

Hingham Music Parents Association Bylaws

Article I: Name

The name of this organization shall be Hingham Music Parent's Association, herein referred to as HMPA.

Article II: Mission

The HMPA strongly believes in the importance and benefits of studying music as part of a child's education. It is our mission to support the faculty of the Hingham Public Schools Music Department in providing quality musical experiences for students at all age levels. We seek to provide additional resources and opportunities for students in conjunction with (but not in place of) those provided by the Hingham Public Schools. This will include fulfilling requests by the Hingham Schools faculty for equipment and supplies, funding workshops and guest artists, and volunteering our time to enhance Hingham music programs and student learning. We remain advocates for the life-long rewards of music and encourage our students to aspire to their highest level of musical achievement.

Article III: Membership

Section 1: Qualifications of Membership

Membership consists of parents and/or guardians of students currently enrolled in the Hingham Music Program, along with student alumni, the music faculty of the Hingham Public Schools and any community members who are supporting the mission of the HMPA. Only parents and/or guardians will have voting privileges.

Section 2: Dues

FHME will request a \$10 contribution from its membership annually.

Section 3: Conduct

No member shall at any time act in the name of the HMPA unless given specific authorization by the President and the majority of the Executive Board of Directors. Any member acting in direct contradiction of the goals and objectives of the organization shall be subject to action up to and including dismissal from active membership and removal of voting rights by a majority vote of at least two thirds of the members of the Board of Directors.

Article IV: Executive Officers and Duties

Section 1: Positions and Responsibilities

The Executive Board shall consist of a President, First Vice President, Second Vice President, Treasurer, and Secretary. The Head of the Music Department is a non-voting member of the Executive Board and serves in an advisory role. The Executive Board shall work in conjunction with the Membership, Board, Head of the Music Department, Faculty & Student Officers.

President

The President shall

- (a) oversee the Association;
- (b) preside at all Board meetings, or designate a replacement from the Executive Board;
- (c) act as Board Liaison with Membership, Head of Music Department, Faculty & Student Officers;
- (d) serve as ex-officio member of all committees;
- (e) appoint a nominating committee (consisting of 3 Members) to identify a slate of candidates to run for Executive Board openings;
- (f) request volunteers for the Bylaws Committee for its scheduled review;
- (g) exercise financial signature authority in conjunction with the Treasurer or Vice President I.

Vice President I

Fundraising and Development

The First Vice President shall

- (a) preside at meetings or functions when requested by the President;
- (b) exercise financial signature authority along with the President and Treasurer;
- (c) oversee all committees related to fundraising, development, and membership;
- (d) appoint chairpersons to committees designated for fundraising, development, and membership;
- (e) coordinate and assist in the research and development of all fundraisers and related activities.

Vice President II

Communications and Outreach

The Second Vice President shall

- (a) oversee all committees related to (1) communication both internal and external, (2) interaction with the public, and (3) advocacy for music education in the Hingham Public Schools;
- (b) appoint chairpersons to committees under purview.

Treasurer

The Treasurer shall

- (a) be responsible for Budget Deposits/Disbursements in a bank approved by the Board;
- (b) present a report of the finances at every meeting;
- (c) keep a permanent record of income, receipts, and disbursements;
- (d) collect Membership Dues and maintain a contact list of donors and dues-paying members;
- (e) pay out funds as requested in writing (all checks must be dual-signed by two authorized board members, the payee cannot be a co-signer on their own check, and all checks/disbursements must be approved by the President or Vice President of Finance and Development).

Secretary

The Secretary shall

- (a) keep minutes of all meetings and distribute minutes to the membership during regular meetings (when attendance is not possible the secretary will designate a substitute);
- (b) maintain all regular business records of the organization including a copy of all correspondence;
- (c) keep copies of the Bylaws for reference during meetings;
- (d) be responsible for ensuring that meetings are conducted according to Roberts Rules of Order.

Section 2: Term Length

The Executive Officers shall hold office for the period of 1 year from the date of their election at the spring general membership meeting. No member can hold the same office for more than two consecutive years.

Section 3: Removal and Vacancies

Any officer or member may be removed from office for failure to perform assigned duties or comply with the HMPA by-laws, or for conduct unbecoming an HMPA member or community member. This action must be recommended by at least 3 members of the executive board. Private notification will first be given to that person and then it must be voted on and approved by a majority of the executive board and standing committee chairs.

Vacancies may be filled by appointment and majority vote of the executive board.

Article V: Meetings

Section 1: Meetings

- (a) Regular meetings of the General Membership shall be held at least twice a school year; one in the fall and one at the end of the school year. The executive board may call additional meetings as appropriate.
- (b) The Executive Board shall meet monthly or as needed; all meetings shall be governed by Roberts Rules of Order; Notice of Executive Board meetings shall be posted on the Website prior to the scheduled meeting.
- (c) The incoming President shall call a meeting before the end of the current school year of the new Executive Board and chairs of all standing committees for the purpose of planning activities for the upcoming year.

Section 2: Quorum

- (a) The assembled number of voting members at any HMPA meeting shall constitute a quorum.
- (b) A simple majority of voting members present shall be sufficient to carry a motion.
- (c) In the event of a tie, the President of the HMPA has the deciding vote.
- (d) Members shall have one vote on any matter under consideration at a meeting.

Section 3: Special Board Meetings

Special board meetings may be called by the President or a simple majority of the Executive Board. Every reasonable effort shall be made to notify all members of the Board of the time and place of such special meeting as far in advance as possible, but not shorter than 48 hours.

Article VI: Elections

Elections & Voting

- (a) Elections of officers shall be held in the Spring General Membership Meeting.
- (b) Any voting member who is in good standing shall be eligible for election to any office subject to the following conditions:
 - 1) Officers are eligible for re-election
 - 2) No member shall be a candidate for more than one office at any election
 - 3) No member shall hold more than one office at a time
- (c) Election results are determined by a majority vote of members present.

Article VII: Standing Committees

Responsibilities

Fundraising Events Committee:

Coordinates efforts of Fundraising Events Committee Chairs.

Membership and Development Committee:

Coordinates solicitation of Members, Donations, Sponsorships, Grants & Fundraising.

Hospitality Committee:

Coordinates efforts of Hospitality Committee Volunteers, for Concerts & Events.

Tour Committee:

Coordinates efforts of Band, Chorus, Orchestra Chairs for all Tours in conjunction with the Head of the Music Department and Faculty.

Public Relations Committee:

Responsible for promoting HMPA and school musical events; Maintains contact with local papers in conjunction with the Head of the Music Department and Faculty; Coordinates community outreach activities.

WebSite Committee (Webmaster):

Maintains the HMPA website; Updates site regularly in order to keep current activities related to HMPA.

Advocacy Committee:

Attends school committee meetings and reports back to the Executive Board on matters related to and affecting the music education in the Hingham Public Schools; Develops action plans to address issues adversely affecting music education in Hingham public schools to be presented to the Board; Works with music department to develop position papers to promote music education; Works with PTOs.

Article VIII: Ad Hoc Committees

The President may establish such other committees as the President deems necessary with the approval of the Executive Board.

Article IX: Accounting and Budget

The fiscal year will run July 1 to June 30.

Article X: Amendments

These Bylaws are subject to the approval of the membership and may be amended by a majority present at any regular meeting following prior notice of the meeting and proposed amendment(s).