



**Section II:** Yearly dues shall be specified and approved by the membership, if applicable.

**Section III:** A member in good standing is one who has paid any required yearly dues, and who has maintained a supportive role.

**Section IV:** Non-voting members are exempt from membership dues.

**Section V:** Both voting and non-voting members may be removed from the PMA and deemed ineligible to attend further meetings if they are found to be consistently unsupportive. Membership revocation votes require a 2/3 majority of the members present at a regularly scheduled PMA meeting. If the member has a student still active in a supported music activity, they will communicate directly with the ensemble director regarding concerns with their children.

#### **Article IV            Governance**

**Section I:** Fifty-one percent of members in attendance at a pre-announced meeting are required to approve or disapprove any action, unless otherwise specified.

**Section II:** The elected officers of the PMA must be members in good standing of the organization, and must have a child in a PMA supported music activity during the year in which they would serve.

**Section III:** The standard length of service for an officer position is one year.

**Section IV:** Annual elections will take place to fill vacant leadership positions. If an officer resigns their position or is removed from office mid-term, an immediate election will be held to fill the vacant position to complete the current term.

**Section V:** An officer may be removed with a 2/3 majority vote at a pre-announced meeting. A quorum is required to remove an officer from their position.

**Section VI:** Officers must maintain active attendance at all meetings. Officers missing two regularly scheduled meetings will be vacated from office. The President can excuse an absence in the case of illness or other mitigating circumstances.

#### **Article V Meetings**

**Section I:** General membership meetings of this organization shall be held each month from August through May. Meetings may be called by the President during the months of June and July if needed.

**Section II:** Executive Board Meetings will be conducted each month, from August through May. The May meeting will be the transition meeting between the outgoing board and appointees and the incoming board and appointees for the transfer of records and responsibilities.

**Section III:** Special meetings may be called by the President.

#### **Article VI            Officers**

**Section I:** The officers of the organization shall be President and/or Co-President, Vice-President and/or Co-Vice President, Secretary, Treasurer, and Assistant Treasurer. The officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the PMA.

**Section II:** In February, a Nominating Committee of three members shall be appointed by the President. This committee shall report a slate of candidates at the general membership meeting in March, before the election at the Annual Meeting in April. Additional nominations from the floor shall be permitted during the March meeting.

**Section III:** The officers shall be elected by ballot to serve for one term or until their successors are elected. Their term of office shall begin at the close of old business at the May general membership meeting. Outgoing officers shall maintain supportive roles to the incoming board to ensure a smooth transition.

**Section IV:** No member shall hold more than one office at a time, nor be eligible to serve more than two consecutive terms in the same office except when agreed upon by a membership quorum.

**Section V:** Voting during the elections shall be by eligible voting members present. All elections will take place in person. Emailed ballots are not valid. If an eligible voting member has a known conflict with an election meeting, they may request a ballot in advance and submit their vote to the nominating committee in advance of the elections.

**Section VI:** Any officer may resign his/her office at any time. A resignation must be made in writing to the general membership. If an officer resigns their position or is removed from office, an immediate election will be held to fill the vacant position to complete the current term.

**Section VII:** In the event that end-of-the-year award events take place after the May transfer meeting, the outgoing officers will present the awards to the outgoing students.

## **Article VII        Duties of the Officers**

**Newly elected Officers shall assume responsibility as referenced in Article VI, Section III. Outgoing Officers shall maintain a supportive role as necessary to ensure a smooth transition between outgoing and incoming Officers. This will include but is not limited to the transition of all associated responsibilities for each position, as well as general duties and tasks administered by the PMA. (i.e., bank signature cards, post office box key, notification to School Administration of newly elected Officers.)**

### **Section I: The President and/or Co-President shall:**

- 1) Preside over all meetings of the membership;
- 2) Appoint the chairperson of standing committees (including the Nominating Committee);
- 3) Be a member ex-officio of all committees except the Nominating Committee;
- 4) Represent the organization before the public either personally or through delegates;
- 5) Appoint an Audit Committee;
- 6) Perform all other functions usually attributed to this office by the adopted parliamentary authority.

### **Section II: The Vice-President and/or Co-Vice-President shall:**

- 1) Assume the duties of the President in his/her absence;
- 2) Fill the un-expired term of office of President if it should become vacant;
- 3) Serve as an advisor to the President;
- 4) Perform other duties as delegated by the President;
- 5) Serve as Chairperson of at least one standing committee.

### **Section III: The Secretary shall:**

- 1) Keep minutes of all general membership meetings;
- 2) Copies of minutes will be made available to all members, the High School Athletic Director and the High School Principal;
- 3) Keep the President informed of new and old business;
- 4) Be responsible for incoming mail and maintenance of Post Office Box;
- 5) Conduct the general correspondence of the PMA;
- 6) Maintain a current roll of the general membership to include voting and non-voting membership;
- 7) Maintain correspondence listing to include voting and non-voting membership, appropriate school personnel, and Officers;
- 8) Arrange publication of all scheduled meetings as per Article V, Section I, and;
- 9) Schedule all building use requests with the High School Assistant Principal in charge of building use.

**Section IV: The Treasurer shall:**

- 1) Receive and deposit all monies and pay all bills approved at a scheduled meeting;
- 2) Keep account of all receipts and expenditures and render a full and complete written report at all meetings of the organization;
- 3) Sign all checks in accordance with Article IX, Section 3.
- 4) Submit all fundraising reports to the High School Principal and the High School Athletic Director for approval prior to implementation of the fundraising activity;
- 5) Ensure prompt and proper filing of all required tax documents.

**Section V: The Assistant Treasurer shall:**

- 1) Assist the Treasurer in meeting his/her duties and obligations;
- 2) Assume the duties of Treasurer in his/her absence;
- 3) Be responsible for the tracking of benchmark data for all students' fundraising.

**Article VIII Standing Committees for PMA administration**

Each ensemble director can establish a set of standing committees in conjunction with the PMA board in order to best facilitate that ensembles' needs.

**Section I:** The Audit Committee shall be appointed at the April meeting consisting of the Treasurer and two (2) members at large. The Audit Committee shall audit the financial records following the close of business no later than the May meeting of each year, and report at the last meeting during the school year. Financial records must be submitted to the Principal no later than June of each school year. The Principal along with the Assistant Business Manager shall review the internal audit and determine if an external audit is necessary.

**Section II:** The Nominating Committee shall be appointed at the February meeting consisting of the PMA President and shall report a slate of candidates at the general membership meeting in March. Additional nominations may also be presented from the floor during the March meeting.

**Article VIII B Standing Committees for Band Activities**

The President, in conjunction with the Band Director, will appoint chairpersons for each of the following committees. Additional committees may be formed if deemed necessary by the Ensemble Director and the Executive Board. Each chairperson will be responsible for all finances of their respective committees and report to the board when required.

**Section I:** The Activities chairperson shall organize all non-performing activities which involve band members and/or the PMA, and shall report to the President or his/her designate.

**Section II:** The Awards chairperson shall be responsible for the administration of all approved ensemble awards and shall be appointed by the President in conjunction with the Ensemble Director. The awards chairperson will report to the Ensemble Director and will coordinate necessary support for award presentation.

**Section III:** The Chaperone chairperson shall be appointed at the request of the Ensemble Director, and will coordinate the activities of the approved chaperones for all ensemble functions and will report to the Ensemble Director.

**Section IV:** The Website Coordinator chairperson shall be responsible for maintaining the PMA website. He/she will act as editor, arrange for uploading, printing and distribution (if required), and shall report to the President and Ensemble Directors as appropriate based on the information needed to maintain a comprehensive and accurate website.

**Section V:** The Properties chairperson shall assist the Ensemble Director with all physical properties of the bands, including maintenance, repairs, safety checks, etc., including record keeping.

**Section VI:** The Historian shall keep memorabilia of the ensembles and PMA activities, and shall report to the President or his/her designate.

**Section VII:** The Uniform chairperson shall be responsible for the care and distribution of the complete uniform. They will coordinate all activities with the Ensemble Director. This position will be appointed by the President in conjunction with the Ensemble Director.

**Section VIII:** The Jazz Band chairperson should be a parent of a jazz band member and will assist the Ensemble Director and Jazz Band Director with the Jazz on the Ridge Jazz Festival and jazz band related functions as needed. This person will report to both the President and the Ensemble Director.

**Section K:** The Publicity chairperson shall publicize all school-approved events involving the Pennridge Bands and shall report to the Ensemble Director. This person will be appointed by the President in conjunction with the Ensemble Director.

**Section X:** The Photographer will keep photographic record of the ensemble's activities. This person will be appointed by the President in conjunction with the Ensemble Director. The person will report to the Ensemble Director and the President or his/her designate.

**Section XI:** The Symphonic Band chairperson should be a parent of a member of the Symphonic Band. This person will assist the Ensemble Director with scheduled events, uniforms, fundraising information, and any other related functions as deemed necessary by the Ensemble Director. This person will report to the Ensemble Director and the President or his/her designate.

**Section XII:** The Indoor Guard/Drumline chairperson should be a parent of a member of either the indoor drumline or indoor guard. This person will assist the directors of both indoor activities with the Indoor Guard and Drumline show, all scheduled events, uniforms, fundraising information, and any other related junctions as deemed necessary by the ensemble director. This person will report to the directors of the indoor activities, the PMA President, as well as the Band Director.

Section XIII: The Concessions Committee chairperson should be a parent of a member of any ensemble supported by the PMA. This person will report to the PMA President and will oversee the coordination of concession needs for all events held at Pennridge High School. This person will work with the PMA President and ensemble director for each event to ensure volunteers, supplies, scheduling, and clean-up are handled smoothly.

## **Article IX            Finance**

**Section I:** All purchases in excess of the approved budget must be approved in advance by the general membership. The executive board may authorize an emergency expenditure up to \$1,500.00 in the event of an emergency situation. The general membership will be notified of emergency expenses at the next general PMA meeting.

**Section II:** A checking account must be established at a local bank in the name of Pennridge Music Association, Inc.

**Section III:** All checks shall require the signatures of the President and the Treasurer. In the absence of the President, the Treasurer and the Assistant Treasurer shall sign the checks.

**Section IV:** The end-of-year financial report must be submitted to the Principal no later than June 30<sup>th</sup> of each year.

**Section V:** Prompt and proper transfer of all documents and names of officers shall be transmitted to the bank and High School Principals Office and the High School Athletic Office whenever a change occurs.

**Section VI:** If a student has remaining funds in their account upon graduation or departure from the music activity in which they were participating, they may request transfer of their funds to: 1) upcoming relatives, or 2) specific current students whom they wish to support. If donating funds to “friends”, students may donate amounts in excess of \$50.00 per student. Special circumstances regarding forwarding balances will be dealt with as they arise. Any request for special circumstance consideration must be communicated in writing to the executive board before the close of business at the May meeting. Any funds, for which students have not requested a transfer, will be transferred to the general budget of the PMA upon graduation of the student.

**Section VII:** Funds raised on behalf of a specific performing group will be held in reserve for expenditure in support of that same performing group, unless the ensemble directors request a transfer of funds within the PMA supported programs.

**Section VIII:** Whenever possible, at least three competitive price quotes must be obtained when making expenditures over \$2,000.00. Decisions on the final purchase will include not only the cost of an item, but also its quality and the services provided by specific vendor. If the purchase has already been authorized in the budget or by special vote, the executive board will work in consultation with the ensemble director to select the highest value option.

#### **Article X Executive Board**

**Section I:** The Executive Board shall be composed of the elected officers of the Pennridge Music Association and the affiliated teachers and administration.

**Section II:** The Executive Board shall have general supervision of the affairs of the organization and shall have the ability to approve emergency expenditures.

**Section III:** The Executive Board shall see that the finances of the Pennridge Music Association are audited as outlined in Article VIII.

**Section IV:** The Executive Board will set time and place for all meetings with the exception of special meetings called by the President.

**Section V:** The Executive Board shall at no time enter into any contractual obligation either written and/or verbal which puts the Pennridge Music Association at risk to perform under the agreement without prior approval of two-thirds of the general membership in good standing attending the meeting.

**Section VI:** All financial commitments must be approved by the general membership at a regular meeting and remain the obligation of Pennridge Music Association, not the Pennridge School District.

#### **Article XI Disbanding of Organization**

If PMA should disband, it will first deplete all financial accounts and direct them to the following places:

**Section I:** Benchmark funds or “points” earned by students would be given to the Student Activities account of the school where the students are based. A full and accurate record of funds/points will be provided by the Assistant Treasurer, and those funds will be reserved for the appropriate students by the ensemble director in conjunction with the building administration.

**Section II:** Additional funds would be donated to the activities for which they are raised through a one-time gift to the student activities account utilized by the related ensemble director. Funds raised either for, or by, a specific activity must be liquidated to the matching student activity account.

**Section III:** Any restricted fund accounts will also be donated as a one-time gift to the various activities that had been supported in the current budget, in proportional amounts equivalent to their percentage of the annual budget.

**Article XII Expenditures**

No expenditure which adds to the physical properties of the School District shall be authorized until approval by the faculty sponsor of the supported activity. Additions to the physical properties in excess of \$1,500.00 in value shall also be approved in advance by the Pennridge School Board or its authorized representative.

**Article XIII Rules of Order**

Roberts Rules of Order or equivalent guidelines shall govern the proceedings of all meetings, except where they conflict with the by-laws, in which case the by-laws shall take precedence.

**Article XIV Accounting and Disbursement of Student Funds**

**Section I:** Student funds and the accounting of the individual member fund accounts shall be the responsibility of the Treasurer per Article VII Section IV.

**Section II:** Individual student funds, i.e. "student funds" listed herein, raised by the member or parent/guardian during fundraising is held in account for the student by the PMA. These funds are earned by the student for their proceeds in the profit as agreed upon by the PMA for a fund-raised event.

**Section III:** Student funds can be used by the student for any departmental school program supported by the PMA for any school sanctioned event to include cost of trips, admissions, tickets, lodging, transportation, and food (if food included in the cost of the trip) as approved by the ensemble director.

**Section IV:** Student funds can be used by the student for program expenses supported by the PMA and the music program to include miscellaneous uniform needs, such as shoes, gloves, and attire as approved by the ensemble director.

**Section V:** Student funds can be used for program sanctioned merchandise such as t-shirts, jackets, coats, or student activities approved sale items, or PMA approved sale items as approved by the ensemble director.

**Section VI:** Student funds or any fundraised funds shall never be refunded in the form of cash back to the student or student's parents/guardian. This includes cash equivalents such as Gift Cards, Gift Certificates, coupons, or similar cash equivalent item.

**Section VII:** Student funds can be used for the student's parent or guardian event costs for trips, admissions, tickets, lodging, transportation and food (if food is included in the cost of the trip) if the student's parent or guardian is an assigned chaperone for the trip by the ensemble director and if the student's cost of the trip has already been fully paid and funded.

**Section VIII:** PMA Record Retention Policy will be based on IRS and GAAP (Generally Accepted Accounting Principles) Guidelines for all records. The fundraising records, disbursement records, and banking shall be kept for 7 years. IRS and Corporate Documents, meeting minutes, bylaws, treasurer reports, and financials shall be kept on file with the PMA Board permanently.

Adopted December 19, 2006  
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Amended by vote March 12, 2013 taking affect May 1, 2013 (Overall Amendment)