

Norwood Parents Music Association, Inc.

By Laws

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BY LAWS

NORWOOD PARENTS MUSIC ASSOCIATION, INC.

ARTICLE I

CORPORATION

- Section 1.1 The name of the Corporation is NORWOOD PARENTS MUSIC ASSOCIATION, INC. herein after referred to as Norwood PMA.
- Section 1.2 The principal office of the Corporation shall be located at Norwood, MA.
- Secton 1.3 The fiscal year of the Norwood PMA will begin July 1 and end June 30.

ARTICLE II

PURPOSE

The purpose of this organization shall be to foster, encourage and support the many aspects of music education in the Norwood Public School system, to enrich the scope of student involvement and to stimulate broad community involvement in the program.

OBJECTIVE

The objective of the Norwood PMA is to help provide high quality music education to the students of the Norwood Public School system by assisting the Director of Fine Arts in the promotion and achievement of educational and performance excellence.

- Section 2.1 The Norwood PMA will assume all fund raising activities consistent with this objective.
- Section 2.2 This non-profit Corporation shall be non-commercial, non-sectarian, and non-partisan.

ARTICLE III

MEMBERSHIP

- Section 3.1 Membership is open to all parents and/or guardians of children who are enrolled in the music program in the Norwood Public School system, plus all others who have formally expressed an interest in supporting the organization.
- Section 3.2 All members have the right to address the Executive Board at regularly scheduled meetings, to introduce motions, to debate, to vote and to hold office, except as provided herein. Each member shall be entitled to one vote.

ARTICLE IV

MEMBERSHIP MEETINGS

- Section 4.1 The Norwood PMA shall hold an annual meeting per each academic year.
- Section 4.2 The voting body at all annual meetings of the Norwood PMA shall consist of a minimum of >50% members of the Executive Board and all members in attendance at the annual meeting. This voting body shall constitute a quorum of members at the annual meeting.
- Section 4.3 A special meeting may be called at the discretion of the President.
- Section 4.4 The regularly scheduled meetings of the Executive Board and the annual meeting shall be open to all members. Notice of such meetings including the place, date and hour shall be announced at a regular meeting of the Norwood PMA, published in a newspaper distributed in the town of Norwood, and or posted on the Norwood PMA's website at least seven days prior to any meeting.

ARTICLE V

OFFICERS AND ELECTIONS

- Section 5.1 The elected board of officers of the Norwood PMA shall be President, Vice President, Secretary, Treasurer, Director of Ways and Means. These officers may be held jointly by no more than two members or by an individual. The Director of Fine Arts shall be considered a non-elected, non-voting officer of the Norwood PMA.
- Section 5.2 The term of office for an elected office shall be for one year and no elected officer shall be eligible to hold the same office for more than three consecutive years.
- Section 5.3 The Nominating Committee, chaired by the Vice President and consisting of at least 2 other committee members, will be responsible for submitting a slate of officers to be voted upon and elected at the annual meeting. The newly elected officers and chairpersons will assume their duties as of July 1 of the same year. Should there be more than one nomination for any given elected office, the nominating committee will publicize a preliminary ballot vote, which will be held one month before the annual meeting. A majority vote of the Executive Board and all voting members present at the preliminary ballot vote will dictate the slate of officers to be presented at the Annual Meeting.
- Section 5.4 The Nominating Committee will also be responsible for submitting the names of Standing Committee Chairpersons as defined in Article VII, Section 7.2, one month before the annual meeting.
- Section 5.5 All elections shall be made by a vote with the showing of hands and the Secretary casting one ballot at the Annual meeting.
- Section 5.6 Vacancies occurring in offices shall be filled by the Executive Board for the unexpired time, with the exception of the offices of President and Vice President, those of which will be filled under Article VI, Sections 6.1 and 6.2.

ARTICLE VI

DUTIES OF OFFICERS

- Section 6.1 The President shall (i) preside over the monthly meetings of the Executive board as well as the Annual Meeting; (ii) act as the official spokesperson and representative of the Corporation, (iii) appoint individuals to do special projects and create ad hoc committees and task forces as needed; and (iv) and may be a participating member of any committee.
- Section 6.2 The Vice President shall (i) assist in the duties of the presidential office; (ii) act in place of the President in the event of the President's absence; (iii) assume the duties of the President, should the office of the President be vacated. Any Vice President who completes the presidential term of a President, who vacates the Presidency prior to the end of his/her term, shall be eligible to be elected to the office of President for an additional term, not to exceed three consecutive terms. Should the office of Vice President become vacant, the Executive Board members will be notified. At that time, interested members should submit their name to the elected Board of officers for consideration for appointment. Any person, who completes the term of Vice President, shall be eligible to be elected to the office of Vice President for an additional term, not to exceed three consecutive terms.
- Section 6.3 The Secretary shall keep the minutes of the meetings of the Norwood PMA and the Executive Board and shall perform such other duties as may be delegated to this office by the elected officers of the Board.
- Section 6.4 The Treasurer shall (i) receive all monies of the Norwood PMA; (ii) shall keep an accurate record of receipts and expenditures; (iii) collect, receive and disburse all money subject to the approval of the Executive Board; and (iv) shall prepare an end-of-the-year report. The Treasurer shall report a statement of accounts at every meeting of the Norwood PMA and Executive Board, plus make a full report available to all members upon request. Further, all checks are to carry the signatures of both the President and Treasurer.
- Section 6.5 The Treasurer's records of the Corporation's accounts shall be reviewed annually by an independent qualified financial adviser and a report shall be submitted to the Executive Board.
- Section 6.6 The Director of Ways and Means shall lead and coordinate all of the Corporation's fund raising activities contingent upon the Executive Board's approval of such activities.

ARTICLE VII

STANDING COMMITTEES

Section 7.1 Committee Membership: Each committee shall consist of a chairperson and other committee member(s) as needed, with the exception of the nominating committee. See Article V, Section 5.3. All committee memberships shall be voluntary. The committee shall be under the direction of the Executive Board and shall assume such duties that are specified in these by-laws or as assigned to them by the Executive Board.

Each committee shall review its functions annually, then submit an annual report to the Executive Board.

Section 7.2 The standing committees are Publicity, Hospitality, Performance Coordinators, Music Camp, Nominating Committee, Marching Band, Jazz Coordinator, 50/50, Web Master and any other committees deemed necessary by a majority vote of the Executive Board (as described in PMA Executive Board Job Descriptions).

Section 7.3 Ad hoc committees may also be appointed per section 6.1 as the need arises.

Section 7.4 All Standing and Ad Hoc Committees may be chaired individually or jointly.

ARTICLE VIII

EXECUTIVE BOARD

Section 8.1 The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Director of Ways and Means, and the chairperson of each standing committee. The Immediate past president and the Director of Fine Arts shall be ex-officio members, with only the past president having voting privileges.

Section 8.2 It is the duty of the elected officers and the Director of Fine Arts to transact urgent and necessary business (business with a deadline that falls between regularly scheduled board meetings) should the need arise. The President shall convene special meetings.

Section 8.3 The Executive Board shall meet a minimum of eight times per year. A quorum of fifty-one percent (>50%) of the Executive Board is necessary to conduct a meeting.

Section 8.4 All members of the Executive Board, with exception of ex-officio Director of Fine Arts, shall have a vote on all motions presented to and/or by the Board. A majority vote of the quorum present is necessary to pass or reject the motion presented.

ARTICLE IX

SCHOLARSHIP

Section 9.1 The Scholarship Committee shall consist of the President, Vice President, Treasurer and the Director of Fine Arts. In the event a Committeeperson's son/daughter or relative is applying for a scholarship, said committee person shall step down and be replaced by an appointee of the elected board of officers.

Section 9.2 The Scholarship Committee shall make the selections for the awards.

Section 9.3 The number of scholarships and their monetary value shall be established and voted on by the Executive Board each year.

ARTICLE X

OTHER ACTIVITIES

Section 10.1 All activities must be approved by the Executive Board prior to the Corporation's commitment, and support the purpose and objectives of the Organization.

Section 10.2 These laws shall govern all corporation activities initiated in good faith.

ARTICLE XI

PARLIAMENTARY AUTHORITY

The rules contained in "Roberts Rules of Order Revised" shall govern this Corporation in all cases in which they are applicable and in which they are not inconsistent with these By laws.

ARTICLE XII

AMENDMENTS

These By laws may be amended at any regular meeting by a majority vote of the members present; previous notice of such proposed amendment changes having been given at a regular meeting of the Corporation, published in a newspaper distributed in the town of Norwood, or posted on the Corporation's website.