

By-Laws  
Of  
Sandwich  
Schools  
Music  
Association

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Of  
Sandwich Schools Music Association

Article I

Name: This organization shall be known as:

Sandwich Schools Music Association

Article II

Purposes: The purpose of this organization shall be:

Section A. To promote the welfare of all Sandwich, Illinois Public School Music Programs by:

1. Providing inspiration, guidance, and assistance to all music students and staff in order to develop and sustain top performing music programs at all levels.
2. Secure closer contact between interested parents, students, and staff. Thereby assuring clear communication and cooperation among all those involved in the music program.
3. To promote music culture throughout the community by fostering public support of all music activities, thereby rendering moral support to the students.

Section B. To raise funds which may be used for the following purposes:

1. Purchase and maintenance of uniforms
2. Financing of tours and special trips for music groups.
3. Supplementing the school budget for purchase of instruments and materials for the music program.
4. Other needs as voted by the Board of Directors.

Article III

Membership, Dues, and Meetings

Section A. Members: ALL parents of children in the bands, choirs, and other music activities of the Sandwich School District are automatically members of the Sandwich Schools Music Association. Any other interested individuals may also become members of the Association.

Section B. Dues: Will be determined annually by the Executive Board.

Section C. Meetings: Regular meetings for the Board of Directors will be established at the beginning of each school year specifying the date and time, a minimum of 6 meeting will be held per year. Special meetings may be called by a majority of the Executive Board whenever the interest of the organization demands it. The President shall determine the hour and the place of the meetings.

Section D. The Executive Board will meet, as needed, prior to each scheduled general meeting to review business, prepare the meeting agenda, and develop recommendations for actions to be taken for the general membership meetings.

Section E. Quorum: Two-thirds of the existing Board of Directors and the President or the Vice-President shall constitute a quorum.

Article IV

Officers, Executive Board, and Board of Directors.

Section A. The officers shall consist of President, Vice- President, Secretary, and Treasurer who shall be elected at the May meeting and serve for a 2 year term. Alternate President/Secretary (even years) and Vice President/Treasurer (odd years) term votes to different years to maintain continuity of leadership and accountability of funds.

Section B. The Executive Board shall consist of the officers and the band and choir directors of the school district.

Section C. The Board of Directors shall consist of the following:

President	Budget Chairman
Vice President	Membership Chairman
Secretary	Fundraiser Chairman
Treasurer	School Board Liaison
Band Director	Public Relations Chairman
Choir Director	Hospitality Chairman
Travel Chairman	

Section D. The above list of chairmen may increase or decrease at the discretion of the Executive Board.

Article V.

Nominations, Elections, and Installation

Section A. Nominations: the Nominating Committee shall make Nominations for officers. They shall submit a slate of candidates at the meeting immediately following the formal resignation. Nominations may also be made from the floor at the May meeting.

Section B. The officers shall be elected at the May meeting and serve until their successors are duly elected and installed.

Section C. Voting shall be by secret ballot unless the office is uncontested, at which time election by acclamation will be in order.

Section D. The Board of Directors at the meeting immediately following the formal resignation for the unexpired term shall fill vacancies occurring in an elective office.

Section E. Installation: Installation of the newly elected officers shall take place at the close of the regular order of business at the May meeting.

Article VI.

Duties of the Officers

Section A. The President shall:

- Call and Preside at all meetings of the Sandwich Schools Music Association.
- Appoint all special committee chairmen and all committee chairmen listed in Article IV, Section C.

- Appoint committees and shall be ex-officio of all committees or appoint the Vice President in his/her place.
- Prepare and publish an agenda for all meetings.
- Serve as official spokesperson to represent SSMA.
- Have the duty to ensure that all projects coming from the association are implemented in a timely manner, have adequate volunteers to accomplish the task and that the overall project reflects the goals and vision of the Sandwich Schools Music Association.

**Section B.** The Vice President shall:

- Perform all duties of the President during any absence of the President.
- Serve as ex-officio if appointed by the President.
- Attend any and all official meetings and events of SSMA (unless an extenuating circumstance is present that prevents attendance).
- Be an ex-officio member of the Travel Committee and Uniforms Committee.

**Section C.** The Secretary shall:

- Keep a complete record of all meetings of the Sandwich Schools Music Association and have general charge and supervision of the books and records of the SSMA.
- To obtain and record a roll call of the Board of Directors and Executive Board to insure a quorum is present before a meeting is opened
- Send, receive, distribute and file all SSMA correspondence, e-mails, and thank you cards.
- Prepare and distribute all meeting notices.
- Keep an updated set of By-Laws and bring to monthly meeting in case they need to be referenced.
- Make copies of the minutes available for public record.
- Attend all official meetings and take accurate minutes reflecting the business conducted. The minutes shall be transcribed and distributed at the monthly meetings for approval and filed into the official records.
- Upon election of his/her successor, the Secretary shall turn over to him/her all books and other property belonging to SSMA that he/she may have in his/her possession.
- Be an ex-officio member of Hospitality, Public Relations, and Membership committees.

**Section D.** The Treasurer shall:

- Report the balance and status of all Sandwich Schools Music Association funds at each monthly SSMA meeting.
- Receive, account for, and deposit all funds raised by SSMA
- Have general charge and supervision of the financial books and records.
- Maintain that expenditures remain within the approved budget.
- Provide a written report of the current financial status at the monthly meeting of the Sandwich Schools Music Association.
- Maintain our 501c3 status with the IRS.
- Collect all monies and entrance fees at all events, concerts, shows and games.
- Pay all incoming bills and event fees in a timely manner.

- Deliver start up money and cash boxes at each event and collect funds immediately at the end of all events that money transactions take place.
- Keep and render when called upon an accurate and faithful account of all receipts and disbursements of the organization.
- Submit all records when called upon for an audit by a committee of three to be appointed by the President
- Be an ex-officio member of the Budget and Fundraising Committees.

## Article VII

### Committees

Section A. There shall be seven standing Committee Chairmen as follows:

Membership	Budget
Public Relations	Fundraising
Uniforms	Travel
Hospitality	

Sections B. Each committee chairman shall:

- Enjoy a term of one year with no limits
- Work within their approved budget
- Communicate with their committee members
- Maintain a folder that includes the job description, procedural information related to their committee, and current financial procedures.
- Submit a year-end report to the Volunteer Coordinator by June 30<sup>th</sup>.

Section C. Each Committee Chairmen will recruit their own committee members and or volunteers. They will insure that the Membership Chairman is kept current on all the members/volunteers of their committees.

Section D. Membership/Volunteer: Duties: Composed of Chairman, two or three additional members. Duties: To welcome new members to the organization; to keep records of memberships; to secure lists of new students from Directors to mail a letter of introduction regarding the organization; to recommend a nominating committee to the Board of Directors for approval at the February meeting. To collect names of volunteers and utilize them as needed. To ensure that the activities of the band have sufficient parent support.

Section E. Public Relations: Duties: to publicize through the local media and any other practical means the meetings, special functions, and fund raising events of the SSMA. Looks for ways to promote the music program and our music students through the media.

Section F. Uniforms: Duties: Issue and collect uniforms. Maintain records of uniform distribution system. Assist with fitting students and assigning uniforms. To keep all uniforms of all school bands clean and in good repair.

Section G. Hospitality: Duties: Coordinates refreshments for concerts when requested. Committee will organize and operate any social events. Includes baking for events and bake sales.

Section H. Budget: Duties: to establish, jointly with the Executive Board, the yearly budget for the Sandwich Schools Music Association.

Section I. Fundraising: Duties: To establish and organize all fund-raising activities of the Sandwich Schools Music Association.

Section J. Travel: Duties: shall work with the Director(s) in planning outings in regard to number of chaperones needed, services needed by parents and other coordination. The Chaperone Chairperson shall provide adult supervision as required by the Director(s) for out of town bus trips. The Chaperone Chairperson shall make the rules for the chaperones known to all volunteers so that all rules governing said trips would be followed. All Chaperone volunteers shall be members of the corporation unless approved by the Director(s). Coordinate refreshments as necessary for each trip. Ensure first aid kits are available for each trip.

Section K. Special Committee: The President, upon approval of the Board of Directors may appoint special committees to: Handle items not covered by the duties of the standing committees; and assist the standing committees in the execution of their duties.

## Article VIII

### Finance and Purchasing

Section A. Fiscal Year: The fiscal year will begin August 1, and end July 31.

Section B. Monies or funds raised by, for, or in the name of the Sandwich Schools Music Association become the property of the SSMA. Such funds are to be used only to cover minimal operating expenses and to support approved projects, activities, and programs of Sandwich Schools Music Programs. The Band and Choir Director (s) must approve all fundraising projects that require active participation of the band students.

Section C. Budget: A budgeting committee consisting of 3 members shall prepare an annual budget. The annual budget will be prepared with the assistance of the Treasurer, presented to the Executive Board and approved by the membership at the September meeting. Copies of the annual report of the prior year's income and expenses prepared by the Treasurer shall be available to the membership at the September membership business meeting.

Section D. Expenditures: Authorization to incur debts must be recommended by the Executive Board in the form of a motion for approval by the members of the Organization. Expenditures of \$200.00 or less encumbered by the Director(s) of Bands or a member, with pre-approval by the Executive Board at a regular meeting or by poll of the Board members, will be reimbursed by the Treasurer, providing the member completes the required reimbursement request form to include a valid receipt and the expenditure was for the enhancement of the Sandwich Music Program or its tax-exempt purpose. Authorization for expenditures over \$200.00 must be recommended by the Executive Board in the form of a motion for approval by the membership of the Organization before the expense is incurred.

Section E. Audits: The Executive Board will request an annual audit of the Organization's financial records. Any audit must be conducted within thirty (30) days after the end of the fiscal year. A qualified third party who was not a

member of the outgoing Executive Board and is not a member of the incoming Executive Board must conduct the audit.

#### Article IX

##### Order of Business

The order of business shall be:

Call to order

Reading of the minutes of the previous meeting

Bills and Communications

Directors' Reports

Report of Committees

Old Business

New Business, including announcement of new members

Adjournment

#### Article X

##### Motion approval

Section A. All motions put before the organization at a regular membership meeting require a majority of the votes of the members present to adopt the motion except to amend the By-Laws and Article VIII, Section B.

Section B. All motions put before the Board of Directors require a majority of the Board members present to adopt the motion.

#### Article XI

##### Revisions & Amendments to By-Laws

Section A. Amendments to these By-Laws may be presented in writing and read at any regular meeting, and shall be acted upon at the next regular meeting.

Section B. A 2/3 vote of all members present is necessary for the adoption of any amendment to or revisions of these By-Laws.

Section C. If amendments are being presented notice must be given at least 7 days prior to the next scheduled meeting via webpost and or newsletter.

Section D. If a committee is appointed to revise the By-Laws and to report at the next regular meeting, then this would be all that is required, and the revisions can be acted upon at the next regular meeting.

#### Article XII

##### Rules of Order

The Executive Board shall decide motion and voting procedure and shall make the procedures known to the membership at the September meeting each year.

Robert's Rules and Order, as it may be revised from time to time, shall govern this organization when not in conflict with these By-laws.

#### Article XIII

##### Dissolution Clause

In the event of the dissolution of the Sandwich Schools Music Association, the remaining assets will be turned over to the Sandwich School's Music Department.