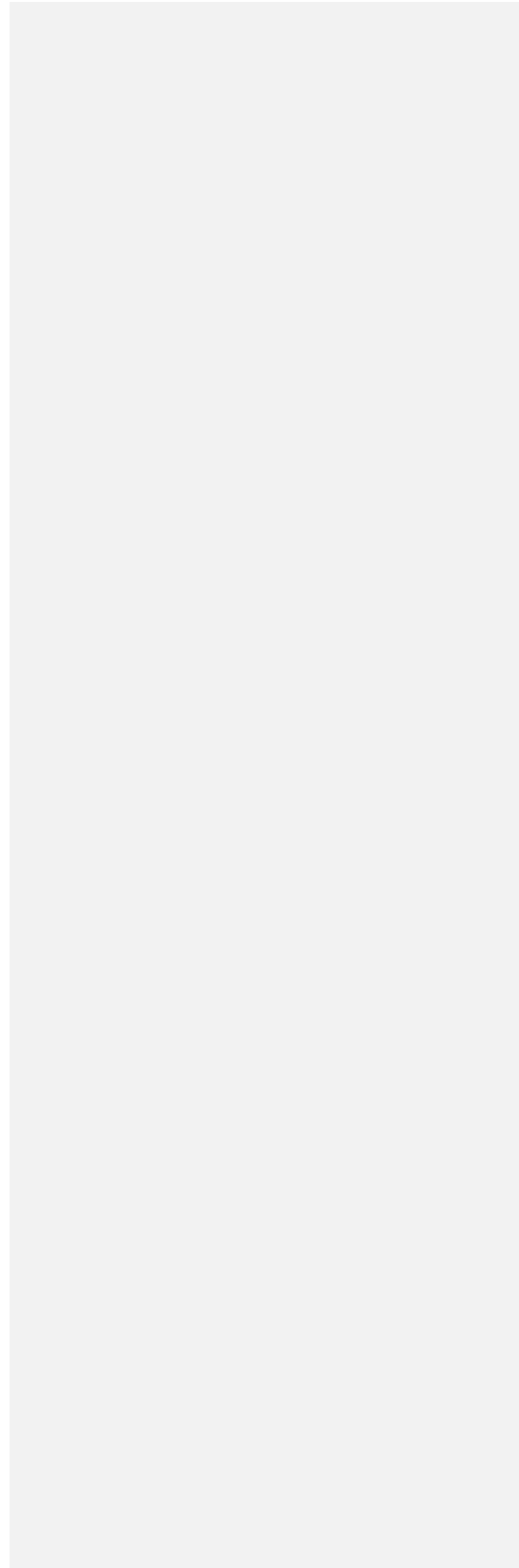


Music Association Bylaws

The Ann Sobrato High School Music Association

BYLAWS

Dated: October 5, 2004
Submitted for Approval: October 19, 2004
Revised: September 16, 2014



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ARTICLE I

ORGANIZATION

- Section 1. The name of this organization shall be “The Ann Sobrato High School Music Association” and shall be referred to in the following articles as the “Music Association”.
- Section 2. This organization is a non-profit corporation organized under Section 2300LD, Revenue And Taxation Code, and as such is exempt from state franchise or income tax under the cited code.

ARTICLE II

PURPOSE

- Section 1. The Music Association shall cooperate fully with the Principal of Ann Sobrato High School and his/her active representative, the Ann Sobrato High School Band Director, and shall abide by the regulations of the Morgan Hill Unified School District.
- Section 2. The Purpose of the Music Association shall be to raise funds to further the cause of the Ann Sobrato Music Program.
- Section 3. The Music Association shall solicit and receive all donations and gifts to provide for the general needs of the Ann Sobrato High School Music Program.
- Section 4. The Music Association is not formed with a view to, or for the purpose of pecuniary gain or profit to its membership.
- Section 5. This organization shall be governed by the “Robert’s Rules of Order”.

ARTICLE III

MEMBERSHIP

- Section 1. Membership in the Music Association shall be open to all individuals who support the Ann Sobrato High School Music Association. All students in the Ann Sobrato High School Music Program shall be non-voting members.

ARTICLE IV

FUNDING

- Section 1. Contributions to the General Fund – All contributions paid or made to the Music Association shall become the property of the Music Association General Fund, the contributor having no further claim thereto.
- Section 2. All equipment, property and supplies purchased by or donated to the Music Association shall remain the property of the Music Association until they deem otherwise.
- Section 3. Fundraising – Revenues for the operation of the Booster Club shall be raised by designated fundraising activities which must be approved by the Executive Board.
- Section 4. Declaration of Disbandment:

The property of this organization is irrevocably dedicated to charitable purposes. Therefore, should be the organization known as the Ann Sobrato High School Music Association disband for any reason, the officers serving at the time of disbandment shall:

- a. Cause a final audit of the books and all remaining monies after all debts and expenses have been paid in full shall be relinquished to the governing school district to be used for a charitable purpose.
- b. Give to the care and keeping of the governing school district all records belonging to the organization known as The Ann Sobrato High School Music Association.
- c. Give to the governing school district all equipment, property and supplies with an inventory of the same.
- d. Shall declare, in written notice, that all property and records previously owned by The Ann Sobrato High School Music Association shall become the property of the governing school district with a copy of the written notice being provided to each current member at the time of disbandment.
- e. The remaining officers of the Board shall be released from their responsibility entirely on the date that all of the above items are completed to the satisfaction of both the Board officers and the governing school district administrators.

ARTICLE V

OFFICERS

- Section 1. Officers comprised of active Music Association members shall be elected at the first meeting in May of each year and take office in August, following a 2 month transition period. Officers are elected for the terms of one year. The elected officers of the Music Association shall be members of the Executive Board.

The elected officers shall be:

- a) President
- b) Vice-President

- c) Treasurer
- d) Secretary
- e) Publicity Chairperson
- f) Uniform Chairperson

Section 2. The Ann Sobrato High School Music Association's Band Director is an officer of the Music Association ipso facto and is recognized as the lawful representative of the Ann Sobrato High School. He/she shall be an ex-officio member of all committees.

Section 3. Vacancies occurring during the year may be filled by an election of the membership, to be held within thirty (30) days after vacancy.

ARTICLE VI

DUTIES OF OFFICERS

Section 1. The President of the Music Association shall:

- a) Conduct all meetings of the Music Association
- b) Be a member, ex-officio, of all committees
- c) Appoint committees and appoint the chairperson of each as necessary to ensure the responsible operation of the Music Association.
- d) Co-sign and approve checks for expenditures
- e) Coordinate with the Band Director the preparation of an operating budget in advance of the fiscal year. The budget will be presented to the Executive Board in August and submitted to the general membership for approval during the September meeting.
- f) Serve as an advisory officer following his/her term of office and shall be designated as "Past President".

Section 2. The Vice-President shall:

- a) Assume all the responsibilities of the President in the absence of the President and shall perform all other duties delegated by the President.
- b) Appoint assistants as required.
- c) Coordinate all fundraising activities.
- d) Report directly to the President of the Music Association on the progress of the various committee chairpersons in charge of Music Association fundraising activities.
- e) Coordinate permanent activity information books.
- f) Review By-Laws annually and present, in writing, at the May meeting any recommended changes for approval by the membership at the June meeting.

Section 3. The Treasurer shall:

- a) Be responsible for keeping a full and accurate record of all financial matters of the Music Association.
- b) Be responsible for the billing, collection, receipt, dispersal, and recording of contributions and all Music Association funds as directed by the membership and Executive Board members.
- c) Maintain a permanent and accurate set of records detailing all funds received, deposited, and disbursed. These records shall be the permanent property of the Music Association and shall be available for examination by its members.
- d) Be responsible for the disbursing of expenditures approved of and authorized by the membership and the Executive Board.
- e) Give detailed and accurate report of all receipts and expenditures at all regular Music Association meetings and Executive meetings.
- f) Present an annual peer reviewed financial report within two months of the end of the Music Association fiscal year. The Music Association fiscal year shall be July 1 through June 30~~audited financial report within two months of the end of the Music Association fiscal year. The Music Association fiscal year shall be August 1 through July 31.~~
- g) Have authority to co-sign and approve checks as needed.
- h) Keep accurate student points records.
- i) Post the most current student points summary at every regularly scheduled Association meeting.
- j) Provide detailed student point summary reports to individuals when requested. Reports should be distributed in a timely manor.

Section 4. The Secretary shall:

- a) Keep an accurate record of the minutes of all meetings of the Executive Board and all regular Music Association meetings.
- b) Be responsible for all correspondence including notices of meetings, newsletter, i.e. phone committees.
- c) Maintain a list of all members' names, addresses, e-mail, and telephone numbers.
- d) Perform all such other duties as delegated by the President.

Section 5. The Publicity Chairperson shall:

- a) Write all articles for publication in the news media relating to the Ann Sobrato Music Association.
- b) All articles written for publications shall be reviewed by the President or the Band Director.

Section 6. The Uniform Chairperson shall:

- a) Organize storage, cleaning, and alteration of uniforms.
- b) Keep records of uniform "usage fees".
- c) Any and all purchases must have board approval.

- Section 7. The Executive Board shall:
- a) Authorize all non-budgeted expenditures up to \$1,000. Any amount above that, excluding emergency repair/replacement of critical equipment must be approved by a simple majority vote of the membership present at any regular or special meeting of the Music Association.
 - b) Make recommendations to the general membership and exercise supervision of the affairs of the Music Association.
 - c) Appoint a certified public or person with a strong financial background to conduct a peer review of the books of the Music Association. The reviewer ~~accountant to audit the books of the Music Association. The CPA~~ shall be a third party contract with no personal ties to the Music Association.
 - d) Determine and authorize all necessary transfers of approved budgetary funds.

ARTICLE VII

MEETINGS

- Section 1. The Music Association shall meet once each month, day to be decided by the executive board, at 7:15 PM at Ann Sobrato High School.
- Section 2. Executive Board meetings shall be held at a time and place which shall be designated by the President of the Music Association or the Band Director, as needed.
- Section 3. The President or a chairperson for the purpose of transacting specific business of a non-monetary nature may call a special meeting of the membership, Executive Board, or committees at any time.
- Section 4. Following the election of new officers, the President shall call a special meeting of the Executive Board and Executive Board-elect for the purpose of organizing, appointing, and planning activities for the upcoming year.
- Section 5. The order of regular Music Association meetings shall be:
- a) Call to order
 - b) Reading of the minutes of the last meeting and action thereon.
 - c) Report on correspondence
 - d) Treasurer's report
 - e) Band Director's report
 - f) Committee reports
 - g) Unfinished business
 - h) New business
 - i) Adjournment
- Section 6. A 72 hour notice should be given for cancellation or change of date; however, upon an emergency, telephone calls will be made.
- Section 7. Unless otherwise stated in these Bylaws, a simple majority vote of members in attendance is required for each proposal placed before the membership.

ARTICLE VIII

ELECTION OF OFFICERS

- Section 1. A nominating committee shall be appointed by the President, consisting of active club members at the regular Music Association meeting in March of each year. The nominating committee shall prepare a list of names for the offices of the Executive Board and shall present this list to the membership at the April meeting. The election of officers shall be held at the May meeting of the Music Association. Nominations shall be accepted from the floor at both the April and May meetings.

ARTICLE IX

AMENDMENTS

- Section 1. Proposed amendments to these Bylaws may be submitted in writing by the membership at large at regular meetings of the membership.
- Section 2. Amendments to these Bylaws must have the approval of the Ann Sobrato High School Music Association Director and Principal so that amendments will in no way conflict with school regulations.
- Section 3. Adoption of amendments to these Bylaws shall require a two-thirds majority vote at the membership in attendance at the following regular monthly meeting.

ARTICLE X

SIGNATURES

- Section 1. All checks written on the Music Association account must be signed by two (2) of the following:
- President
 - Treasurer
 - Band Director

ARTICLE XI

STUDENT POINT SYSTEM

- Section 1. Each student member of the Ann Sobrato High School Music program will have the opportunity to earn points. Points will be recorded and accounts maintained by the Treasurer.
- Section 2. Points may be earned through the fundraising events sponsored by the Music Association.
- Section 3. Only students currently enrolled in the music program may maintain point accounts. A Student taking a leave of absence that has been pre-arranged with the Band Director may have their individual point accounts held for one (1) year or at the Band Director's discretion.
- Section 4. Points may be converted into revenue for approved music trips, competitions, music materials, etc. as long as the student is a current member of the music program.
- Seniors ONLY - points may be converted into revenue to pay for approved band or school sponsored events as long as the student is a current member of the music program. Usage of points will be limited to 50% of the students' point balance, as of March 31st of their senior year, and may only be used for the following approved senior activities:
1. Senior Prom (bids for student and guest)
 2. Senior Trip
 3. Grad Night
- Checks will be drawn from the Sobrato Music Association bank account and made payable to the ASB (Associated Student Body) or other approved payee. The check will note the students name, event (1 – 3 above) and that points are being redeemed. All checks drawn for this purpose must be signed by the Director and the Treasurer.
- Section 5. Points earned through fundraising may not be sold. Points may be transferred between current member's accounts and incoming members. When a student leaves the Music program, parents have thirty days to designate the disposition of points by written notice to the Music Association Board. If he or she does not, the undesignated points will revert to the Music Association general fund.
- Section 6. Adults may earn points for the accounts of music program members through fundraising activities. Only students involved in the music program may use these points.