

Constitution and By-Laws of Parkway Central Music Parents

Article I- Name:

The name of this organization shall be: Parkway Central Music Parents Association. It will be referred to as Parkway Central Music Parents.

Article II- Objectives:

- A. The Parkway Central Music Parents shall operate for charitable, educational, nonpartisan, non-sectarian, and non-commercial purposes and shall not discriminate based on age, sex, creed, or national origin.
- B. The Parkway Central Music Parents shall encourage the students' pride in their accomplishments by providing an appreciative audience for their performances.
- C. The Parkway Central Music Parents shall assist the music faculty in carrying out the music programs.
- D. The Parkway Central Music Parents shall assist in providing additional finances for those facets of the music programs not included in the School District Appropriations.
- E. The Parkway Central Music Parents shall stimulate community and district wide interest in vocal and instrumental music.
- F. The objectives of the Parkway Central Music Parents are established to maintain a tax-exempt status as defined by Section 501 (c) 3 of the Internal Revenue Code.

Article III- Fiscal Year:

The fiscal year of the Parkway Central Music Parents shall begin on July 1st and end on the following June 30th.

Article IV- Membership:

- A. Active members (with voting rights) shall be parents or guardians of students enrolled in the Parkway Central High School ensemble music programs. Other community members are welcome to attend any meetings or events.
- B. All Music Teachers and the Parkway Central Building Principal (or their designee) shall be considered non-voting members. Their attendance at all meetings and musical functions is encouraged.
- C. Each individual member shall have one vote. Voting may take place by voice or, upon request, by written ballot.

Article V- Officers and Duties:

- A. Offices in the Association shall be President, Vice President, Secretary, and Treasurer. The offices must be held by individuals, and on a volunteer basis.
- B. The duties of the President are to:
 - 1. Preside at all membership meetings
 - 2. Prepare each meeting's agenda.
 - 3. Serve as chairperson of the Board of Directors
 - 4. Serve as member, in ex-officio, with the right to vote on all committees
 - 5. Serve as the public representative when needed
- C. The duties of Vice President shall be to:
 - 1. Perform the duties of the President in the event of the inability of the President to serve.
 - 2. If needed, serve as chair of new committees
 - 3. Maintain treasurer and secretary oversight
- D. The duties of Secretary are to:
 - 1. Record the proceedings of the meetings of the Association and the Board of Directors.
 - 2. Prepare and submit minutes for approval.
 - 3. Maintain organized records from the planning of any event hosted by the Parkway Central Music Parents.
 - 4. Perform necessary correspondence.
 - 5. Receive from membership committee and maintain an accurate and up to date Membership Roster.
 - 6. Pass on to the successor Secretary all of the above items along with previous Music Parent Records.
 - 7. Hold a copy of the By-Laws, Parliamentary Procedures, and current Membership list and make each available upon request to any member.

- E. The duties of the Treasurer shall be to:
1. Act as custodian of funds and perform all banking activities of the Parkway Central Music Parents.
 2. Maintain up to date accurate financial records of the Parkway Central Music Parents, including monthly reconciliation of bank statements.
 3. Receive all funds of Parkway Central Music Parents; including, but not limited to, donations, fundraising sales, and contributions.
 4. Receive monies and funds from individual group treasurer representatives.
 5. Provide a written and oral financial report of the receipts and expenditures at each Parkway Central Music Parents meeting and at other times upon the request of the Board of Directors.
 6. Audit all invoices and receipts submitted for payment or reimbursement to ensure each request is in compliance with Parkway Central Music Parents objectives. Pay all bills and disperse funds as authorized by the Board of Directors.
 7. Perform the complete and timely filing of all federal and state tax returns as well as other financial reports, pertaining to the Parkway Central Music parents 501(c)(3) status, as applicable; and maintain accurate records of such.
 8. Complete all financial updates by the close of the fiscal year and provide a full year-end report.
 9. Submit all requested/required financial data relating to Parkway Central Music Parents operations to a financial audit Committee Chair within two weeks prior to the close of the fiscal year, for the purposes of the Treasurer's accounts being audited by a Finance Audit Committee.
 10. Deliver to the successor Treasurer all record books, money, and other property of the Association in charge of the Treasurer
 11. Band, Choir, and Orchestra may have a treasurer representative that will report to the association treasurer.

F. Term of Office:

1. Each officer shall serve a one year term of office and may not serve more than three (3) consecutive terms of office. Voting shall take place at the final quarterly meeting of the Parkway Central Music Parents meeting. Officers shall be elected for a term of one calendar year by the general Parkway Central Music Parents membership.
2. In the event the Parkway Central Music Parents fail to fill all officer positions at the May meeting, the incumbent of the expiring term may remain in office for one additional school year or until an election of a new official at any regular meeting. The incumbent may not remain in an official position for two additional years.
3. Any officer can be removed from office, with or without cause, by two-thirds vote at a regular Music Parents meeting. Advance notice of the vote shall be given to the membership at least one week prior to the meeting.
4. The officers and committee chairs elected shall assume office at the close of the school year in which elected, and in conjunction with the Fiscal Year.

Article VI- Board of Directors:

- A. The Board of Directors shall consist of:
 1. The officers named in Article V;
 2. Chairpersons of the committees identified in Article VII; and
 3. Parent representatives from Band, Orchestra, and Vocal Groups (each appointed by the faculty head of the corresponding group).
- B. The Board shall be the governing body of the Association; shall have supervision, control and direction of the affairs of the Association; shall determine its policies; shall actively pursue its objectives; and shall supervise the disbursement of funds. (Said policies are subject to the approval of the Parkway Central High School Administration.)
- C. The President of the Association shall appoint officers to fill Board vacancies. Such successor Board members shall serve through the remaining unexpired term.
- D. The Board shall serve as or the President shall appoint a Nominating Committee, whose duties are described in Article VIII.

Article VII- Committees:

- A. Standing committees are Membership and Fundraising.
 - 1. Membership: The duty of the Membership committee is to actively solicit membership from all music parents, make an accurate record of all members, get updated student enrollment from faculty, and deliver said records to the Secretary for creation of the membership roster.
 - 2. Fundraising: The Fundraising Committee Chair coordinates with all of the ensemble groups on their individual fundraising efforts to help publicize them, solicit support as necessary, and ensure they have communicated their intentions and needs with the treasurer.
- B. Additional committees may be formed as needed at the discretion of the Association's President and Board of Directors.

Article VIII- Meetings:

- A. The Association meetings shall be held in August, October, January, March, and May or at the discretion of the Board of Directors. The election of officers for the transaction of general business shall be held prior to the end of the school year during the Association meeting in May, and whenever possible, the selection of Committee Chairs as well.
- B. Additional meetings of the Association may be called as deemed necessary by the Board of Directors.
- C. The Nominating Committee report shall be presented at the March meeting. This report shall contain at least one nomination for each office and for each standing committee. After presentation of the report, additional nominations from the floor shall be requested. Voting shall follow, with a simple majority of members attending sufficient to elect.
- D. The newly elected Board of Directors shall meet once prior to the first Parkway Central Music Parents meeting of the upcoming fiscal year for the purposes of preparing a balanced budget proposal which shall be presented at the first regular Parkway Central Music Parents meeting of the school year. A vote shall be taken at the first regular meeting to either accept or amend the Board of Directors proposed budget.
- E. Roberts Rules of Order (revised) shall govern, except as may be otherwise provided by this constitution and by-laws.

Article IX- Funds:

- A. Use of Parkway Central Music Parents ensemble funds shall be used for programs, events, and items that directly benefit the students of the Parkway Central Music Programs.
- B. All funds raised for the Parkway Central Music Parents must be documented and submitted to the Treasurer within 10 days of receipt. All funds received by the Treasurer must be deposited into the Parkway Central Music Parents account within 4 business days of receipt by the Treasurer. Separate deposit receipts should be maintained for funds received from each unique fundraising event. Any exceptions should be made with, and documented by, the Music Parents Treasurer.
- C. Reimbursements for all expenses shall be made only after the receipts for expenditure have been audited, documented, and approved by the Parkway Central Music Parents Treasurer.
- D. No signatory can prepare and sign a check to themselves. The alternate signer must sign the check after verifying the expense with the receipts documenting that expense.

Article X- Amendments:

This Constitution and By-Laws may be amended by submitting the proposed amendment in writing to the Board of Directors. Upon Board approval, it will be submitted at the next membership meeting of the Association. It shall become a part of the Constitution and By-Laws if approved by a two-thirds majority of the members present.

Record of Changes made to By-Laws:

February 2, 2015: Voted and agreed to suspend by-laws for the conclusion of 2014-15 and 2015-16 and allow the offices being elected at this meeting to run for a period of 18 months.

February 21, 2015:

- Added Impartiality clause and 501(c) 3 Status to Objectives
- Removed requirement for Dues for Membership in MPA
- Removed “ex-officio” terminology and clarified teachers and administrators as non-voting members
- Board of Directors must be Parents of Current Students and are volunteers
- Removed students reps from Board
- Removed Publicity Committee
- Added Craft Fair Committee and then removed it in Lieu of Fundraising Committee Chair
- Incorporated Language for Removal of Officer
- Incorporated Language for Tighter Checks and Balances for Financials (e.g., Cannot sign a check written to yourself, monthly reconciliation of statements)