

Constitution and Bylaws

West Springfield Music Parents Association

This document outlines the bylaws of the West Springfield Music Parents Association (“the Association”).

Article I.	Duties of Officers and Other Key Members of the Association
	Officers of the Association are defined as the President, Vice President, Secretary, and Treasurer. The President and Vice President may function and be established as Co-Presidents if agreed upon at the time of appointment. Co-Presidents have identical authority as a President.
Sec. 1.	The President shall preside and maintain order at all meetings of the Association, appoint all committees, and serve as ex-officio members of all committees.
	The Vice President shall assist the President with all Association business as assigned and, serve as de-facto stead for the President in their absence.
Sec. 2.	The Secretary shall keep the records and minutes of all meetings, and attend to needed correspondence.
Sec. 3.	The Treasurer is responsible for all financial business of the Association. Those responsibilities include, but are not limited to: • Receiving all funds due the Association • Depositing same in Association bank accounts approved by the President within two business days of receipt of funds • Paying out same within two business days after receiving approval by the membership • Ensuring that the Association remains in good standing with all local, state, and federal fundraising laws and regulations including, but not limited to, the Association’s annual 501(c)3 Charitable Org. filing and West Springfield School Board raffle approvals with the help of the Fundraising Chair.
	The Treasurer shall keep an accurate record of all receipts and disbursements, showing each account separately as well as a complete record of all funds, and shall give a report at every meeting.
	The Treasurer shall present the annual financial report to the membership prior to the close of the calendar year.
	The Treasurer shall prepare annual tax filings no later than November 15, such that the accountant is able to file prior to July 31 each year.

	The Treasurer shall sit on the Fundraising Committee.
	Treasurer Assistant or Co-Treasurer shall assist the Treasurer in any and all tasks necessary to ensure the Association stays in good overall standing. This position is only necessary to be staffed at the discretion of the Treasurer.
Sec. 4.	The Publicity Chairperson shall attend to all advertising and correspondence to the press, social media, and all other matters of publicity as they arise.
Sec. 5.	The Fundraising Chairperson shall be responsible for researching possible fundraising activities and presenting viable proposals to the membership no later than the October meeting for that school year. Chairperson shall partner in the responsibility of submitting fundraising requests to school for approval and submitting an annual Town Raffle permit each April.
Sec. 6.	The Historian shall: • Gather photos and videos in an online format to be accessible by students and parents. All submissions should be previewed to maintain the integrity of the site (e.g., appropriateness). • Maintain a backup archive on either an external hard drive or disc format • Prepare an annual presentation for the end-of-year banquet. A committee of students and parents is recommended with the Historian as chair. • Ensure photos and videos of events are gathered • Maintain all Association photo and video equipment • Provide photos and/or videos to Association members upon request
Sec. 7.	The Web Master shall: • Maintain the Association website as required • Ensure that the Association Constitution and Bylaws, meeting information, and draft and approved minutes are posted to the Association Members section of the website. • Ensure that outdated information is removed from the website in a timely manner • Inform the President of any outreach received through the website
Article II.	Executive Board
Sec. 1.	The executive board shall comprise the officers of the Association, the directors of the high school band and chorus, and the immediate past President(s) of the Association.
Sec. 2.	The executive board shall have general supervision of the affairs of the Association.
Sec. 3.	The executive board shall communicate prior to each Association meeting to set an agenda.
Sec. 4.	The President(s) may make emergency allocations of funds up to \$1000.00 in between meetings with reporting at the next regularly scheduled meeting. Emergency allocations are subject to approval by the Treasurer.
Article III.	Membership

	By default, Association members include the parents, guardians, or other caretakers of students in West Springfield (MA) public school music programs, including all elementary, middle, and high school chorus and band programs.
	For anyone who does not meet the above requirements, membership may be approved by a simple majority vote by existing Association members.. <i>Upon adoption of the by-laws, any current member who does not meet the above requirement shall not require a vote.</i>
Article IV.	Meetings
	The rules contained in <i>Robert's Rules of Order - Simplified</i> ¹ shall govern this Association in all cases in which they do not conflict with the rules of the Association
	Meetings shall normally be scheduled on a monthly basis on a date and time set by the President and agreed upon by Association members. No more than 90 days shall elapse between regular meetings.
	Meetings shall be held in person or remotely using internet-based meeting tools (e.g., Microsoft Teams or Webex).
	Quorum is achieved by either (1) at least 75 percent attendance by the President, Vice President, Secretary, and Treasurer or (2) at least 50 percent of the Association officers and five additional members of the Association. In the event the Secretary cannot attend a meeting, the duties of Secretary shall be assigned by the Presidents to be carried out for the duration of the meeting and reported at the next meeting.
Sec. 1.	There shall be the following standing committees: Fundraising, Nominating, Scholarship, Student Liaison, and Pops Concert. Other committees may be formed as deemed necessary by the President. Committee chairpersons may accept volunteers or appoint members as necessary.
Sec. 2.	The Fundraising Committee shall consist of at least three people in addition to the Treasurer.
Sec. 3.	The Nominating Committee shall consist of three people, one of whom shall be a present officer. A slate of candidates shall be presented at the April meeting. The committee may then entertain nominations from the floor. Election of officers will take place by paper ballot in May. Installation of officers by the Nominating Committee will occur at the annual banquet.
Sec. 4.	The Scholarship Committee shall consist of five people, none of whom has a child applying for said awards. The Scholarship Committee shall convene at the January meeting and be in force until awards are presented to the selectees. The committee must have the selection process finalized and submitted to the guidance department no later than May 15 each year.

¹ https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Sec. 5.	The Student Liaisons shall consist of one student from each of the high school band, chorus, and color guard, and convey information between the Association and the students in the music department. The Liaison must be available to visit students during school hours to update students on Association activities and motivate students to participate in projects, encouraging a cooperative, mutually supportive community.
Sec. 6.	The Pops Concert Committee shall consist of as many people as deemed necessary by its chair. The committee functions from three months prior to the scheduled concert date, usually early April, and coordinates all efforts with the student chairpersons as well. Membership should include the previous adult chairperson when possible.
Sec. 7.	The President(s), Vice President, and directors of the music departments shall be ex-officio members of all committees.
	Special meetings may be convened for events or fundraisers. These meetings do not require quorum, the maintenance of meeting minutes, reporting, or attendance by association officers.
Article V.	Internet-Based Communication
	The Association shall maintain a private internet-based communication platform (e.g., Discord) that is accessible to all participating members of the Association.
	Voting may occur within the platform for expenditures, or to begin fundraising efforts. Voting shall remain open for no less than 24 hours or until adequate votes (more than 50 percent of meeting-attending members) have voted “yes” or “no”.
	All votes held on the platform shall be documented in the consent agenda for a future meeting. No more than two meetings shall be held without voting to approve items on the consent agenda. The President is responsible for ensuring compiled votes are presented at a regular meeting.
Article VI.	Elections
Sec. 1.	Officers are to be elected at the May meeting, for a term of one year.
Sec. 2.	A simple majority vote of members present shall constitute an election.
Sec. 3.	The executive board shall have the power to fill any vacancy for an unexpired term.
Article VII	Finances
	Deposits and payments shall occur within two business days of notification of invoice or receipt of funds, or notification must be made to the President of delays. One President and the Treasurer are the only two individuals with signing permissions and debit cards. The other President, or Co-Treasurer (Treasurer’s assistant) may bring deposits to the bank.
	No purchases over the amount of \$100 can be made or spent without board approval. Approval can be in a digital platform.
	Reimbursements are not a guarantee, and will require a copy of a receipt (can be digital) with

	explanation of what item(s) were purchased for.
	When donations to the Association are intended by the donor for a specific purpose, the donation must be accompanied by a written statement outlining the specific use. This written form of communication may be in the form of electronic communication such as email or text message, or on paper. Absent this communication, the donation must be allocated to the general funds of the Association.
Article VIII.	Amendments
Sec. 1.	The constitution and bylaws may be amended by a simple majority vote of the members present at a regular meeting. The executive board must provide copies of proposed amendments and a notice of such meeting to change the bylaws no less than 14 days prior to the meeting.
Sec. 2.	The rules contained in Robert's Rules of Order, Revised shall govern this Association in all cases in which they do not conflict with the rules of this Association.
Adopted:	12/5/2023 MMMM, YYYY