

Blackstone - Millville Music Association Incorporated

BY-LAWS

(Revised and Amended September 4, 2013)

ARTICLE I - NAME & PURPOSE:

- Section I: The name of this organization shall be the Blackstone-Millville Music Association Incorporated (hereinafter referred to as "BMMA").
- Section II: As a chartered non-profit organization, the primary purpose shall be to raise and appropriate funds and provide support to the Director of Music, his/her departments and to all music programs and its students within the towns of Blackstone and Millville, Massachusetts.

ARTICLE II - OBJECTIVES:

- Section I: To promote the best possible musical education for all students.
- Section II: To broaden the cultural opportunities of the students.
- Section III: To increase their performing and creative skills through the exposure to all forms of music.
- Section IV: To provide incentive for those students with extraordinary musical talent.

ARTICLE III - MEMBERSHIP:

- Section I: The number of members of this organization shall not be limited. Anyone eighteen (18) years of age or older, who is not currently a student in the Blackstone Millville Regional School District, interested in the progress and development of music education is eligible for membership.
- Section II: Voting privileges shall be available if a member has attended 2 General meetings over the past 12 months and/or worked 2 events. This represents a member in good standing.

ARTICLE IV - OFFICERS AND ELECTIONS:

- Section I: The elected officers of this Association shall be the PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, and THREE MEMBERS AT LARGE.

- Section II: A nominating committee shall be appointed by the Executive Board in March of each year. Nominations may be made from the floor after the Committee reports at the April meeting.
- Section III: Officers are to be elected by secret ballot at the Annual Meeting in May. However, if there is but one candidate for any office, upon adoption of a motion from the floor, the election of that office may be by voice. The officers will accept their responsibilities at the next General Meeting. This period will be utilized by the incoming officers to familiarize themselves with the duties and responsibilities inherent with their particular function as members of the Executive Board of the Association. Both Outgoing and Incoming officers will attend the June Executive Board Meeting. The new President and Slate will conduct the June General meeting.
- Section IV: A majority vote of the members present, in good standing, including the Executive Board, shall constitute an election.
- Section V: Vacancies occurring in the present Executive Board shall be filled as quickly as possible by special election of the eligible voting members in good standing.

ARTICLE V - DUTIES OF OFFICERS:

- Section I: The President shall preside at all meetings of the Association and the Executive Board, and shall be ex officio member of all committees. Any expenditure less than or equal to one hundred (\$100.00) dollars may be expended by the President at his or her discretion, without the approval of the Executive Board and shall be reported to the Executive Board within seven (7) days of such expenditure.
- Section II: The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. The Vice-President will serve as the record keeper of the membership and attendance.
- Section III: The Secretary shall keep the minutes of the meeting of the Association and the Executive Board, and shall perform such duties as may be delegated to this office by the Executive Board. Written minutes will be made available at the following meeting.
- Section IV: The Treasurer shall be responsible for all treasury functions of the Association; this is to include deposits of receipts and payments of expenditures in a timely manner as well as reporting of the same. The Treasurer's signature and President's signature are required on all checks. The Vice President's signature will be as an alternate to either the President or Treasurer in their absence.

Section V: A Member At Large shall assist in decision-making and expand the availability of the Executive Board to the General Membership.

ARTICLE VI - MEETINGS:

Section I: This Association shall conduct regular monthly meetings from September through June unless otherwise specified by the Executive Board. Meetings of the Association shall be held at 7:00 P.M. on the second Wednesday of the month at the Blackstone-Millville Regional High School, 175 Lincoln Street, Blackstone, MA 01504 and shall be open to all interested parties.

Section II: Special meetings of the Executive Board may be called by the President or two other Board Members. Prior written notification must be made to all members of the Board at least three days before a Special Meeting.

Section III: The Annual Meeting shall be considered the regular May meeting.

Section IV: Ten (10) members of BMMA of which at least two such members shall also be Executive Board Members, shall constitute a quorum at a general meeting.

Section V: Monthly meetings of the Executive Board shall be held at 6:30 P.M. on the first Wednesday of each month at the Blackstone-Millville Regional High School, 175 Lincoln Street, Blackstone, MA 01504.

Section VI: Electronic Participation at Executive Board Meetings

(a) Executive Board members may participate in and act at any meeting of the Executive Board through the use of a conference telephone or other communications equipment so long as all persons participating in the meeting can communicate with each other concurrently.

(b) Telephonic or electronic Executive Board member participation in a meeting will constitute attendance and presence at the meeting.

[Note: Email is not considered a proper form of electronic participation at a meeting of the Executive Board.]

Section VII: Informal Action; Written Consent

- (a) Informal Action: Any action required to, or which may, be taken at a meeting of the Executive Board may be taken without a meeting if it is consented to in writing by all of the Executive Board members.
- (b) Written Consent: The written consent must be evidenced by one or more written approvals from the Executive Board members; each approval must set forth the action to be taken and provide a written record of approval. The approvals must be delivered to the Secretary of the Association and filed in the Association records.
- (c) Effective Date: Any action taken by the Executive Board pursuant to this Section will be effective when all of the Executive Board members have approved the written consent unless the consent specifies a different effective date.

[Note: For the purposes of Article III, writings can include electronic conveyances such as e-mails and faxes.]

ARTICLE VII - STANDING COMMITTEES:

- Section I: All Committees shall be approved by the Executive Board.
- Section II: The President has the authority to appoint an Executive Board member as a liaison to any committees subject to the approval of the Executive Board. Such Committees shall be as follows in sections III to X and shall be open to all members. Other Committees shall be created as deemed necessary to promote the objectives and carry on the work of the Association.
- Section III: The Fund-Raising Committee shall submit their plans for raising funds for the upcoming year to the Executive Board for their approval and must follow guidelines as set forth by the Executive Board.
- Section IV: A Public Relations Committee will attend to all advertising and correspondence to the press and radio, and all other matters of publicity as they arise from time to time. The Public Relations Committee Chairperson shall have authority to attend all Executive Board meetings.
- Section V: The Sunshine Committee will attend to correspondence and acknowledgements pertaining to Thank you, sickness, sympathy, etc.

- Section VI: The Trip Committee shall be established to include one member of the Executive Board and Coordinator in charge of any and all trips and shall review the guidelines as set forth by the Music Director.
- Section VII: The Corporate Sponsorship/Grant Committee shall research and apply for any available sponsorships and grants.
- Section VIII: The Scholarship Committee shall select the recipients of the scholarships approved by the Association. The Scholarship Committee will consist of at least one Executive Board member, and the needed number of Association members to make up a committee of no less than five (5) and no more than nine (9) members. One music teacher may attend the Committee meetings in an advisory capacity. No member serving on the committee may have a child applying for a scholarship.
- Section IX: The Nominating Committee shall seek out interested parties to serve on the Executive Committee and shall consist of at least three (3) members.
- Section X: The Merchandising Committee shall attend to the purchase and selling of logo wear and band/guard related items
- Section XI: All monies received by the Committees shall be turned over to the Treasurer in a timely manner.
- Section XII: All Committees must submit a final report to the Executive Board no later than one month after an event is held.

ARTICLE VIII - EXECUTIVE BOARD:

- Section I: The Executive Board (also referred to as the “Board”) shall consist of the President, Vice-President, Secretary, Treasurer and three Members at Large. The Music Staff and the Past President shall be authorized to attend all Executive Board meetings as advisors but they shall not be considered as Executive Board members. The Head Chaperones and Head Pit Crew may attend Executive Board meetings at the invitation of the Board. Special meetings may be held without the presence of the Music Staff.
- Section II: The duties of the Executive Board shall be to transact necessary business in the intervals between Association meetings.
- Section III: Four (4) elected Executive Board members, one of which must be either the Association President or Vice-President, shall constitute a quorum.

Section IV: The representative of the Music Department shall provide to the Board a monthly report of the activities and financial expenses relating to the Music Association's contribution to the music program.

Section V: At the end of the fiscal year (from July 1 to June 30), a business-planning meeting will be held for the purpose of planning the projected revenues and expenses of the coming year. At this meeting, it is requested that the representative of the Music Department supply a list of projected expenditures for review by the Board. The Treasurer shall prepare and present a summary of the prior year income and expenses.

ARTICLE IX - AUTHORITY:

Section I: The rules contained in "Robert's Rules of Order (revised)" shall govern this Organization and Committee in all cases in which they do not conflict with the rules of this organization.

ARTICLE X - AMENDMENTS TO THE BY-LAWS:

Section I: These by-laws may be amended by a 2/3rd majority vote of the Executive Board in attendance and shall be reviewed annually.

ARTICLE XI - ALLOCATION OF ASSOCIATION FUNDS:

Section I: All requests to the Association for financial funding shall be submitted in writing to the Executive Board for its review and consideration. Requests from the Music Department must first be approved by the Music Director. All such written requests should be forwarded to the Association, as soon as possible in advance of a proposed Band/Choral activity in order to allow the Executive Board members the proper amount of time in which to vote on said expense and also insure that necessary funds are available. The Executive Board shall act as expeditiously as possible on all such requests, and will in turn advise the Director of the Music Department of their decision. The time lapse from the original request to the decision of the Executive Board shall be such that ample time will be available for proper planning of any anticipated event.

Section II: Expenditure limits:

The President is authorized to spend up to \$100.00 without the approval of the Executive Board.

Any expenditure over \$100.00 and not to exceed \$1000.00 must have approval of the Executive Board.

Any expenditure exceeding \$1000.00, excluding expenditures related to a specific fundraiser, must receive approval by the Executive Board and the General Membership.

Unforeseen emergency expenditures as deemed necessary by the Executive Board, shall be reviewed at the next General Meeting.

All expenditures shall be paid for by check or credit card.

By-law revisions were drafted at the
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