

Alter High School Music Association By-Laws

ARTICLE I NAME

The name of this organization shall be "ALTER MUSIC ASSOCIATION" herein after referred to as AMA.

ARTICLE II PURPOSE

The purpose of this association shall be:

1. To attain for the music students the best possible educational advantages and to strive to make the music program an integral part of the educational objectives of the school.
2. To assist in the advancement and support of the Alter High School Music Department program including instrumental music, color guard and elementary programs.
3. To conduct fund raising activities in accordance with the Alter High School Development Office and Director of Bands.

ARTICLE III MEMBERSHIP

1. Active membership shall be defined as parents or guardians of students enrolled in the Alter High School Band Program. An active membership entitles each parent/guardian to one vote at the general and special meetings of the active membership.
2. Associate membership shall be open to anyone interested in the progress and development of the association. An associate member shall not have voting rights nor may he/she be a member of the Executive Board or be an officer of the Association.
3. Members may not act as a public agent of the AMA without the authorization of the Executive Board, Director of Bands, or the Alter High School Administration. This section is not intended to preclude the Executive Board or Committee Chairs from performing their normal operations within the confines of these bylaws.
4. The AMA acknowledges that all functions and endeavors of the association are to be carried out with the full consideration and recognition of the school's authority. The AMA also recognizes that it is a school affiliated organization and exists with the approval and support of the Alter High School administration.

ARTICLE IV MEETINGS

1. Regular meetings of the AMA shall be held the 1st Monday of each month unless it conflicts with a legal holiday or Alter High School related activity. In that event, the President shall notify the AMA members at least 7 days prior to the new meeting date.
2. Active AMA members may request a special meeting. The request shall state the purpose of the special meeting and be sent to the Executive Board. The Executive Board shall notify the total AMA membership at least 7 days before the date of the special meeting. The notice shall state the reasons that such meeting has been called, the business to be transacted at such meeting, by whom it was called, and the time and

place of such meeting. No other business but that specified in the notice may be transacted at the special meeting without the unanimous consent of all present at such meeting.

3. The presence of at least 4 voting members of the Executive Board and all members in attendance shall constitute a quorum and shall be necessary to conduct the business of AMA.

ARTICLE V VOTING

1. All active members have the right to address the Executive Board at regularly scheduled meetings, to introduce motions, to debate, to vote and to hold office except as provided herein. Each active member shall be entitled to one vote.
2. At all meetings all votes shall be by voice.

ARTICLE VI EXECUTIVE BOARD

1. The Executive Board shall supervise and manage the general affairs of the AMA .
2. The Executive Board shall hold a scheduled meeting at least once each month to transact such business as shall come before it.
3. The elected members of the Executive Board shall be President, President-Elect, Secretary, Treasurer, and two additional at-large members that represent the Upperclassman (Senior – Sophomore) and Underclassman (Freshman – Grade School) parents, respectively. The Music Department Chairman/Director of Bands shall be considered a non-elected, voting member of the Executive Board. The Alter High School Principal shall be a non-voting, ex-officio member of the Executive Board.
4. The Executive Board shall act for the AMA in all emergencies arising between regular meetings of the AMA and may call an emergency executive meeting as needed. A quorum of at least 4 voting members of the Executive Board is necessary to conduct such a meeting and all executive board members must receive sufficient advance notice prior to the meeting. Whenever possible, the Director of Bands should be present at these meetings.
5. A majority vote of the quorum present is necessary to pass or reject any motion presented at an emergency executive meeting. Motions involving policy additions or revisions must be presented to the AMA membership at a regular or special meeting for discussion and vote before implementation.

ARTICLE VII ELECTIONS/VACANCIES

1. The Nominating Committee, chaired by the President Elect and consisting of at least two other AMA members appointed by the President Elect, will solicit and accept nominations for Board positions.
2. The Nominating Committee will submit their choice of officer candidates at the April regular AMA meeting to be voted upon at the May regular AMA meeting. Additional

nominations will be accepted at this time.

3. The Nominating Committee will also recommend committee chairpersons to the Executive Board as defined in Article IX at the May regular AMA meeting.
4. The Secretary, under the direction of the Executive Board, shall prepare a ballot of all eligible candidates.
5. Election of officers shall be by majority vote of all members present. If there is more than one candidate for a single office, election shall be by secret ballot.
6. Should the office of President become vacant, it will be filled by the President Elect. All other officer vacancies shall be filled by a special election at the next regular meeting of the AMA following an announcement of the vacancy to all members. A member filling such vacancy shall hold the office for the unexpired term of his or her predecessor.
7. Any Executive Board member, with the exception of the Director of Bands and Principal, who fails to fulfill his or her duties as set forth in these bylaws, or fails to attend three consecutive meetings of the AMA without sufficient reason, may be removed from office by a majority vote of the AMA. This vote will be first pursuant to a motion made by the Executive Board. The vacancy will be filled as outlined in number 6 of this article.
8. An Executive Board member may resign at any time by first giving written notice to the President or President Elect of the AMA. Unless otherwise specified, the resignation shall be effective upon receipt of the notice by such officer.

ARTICLE VIII DUTIES OF OFFICERS

1. The President shall (a) preside over the business of the monthly and any special meetings; (b) act as the official spokesperson and representative of the AMA; (c) appoint individuals to do special projects and create ad hoc committees and task forces as necessary; (d) work with the Director of Bands and see to it that the AMA's interests are upheld in the school community; (e) and may be a participating member of any committee.
2. The President-Elect shall (a) serve on the Executive Board and attend all meetings; (b) assist with the duties of the president; (c) act in place of the President in the event of the absence of the President; (d) serve the following year as President; (e) and assume the duties of the President, should the office of President be vacated. Any President-Elect who assumes the duties of a President who vacates the office prior to the end of his/her term, shall be eligible to be elected to the office of President for an additional term. In addition to the duties outlined above, the President – Elect will also serve as the Fundraising Chairperson and will coordinate the activities of each fundraising activity chairperson.
3. The Immediate Past President shall act as an advisor to the new President.
4. The Treasurer shall (a) serve on the Executive Board and attend all meetings; (b) report the AMA financial status at the monthly AMA meetings; (c) disburse AMA funds by checks properly endorsed by him/her and the authorized Alter High School administrator; (d) present an annual financial report and budget; (e) and be responsible for all financial matters pertaining to the AMA. The term of office for the Treasurer shall be two years.

5. The Secretary shall (a) serve on the Executive Board; (b) attend all meetings and record the proceedings thereof; (c) provide written minutes to the membership; (d) be responsible for archiving and maintaining all AMA records; (e) perform such other duties as may be delegated to this office by the Executive Board; (f) and respond to correspondence addressed to the AMA.
6. Terms of offices shall be a one year term commencing July 1st – June 30th except for the Treasurer who shall serve a two year term. No elected officer shall be eligible to hold the same office for more than two consecutive years.

ARTICLE IX COMMITTEES

1. All committee chairpersons shall be recommended by the Nominating Committee and appointed by the Executive Board.
2. Each committee shall consist of a chairperson and other committee member(s) as needed. Each committee shall be under the direction of the Executive Board and shall assume the duties that are specified in these bylaws or assigned to them by the Executive Board. Recommendations adopted by an AMA committee must first be approved by the Executive Board before implementation.
3. Each committee shall review its functions annually and submit an annual report to the Executive Board. Monthly Committee reports are to be completed and submitted at each AMA meeting. If the committee chair or designated representative is unable to attend the AMA meeting, a written report should be submitted to the Executive Board prior to the monthly meeting.
4. The following shall be standing committees:
 1. Band Camp
 2. Chaperones
 3. Fundraising – including but not limited to the sub-committees of Mulch Sale, Market Day, and Scholarship
 4. Hospitality
 5. Pit Crew/Props
 6. Publicity – including general publicity, AMA directory & Voice of the Marching Knights
 7. Transportation
 8. Uniforms
 9. AMA Scholarship
 10. Membership
5. The President may appoint special committees or task forces as necessary to perform

functions for the AMA. These committees will be disbanded when their function is no longer necessary.

ARTICLE X FINANCES

1. An annual final financial statement shall be made available by the Treasurer or their representative at the August regular meeting of the AMA.
2. Monthly financial statements will be presented for approval by the Treasurer or their representative at the monthly meetings of the AMA.
3. A Budget Committee, chaired by the Treasurer and consisting of the Director of Bands, President, President Elect, and an at-large member selected by the Treasurer will develop a proposed budget for the forthcoming year. The proposed budget shall be based on budget item proposals and recommendations from the Director of Bands, Executive Board, and Committee Chairs, as well as the financial history of the AMA. The proposed budget will be reviewed by the Executive Board prior to the regular March AMA meeting.
4. At the March meeting of the AMA, the Budget Committee will present a proposed AMA budget for the forthcoming school year.
5. At the April meeting of the AMA, a vote will be taken to approve the budget as presented in a prior AMA meeting.
6. The chairperson of each fundraising activity shall submit a detailed income statement to the Treasurer once their fundraising activity is completed. This income statement shall detail the expenses involved with the fundraiser and show the net income earned. This report will be submitted for approval with the monthly treasurer's report at the next monthly AMA meeting. The fundraising chair will assist in coordinating the completion of these reports.
7. Each committee chairperson will be responsible for adhering to the funding amount allocated to their function in the AMA budget. All purchases must be approved by the committee chair and submitted to the Treasurer for payment or reimbursements. All bills and reimbursement requests must be accompanied by applicable receipts. If purchases will exceed the allocated amount designated by the budget, the committee chair must notify the Treasurer. Additional funds must then be approved by the Executive Board. Unless prior approval has been obtained from the Executive Board, no reimbursement will be made.
8. The Executive Board, upon a majority vote, is authorized to make emergency unbudgeted expenditures of not more than \$300.00. All other items must be brought before the AMA membership for approval.
9. All valid AMA expenses will be submitted to the Treasurer who will approve and submit the invoice to the Alter High School administrator for payment.
10. An audit of the financial records of the AMA will be conducted on an annual basis by an authorized Alter High School administrator or their agent.
11. The AMA will maintain two accounts with the Alter High School administrator. The first

account will be the General Fund for AMA expenses which include the day-to-day operating expenses of the association. The second account is the Capital Expenditures fund which is designated for the periodic purchase of band uniforms and other capital equipment which will be used for multiple years. This account may be used for other purposes only by Executive Board approval and majority vote of the AMA membership.

ARTICLE XI PARTICIPATION

1. Dues of active members, determined by the Executive Board for each scholastic year, shall be due and payable with Band Camp fees.
2. Active members are required to participate in mandatory fund raisers as determined by the Executive Board.
3. High School student band fees will be collected through the Alter High School FACTS tuition payment system. Junior high student band fees will be paid to Alter High School by check. All students will select one of the multiple payment plan options available.

ARTICLE XII PARLIAMENTARY AUTHORITY

1. "Roberts Rules of Order" shall govern the AMA in all cases in which they are applicable in so far as they are not inconsistent with these bylaws.

ARTICLE XIII DISSOLUTION

1. Should the AMA be dissolved for any reason, the Executive Board shall make provisions for the payment of all liabilities of the Association. The remaining assets of the Association shall be turned over to the Alter High School Administration to be used in a manner they deem appropriate.

ARTICLE XIV AMENDMENT

1. The Bylaws may be amended by a two-thirds vote of the active members present at any regular or special meeting, provided that at least ten days preceding such meeting the members of the AMA have been given notice of the proposed amendment and the time and place of such meeting.

Approved By: _____ Date: _____

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