership Coordinator: The Membership Coordinator shall be responsible for the recruitment and support of new members and current members. Responsibilities include the creation of ties between the chorus, band, and all Danvers Public School Music programs. Other duties include hospitality coordination for PME events.

Article VI

MEETINGS

General Membership Meetings

Monthly General Membership 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 reports of the Treasurer and Committees 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 of topics 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 membership meeting, unless the time frame warrants immediate approval by the Executive Board.

Order of Business

Suggested Order of Business/General Membership Meetings

1. Call to Order
2. Treasurer's Report
3. Secretary's Report
4. Committee Reports (Old Business)
5. New Business
6. Director(s)' Report/High School
7. Director(s)' Report/Middle School
8. Open Forum
9. Adjournment

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 Director(s). A majority of the Executive Board will constitute a quorum.

Article VII

COMMITTEES

Committees may be established by the President for specific assignments from time to time throughout the year. The President shall serve as ex-officio of all committees and may attend meetings at his/her discretion. 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 and will operate according to established guidelines. 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 general membership 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 Director(s), elected Officers and 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.

Fundraising

Every PME fundraising event shall have a chairperson. The chairperson shall hold meetings and conduct business according to the established guidelines. Fundraising chairpersons will report to the President. It is the duty of the Fundraising Chairperson(s) to submit to the Treasurer all final reports for each event.

Publicity Committee

The Publicity 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 groups and their members and the organization on a regular basis. The Publicity Chairperson or Committee will make contact with the appropriate media outlets 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 distribution to the other committee members. The committee shall review the applications for scholarship and select the recipients based on established guidelines.

Article VIII

FINANCES

All monies credited to a student but not used toward a trip (for legitimate reasons to be determined by the Director(s)) 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 organization, unless the student requests said monies be credited to another student who is in the Music Program, providing he/she has attained permission from the Director(s).

Article IX

DISSOLUTION

Upon dissolution or disbandment of this organization, any and all unallocated cash will be used as recommended by the Executive Board for advancement of music for Danvers students.

Article X

AWARDS

Senior 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 general 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 membership 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 Bylaws shall govern the Danvers Parents for Music Education.

These Bylaws have been read and accepted by members of the Executive Board of the Danvers Parents for Music Education upon their election to office on this the _____ day of _____ in the year _____.

(NAME) Co-President

(NAME), Co-President

(NAME), Co-Vice President

(NAME), Co-Vice President

(NAME), Recording Secretary

(NAME), Corresponding Secretary

(NAME), Treasurer

(NAME), Coordinator of Student
Accounts

(NAME), Co-Membership Coordinator

(NAME), Co-Membership Coord.

(NAME), Director

(NAME), Director