

**Conneaut Area Friends of Music
By-Laws
Adopted July 11, 2012
Amended as of October 1, 2018**

Article I – Name and Objective

The Organization shall be known as the Conneaut Area Friends of Music.

The objective of the organization shall be to maintain an enthusiastic interest in the music program, to lend financial and moral support to the program, and to cooperate with the Music teachers in creating a successful music program.

Article II – Membership and Meetings

The membership will consist of all parents/legal guardians of current music department students, and any interested persons.

Meetings will be held on a monthly basis on a day and time established by an annual vote of the membership at the May meeting. Special meetings will be called on an as needed basis.

Article III – Officers

PRESIDENT – The president will be the Chief Executive Officer (CEO) of the organization and will preside at all meetings; actively direct the affairs of the organization; serve as the liaison between the organization and the director(s)/music teacher(s), school administration and public. The president will have the authority to appoint all standing and special committees.

VICE-PRESIDENT – The Vice-President is the principle assistant to the president in all matters of the organization and is responsible for performing the duties of the President in his/her absence. In the event of permanent absence/resignation of the President, the Vice-President will assume the President office and a new Vice-President will be elected.

SECRETARY – The Secretary is responsible for complete and accurate recording of all of the minutes/official acts of the organization; conduct any correspondence on behalf of the organization; and any other duties appropriate to the office.

TREASURER – The Treasurer is responsible for all accounts of the organization and the recordkeeping in a true and accurate manner; complete deposits and disbursements in a timely fashion; and to provide monthly financial reports of all accounts and financial matters. The treasurer is also responsible for the accurate recordkeeping of the student account system. The treasurer is to have any and all books/records available for the annual audit by the second week of June.

Election of Officers – Election will be held at the May meeting, and they will assume office at the June meeting.

Article IV – Standing Committees

Audit – To provide for the annual audit of the Treasurer's books a committee shall be appointed of no less than 2 members. Their responsibilities must be completed by August 1st. Upon vote of the membership, a 3rd party outside auditor may serve in lieu of this committee.

Chaperones – A person is named to oversee the necessary chaperones for any/all music department trips as needed. A list will be maintained with parents/legal guardians available for chaperone duty; will assign all chaperones; will coordinate with the Music teachers on any trip and/or chaperone matters; and will have general supervision over chaperones for all events.

Executive Committee – Will be comprised of the present officers and the Music teachers, with the immediate Past President in an ex-officio capacity. Meetings may be called at the discretion of the Music teachers and/or the President.

Publicity – To serve as the Department/Organization primary contact with all forms of the media; to promote and publicize any department events; and to assist in dissemination of information to the membership.

Uniforms – Responsible for fitting, issuing, maintenance and inventory control of any and all uniforms for all music ensembles. They are to coordinate with the Music teachers for any request/adjustments. The goal of this committee is to have all units look the best possible within budgetary guidelines. They will keep the Music teachers/organization informed of any

uniform replacements/additions needed as well as any requested updates or revisions.

Fundraising - To coordinate and supervise fundraising activities of the organization; to coordinate with the Music teachers on any scheduling of these activities; to coordinate in a timely fashion with the treasurer for receipts, disbursements and reports on any fundraiser as well as any documentation required for transfer with student accounts. The Chairman will ensure that the small games of chance license is reviewed and/or renewed annually by the officers.

Article V:

Student Accounts - In order to aid students with costs associated with trips, jackets, equipment needs & repairs, uniform needs, etc. - the Friends of Music will provide a system for student accounts to hold fundraising monies. The student account will consist of a method of recordkeeping of monies held within a bank account under the control of the Friends of Music. Student account monies will be recorded either as an individual student or as a family unit, with monies added from fundraisers specifically designated by the Friends of Music. These monies will be accumulated during the student's entire years of active membership in the Music Department.

Fundraisers that will benefit the student account may have any profits divided between the student account and the Music teacher's account or Friends of Music general fund as voted upon by the Friends of Music from time to time.

Money in the student account may be withdrawn for the purchase of the department jacket; instrument/equipment purchase, repairs and/or supplies; Marching Band expenses; department sponsored trips; and/or any other expenditure as authorized by the Friends of Music organization. The authorization for withdrawal is to be requested in writing and signed, to the Friends of Music treasurer. If the withdrawal is more than \$50 a parent signature is required. Student Account Request Forms will be always be conveniently located on the website at www.ConneautAreaMusic.org and in the Music Rooms.

If, at any time, a student fails to pay amounts due for Music Department activities (i.e. Marching Band, etc.) and/or fails to turn in fundraising monies; the student's accounts will be charged for those amounts due. If a student account falls into a negative balance, the student and his/her parent or guardian will be responsible for bringing their account

back into a positive balance immediately. Students may be prevented from participating in activities or certain fundraisers if their account has a negative balance.

Upon the graduation of any department member, monies will remain within the fundraising account for use by younger siblings. If the graduate is the last of the family unit, upon specific request to the Friends of Music Executive Committee, any remaining balance may be transferred to another student's fundraising account. (Example – assisting a younger student in their fundraising goals). If no request is made prior to June 30 of the year they graduate, any remaining balance will be transferred to the Friends of Music general account.

No less than quarterly a complete listing of accounts with current balances shall be available at the Music teacher's office. Any family is at liberty to request a current balance at any time. Upon completion of a fundraiser that benefits these accounts, a new complete listing should be provided in a timely fashion.

Article VI – Awards

To recognize those students who have dedicated themselves to multiple ensembles and/or multiple years of participation in the department the following awards are established:

Letter – A music department letter, of the standard design, will be given to those students who have completed the requirements as determined by the Music Teacher(s) after completion in the ensembles (per Attachment A).

Jacket – A department jacket, of the standard design, will be available for purchase, through the department, by those students who have completed the requirements of the High School level ensembles based on the requirements established by the Music Teacher(s). The student account monies may be utilized for this purchase.

Misc. Awards – At the discretion of the Music teachers(s) any other awards may be authorized.

The costs of all awards listed above, if not able to be covered within the department budget, will be covered by the organization.

Article VII – Amendments and all other matters

Amendments may be made to these by-laws by presenting the proposed amendments at a stated meeting and appropriate vote to occur at the next stated meeting. A special meeting may be used only if the

membership has had a minimum of 7 days notice of the meeting. A majority vote of members present and voting will constitute authority.

In all other matters not specifically mentioned in these By-Laws, Robert's Rules of Order shall apply.

Article VIII – Financial Matters.

All disbursements of the organization will require any 2 signatures of the following officers: President, Vice-President, Secretary and/or Treasurer. The same guidelines apply and the authorization to control any and all of the accounts at an approved financial institution.

No part of any of the net earnings of the organization shall be for the benefit of, distributable to its members, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 (c) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in, (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) an organization exempt from Federal Income Tax under Section 504 (c) (3) of the Internal Revenue Code (or corresponding section of any future Federal tax code) or (b) by an organization, contributions to which are deductible under Section 170 (c) 92 of the Internal Revenue Code (or corresponding section of any future Federal Tax Code).

Article IX. Dissolution.

Upon dissolution, all assets of the organization shall be distributed to the Conneaut School District to benefit the Music Department or other association/entity which is exempt from taxation by the provision of Section 501 (c) (3) of the United States Internal Revenue Code.

Current as of October 1, 2018

Conneaut Area Friends of Music
By-Laws – Article A

For the purposes stated in the By-Laws the following terms and definitions apply:

High School Ensembles (Grades 9-12)

Marching Band

Jazz Band

High School Concert Band (during school hours)

High School Chorus/Choir (during school hours)

Extra-Curricular Ensembles:

Marching Band

Jazz Band

Pep Band

Musical Theater Productions

Show Choir/Jazz Choir

Current as of October 1, 2018