



Effective July 30<sup>th</sup> 2019

## Bylaws of the Upper Moreland Music Patrons

### Article I NAME

Section 1. The Association shall be named and known as the Upper Moreland Music Patrons Association, Inc. (UMMP).

### Article II MISSION

Section 1. The purpose of the Association shall be to encourage and support the aims of the Upper Moreland School District Music Programs; specifically to develop and improve the capabilities of the students and to aid in providing an educational experience for those students.

Section 2. All contributions to the treasury of this Association shall be used only for projects and purposes consistent with the UMMP mission.

### Article III MEMBERSHIP

Section 1. Membership is comprised of parents and legal guardians of students in any music program at the Upper Moreland High School or Middle School. Members are eligible to vote and hold positions on the General or Executive Board.

Section 2. Volunteers – Any member of the community is welcome to attend meetings and volunteer, provided they meet the volunteer requirements outlined by the Upper Moreland Township School District. Current requirements can be found on the UMTSD website.

### Article IV MEETINGS

Section 1. General Meetings will be set one year in advance. Meetings will be held six times a year at set times.

Section 2. Special Meetings may be called by the President or Vice President at such times as he or she deems necessary, or shall be called upon written request signed by three or more Executive Board members.

Section 3. The Executive Board Meetings shall be held as deemed necessary by the President and/or Vice President at a time and place fixed by the President and/or Vice President, unless otherwise ordered by the Executive Board.

Section 4. The Executive Board Meetings shall be called as needed by the President and/or Vice President as needed to ensure the proper management of the business affairs of the organization. Executive Board Meetings are to be attended only by the Executive Board members unless a special invitation is issued upon agreement of the Executive Board.

#### Article V QUORUM

Section 1. A quorum for the purpose of voting at any meeting of the general membership and the Executive Board shall be 50% of the membership in attendance of said meeting.

#### Article VI OFFICERS

Section 1. The officers of the association shall consist of the following elected positions: President, Vice President, Secretary and two Treasurers. These five elected positions will constitute the Executive Board. Each member of the Executive Board must be a member of the UMMP.

Section 2. The Executive Board shall be elected annually at the May General Membership meeting. Nominations will be accepted by the President from April up to and including the date of the May meeting. In the event of an Executive Board position becoming vacant, a special election will be held at the first scheduled general membership meeting following said vacancy. This new board member will serve for the remainder of the vacated term.

Section 3. Terms of the Executive Board shall be one year, beginning July 1 in the year they were elected, and continuing to June 30 of the following year.

Section 4. No Executive Board member shall hold the same office for more than two consecutive years.

Section 5. Any UMMP member is eligible to run for office. Prior service on the Executive Board is a preferred qualification for Presidential nominees.

#### Article VII EXECUTIVE BOARD

Section 1. The Executive Board is that group of persons vested with the management of the business and affairs of the Association and shall consist of the Elected Officers. Executive Board members shall attend all General Membership and Executive Board meetings. If unable to attend, prior notice should be given to the President or Vice President.

Section 1.1 The President shall:

- preside at all meetings of the organization.
- be an ex-officio member of all committees.

- serve as the liaison between the organization and the District Administration and the school.
- call meetings of the Executive Board as required.
- prepare and make available agendas for all meetings of the general membership and Executive Board.

Section 1.2 The Vice President shall:

- assume all duties of the President in his or her absence.
- obtain approval for all fundraising activities from the District Administration.
- submit required facilities requests for all UMMP functions and events

Section 1.3 The Secretary shall:

- keep the minutes of all meetings of the general membership and Executive Board. Minutes will include a list of all members in attendance.
- prepare and make available copies of minutes of all general membership meetings for general member approval.
- notify general membership of all upcoming meetings.
- be responsible for all correspondence relating to UMMP business.
- maintain contact information for active members.
- perform such other duties as may be prescribed by the President or the Executive Board.

Section 1.4 The following duties shall be divided between the two Treasurers at their agreement and discretion. The responsibilities as divided shall be clearly communicated to the Executive Board members at the first Executive Board meeting of the fiscal year.

The Treasurers shall:

- be responsible for all funds received and disbursed by UMMP. All disbursements shall be subject to the approval of the Executive Board.
- deposit all funds received in the name of UMMP in depositories designated by the Executive Board, and all disbursements made by check. All checks require two signatures of the Executive Board members.
- keep accurate records of financial activity and prepare written financial reports. The reports shall be made part of the minutes of each general meeting.
- maintain records in accordance with the UMMP's fiscal year ending June 30. The Executive Board may request an audit of the Treasurer's record by an unbiased firm, not affiliated with any UMMP Executive Board member or committee chairperson.

- Treasurers are the authorized signers of the bank account
- be responsible for tracking student debits and credits for individual I-Accounts and for reporting activity and balances on a regular basis.
- serve as chairperson of a budget committee
- be responsible for the filing of all federal and state tax forms as required by law
- Appoint a team to count monies at large events.

## Section VIII DUTIES OF THE GENERAL BOARD

Section 1. The General Board consists of the Executive Board, liaisons and chairpersons of each standing committee.

Section 2. Any High School or Middle School music program is invited to designate a liaison, who will attend UMMP general membership meetings and report activity.

Section 3. Committee chairpersons shall:

- report on the status of the committee at general meetings.
- review and authorize expenditures for the committee, with approval from the Executive Board.
- submit complete report of income and expenditures following completion of event or project. All receipts must be submitted to a Treasurer with two weeks of completion of the event or project.

Standing committee may include, but not be limited to the following:

- Music in Motion
- Jazz Fest (High School and Middle School)
- Publicity/Website maintenance
- Music Banquet
- Budget
- Fundraising

## Article IX NOMINATIONS AND ELECTIONS

Section 1. Any member may nominate or be nominated for elected office. Nominations will be accepted by the President from April up to and including the date of the May meeting. All nominees must give their approval of the nomination to the President prior to the election.

Section 2. The President shall present the nominations at the May meeting. Ballots will be distributed after the nominations are closed at the May meeting, at which time the elections of the new officers will be held. Members must be present to vote.

## Article X BUDGET

Section 1. The Treasurers will meet with the band director to prepare a proposed budget. The Executive Board shall review and approve the proposed budget. The budget will then be presented to the general membership for final approval at the September general membership meeting.

Section 2. All contracts between UMMP and any vendor must be approved by the Executive Board, prior to finalizing the contract.

## Article XI I-ACCOUNTS

Section 1. Student funds, raised from various fundraising activities, can be used toward qualifying expenditures (i.e. trip costs, spirit wear, uniform accessories, banquet attendance)

Section 2. Prior to each fundraising event, the Executive Board will determine and communicate the percentage of the funds raised that will be contributed to the student's I-account, if any.

Section 3. Upon graduation, a student's unused I-Account balance will automatically be transferred to the UMMP general fund. The only exception is if the student has a sibling who participates in a music program at either the High School or the Middle School the following academic year. In this case, the I-Account balance can transfer to that sibling, via submission of the appropriate form.

## Article XII PARLIAMENTARY AUTHORITY

Section 1. The rules contained in the *Robert's Rules of Order, Newly Revised*, shall govern the organization in all cases to the extent that they are not inconsistent with the bylaws.

## Article XIII AMENDMENTS

Section 1. The bylaws may be amended by a two-thirds vote of the members present at any general membership meeting.

Section 2. A Bylaws Committee shall be formed a minimum of every five years to review and amend the bylaws.

## Article XIV TRIPS

Section 1. Any trips involving music students from Upper Moreland High School or Middle School that are funded through the UMMP will require a full, detailed contract from the Travel Agent, approved by the school board.

#### Article XV SOCIAL MEDIA

Section 1. The UMMP Facebook Group is a closed group. Parents whose students have graduated, and who have no students remaining in the music program, will be removed from the group by August 1<sup>st</sup> of the graduation year. These parents are invited to join the Upper Moreland Marching Band Alumni Group.

#### Article XVI INDEMNIFICATION

1. Indemnification. To the fullest extent permitted by law, UMTSD shall defend, indemnify and hold harmless Upper Moreland Music Patrons (UMMP), the Board of Directors of UMMP, their agents, servants and employees (the "Indemnified Parties") from and against any and all claims, suits, judgments and demands whatsoever, including, but not limited to, all liabilities, claims, damages, costs, expenses, and legal fees relating to any injury to, or death of, any person(s) whatsoever, or damage to property of any kind by whomsoever owned, arising out of or caused or claimed to have been caused, in whole or in part, by an act or omission on the part of UMTSD, any of its subcontractors, agents, any other person or entity directly or indirectly employed by UMTSD, its subcontractors, their agents and employees, or any other person or entity for whom UMTSD may be legally liable, while engaged in the performance of any work, service or activity associated with or related to the contracted services. Furthermore, and without limiting the generality of the foregoing, UMTSD shall defend, indemnify and hold harmless the Indemnified Parties from and against any and all claims, suits, judgments and demands whatsoever, including, but not limited to, all fines, penalties, or damages of any nature resulting from UMTSD'S failure to comply with this contract, except if such failure of the UMTSD is caused solely by the negligence of UMMP.

Revised and Adopted May 8, 2019

Revised and Adopted September 14, 2017