

## 1 **ARTICLE I: NAME AND OBJECTIVES**

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2 **SECTION I:** The association shall be called the “Nottingham High School Marching Unit Parents  
3 Association”, hereafter referred to as NMUPA.

4 **SECTION II:** The objectives of NMUPA shall be to promote the legitimate educational and musical  
5 goals of the Nottingham High School Marching Unit. It will not, at any time or in any  
6 manner, interfere with the direction, management, activities or administration of said  
7 unit.

8 **SECTION III:** NMUPA shall, with the approval of the Directors of the Nottingham High School  
9 Marching Unit and the Principal of Nottingham High School, achieve this objective by  
10 one or several of the following:

11 **A.** Initiating, conducting, and assisting in developing educational, musical and social  
12 activities of the Nottingham Marching Unit which are not normally a regular part of  
13 the school program.

14 **B.** Establish a scholarship program for the benefit of worthy members of the Marching  
15 Unit in their pursuit of higher education.

16 **C.** Render assistance, financial or otherwise, to the end that the objective of NMUPA is  
17 served.

## 18 **ARTICLE II: MEMBERSHP**

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19 **SECTION I:** Full membership in NMUPA shall be open to all parents or legal guardians of all the  
20 active Marching Unit members. This membership terminates immediately upon the unit  
21 member leaving the unit for any reason.

22 **SECTION II:** Honorary (Non-Voting) Membership in NMUPA is open to all friends of Nottingham High  
23 School. They will have NO VOTE in the operation of NMUPA but will be welcome to  
24 attend all functions of NMUPA.

25 **SECTION III:** The directors of the Marching Unit and the Principal of Nottingham High School shall be  
26 members ex-officio.

## 27 **ARTICLE III: EXECUTIVE COMMITTEE**

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28 **SECTION I:** The Officers of NMUPA shall be:

- 29                   ▪ President  
30                   ▪ Vice-President  
31                   ▪ Recording Secretary  
32                   ▪ Corresponding Secretary  
33                   ▪ Treasurer

34 **SECTION II:** The Executive Board shall consist of the Chairmen and Co-Chairmen of the standing  
35 committees.

36 **SECTION III:** The Executive Committee shall consist of the Officers of NMUPA and the Executive  
37 Board. The Executive Committee together with the Directors of the Marching Unit will  
38 meet to formulate plans and propose all purposes and procedures of NMUPA.

39 **SECTION IV:** The Officers of NMUPA shall be elected for a term of one (1) year upon approval by a  
40 majority vote of the general Full Membership at the General Membership Meeting in  
41 May. The Executive Board, (Chairmen/Co-Chairmen), shall be appointed by the  
42 President for a term of one (1) year in June, or as needed throughout the year.

# BYLAWS

(As of 5/11/2009)

43                   A. The Officers of NMUPA may serve no more than three (3) consecutive terms in the  
44                   same capacity.

45                   B. An Executive Board member (Chairmen/Co-Chairmen) may serve no more than  
46                   three (3) consecutive terms in the same capacity.

47 **SECTION V:** Vacancies on the Executive Committee (Officers, Chairmen, & Co-Chairmen), whether  
48                   caused by parent or Unit Member resignation, death, or otherwise, shall be filled by a  
49                   majority vote of the Full members present at the next executive committee meeting. A  
50                   full member thus elected to fill any vacancy shall hold that office until the Annual  
51                   Meeting when new officers are elected.

52 **SECTION VI:** A quorum exists if seven (7) members of the Executive Committee are present.

53 **SECTION VII:** No decision, pact, contract, agreement, or the like made by an individual of NMUPA will  
54                   be binding on NMUPA unless approved in the proper manner at a General membership  
55                   meeting or an Executive Committee meeting.

56 **SECTION VIII:** A minimum of seven members shall be appointed to the Executive Board (Chairmen &  
57                   Co-Chairmen).

58 **SECTION IX:** The following provisions shall govern the qualifications and eligibility of individuals to be  
59                   Executive Committee members:

60                   A. Each individual shall be a current, voting member of NMUPA.

61                   B. A person who has served more than one half of a term shall be deemed to have  
62                   served a full term, in such position/office.

63 **SECTION X:** Executive Committee (Officers, Chairmen, & Co-Chairmen) members shall serve until  
64                   their successors are elected and/or appointed.

65 **SECTION XI:** The duties of the Executive Committee shall be:

66                   A. To Transact necessary business in the intervals between NMUPA meetings and such  
67                   other business as may be referred to it by the association;

                  B. To approve the work plans of the standing committees.

68 **ARTICLE IV: MEETINGS**

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69 **SECTION I:** General Membership Meetings:

70                   A. General Membership meetings shall be held monthly from September to June.  
71                   Dates and times of the meetings shall be determined by the President and  
72                   announced at the first general membership meeting of the school year.

73                   B. Three (3) days notice shall be given of a change of date of general membership  
74                   meetings.

75                   C. The General Membership meeting for the purpose of the budget presentation,  
76                   committee reports and such business as may come before it shall be in June.

77                   D. The General Membership meeting for the purpose of the audit approval, hearing  
78                   committee reports and such business as may come before it shall be in September.

79                   E. Fifteen (15) voting members shall constitute a quorum for the transaction of  
80                   business in any general membership meeting of NMUPA.

# BYLAWS

(As of 5/11/2009)

Nottingham Marching Unit  
Parents Association

- 81 **SECTION II:** Executive Committee Meetings
- 82 **A.** Executive Committee meetings shall be held monthly from September to June.
- 83 Dates and times of the meetings shall be determined by the President and
- 84 announced at the first executive committee meeting of the school year.
- 85 **B.** Special meetings of the Executive Committee (Officers, Chairmen, & Co-Chairmen),
- 86 may be called at the discretion of the President. All members of the Executive
- 87 Committee must be notified of the purpose of the meeting and the President will
- 88 then establish a time for the meeting so that at least two-thirds (2/3) of the
- 89 members will be available to gather. Only the business for which the meeting was
- 90 called for may be discussed and voted upon. A majority vote will be required for
- 91 approval by the members present.

## 92 **ARTICLE V: RULES OF ORDER**

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- 93 **SECTION I:** Robert's Rules of Order, Newly Revised shall be the parliamentary authority of NMUPA.

## 94 **ARTICLE VI: DISSOLVING THE ASSOCIATION**

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- 95 **SECTION I:** In the event that the Nottingham High School Marching Unit Parents Association must
- 96 dissolve its relations with Nottingham High School, all of the net assets of NMUPA will
- 97 be turned over to the Directors of the Nottingham High School Marching Unit for the
- 98 express use and benefit of the members of the Marching Unit. All financial accounting
- 99 must be completed (outstanding bills paid, all interest recorded, and bank accounts
- 100 closed, etc.) and an audit of the books made prior to presenting the funds to the said
- 101 Directors. In the event that the Marching Unit ceases to exist, the net assets of NMUPA
- 102 will go to the Nottingham High School.

## 103 **ARTICLE VII: AMENDMENTS AND REPEALS**

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- 104 **SECTION I:** Proposals to amend these Bylaws may be submitted in writing at any General
- 105 Membership Meeting. Such proposed amendments must be signed by seven (7) voting
- 106 members of NMUPA and shall be read at that meeting by the Recording Secretary.
- 107 After such reading, they shall be voted upon at the next General membership meeting
- 108 of NMUPA and shall become a part of the Bylaws upon approval by two-thirds (2/3) of
- 109 the voting members present and voting.
- 110 **SECTION II:** Standing Rules require only a majority vote to adopt. To amend them takes either a
- 111 majority vote of the Executive Committee present and voting with previous notice.
- 112 Without previous notice a two-thirds (2/3) vote of the Executive Committee present and
- 113 voting or majority vote of the General Membership present and voting is needed.

114 **ARTICLE VIII: MEMBERSHIP AND DUES**

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115 **SECTION I:** Annual membership dues to be a voting member in good standing shall be \$7.50 per  
116 parent/guardian.

117 **SECTION II:** Honorary (Non-voting) members shall pay annual dues in the amount of \$5.00 per  
118 person to be deemed an active, Non-voting member.

119 **SECTION III:** The privilege of holding office, introducing motions, debating, and voting shall be limited  
120 to members who have been voting members in good standing at least fifteen (15) days.

121 **SECTION IV:** The membership year shall be from August 1 to July 31.

122 **ARTICLE IX: DUTIES OF OFFICERS**

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123 **SECTION I:** Duties of the President:

124 **A.** The President shall preside at all meetings of NMUPA, shall perform such other  
125 duties as may be assigned to him/her by the executive committee, shall coordinate  
126 the work of the officers and committees of this association in order that the  
127 objectives may be promoted, and shall be an ex-officio member of all committees  
128 except the Nominating Committee and the Audit Committee.

129 **B.** The President should, prior to each meeting, make an order of business (agenda)  
130 showing, in order, what business is to come before the group.

131 **C.** The President shall appoint an audit committee in May to audit the treasurer's  
132 account(s).

133 **SECTION II:** The Vice President shall act as aide to the President and shall in their designated order  
134 perform the duties of the President in the President's absence or inability to serve.  
135 Also, the Vice President shall serve as an ex-officio member and superintend such  
136 committees so designated by the President.

137 **SECTION III:** All Chairmen of any committee will be required to submit a final detailed written report  
138 to the Executive Committee within sixty (60) days after a committee planned function  
139 has been completed. Where applicable, a separate financial report must be given to the  
140 Treasurer for use in the annual audit.

141 **SECTION IV:** The Secretaries' duties shall be as follows:

142 **A.** The Recording Secretary shall record the minutes of all meetings of NMUPA and the  
143 Executive Committee, which shall be an accurate and official record of all business  
144 transacted. The Recording Secretary also shall be the custodian of all NMUPA  
145 records and the committee reports. The Recording Secretary shall have a copy of  
146 the approved Bylaws and Standing Rules available at every meeting, and shall  
147 perform other duties as may be delegated to him/her.

148 **B.** The Corresponding Secretary shall create an accurate unit member list including  
149 member name, parent(s)/guardian(s) names, mailing address, E-mail address and  
150 telephone numbers and have a copy of this list available at every meeting. It shall  
151 also be the responsibility of this secretary to prepare and distribute a NMUPA  
152 newsletter and conduct any other correspondence of NMUPA as requested by the  
153 President.

- 154 **SECTION V:** Duties of the Treasurer:
- 155 **A.** The Treasurer shall receive all Association funds, which shall be deposited in a bank
- 156 selected or approved by the Executive Committee. All checks shall require two
- 157 signatures, one each of any of the following: President, Vice President or Treasurer.
- 158 **B.** The Treasurer will maintain an accurate record of all transactions, make a detailed
- 159 report of receipts and disbursements at each business meeting and make all
- 160 payments as approved by the Executive Committee and/or in accordance with the
- 161 approved budget. The financial books of NMUPA will be audited annually, or upon
- 162 change of officer (President, Vice President or Treasurer) by an audit committee
- 163 appointed by the President and will submit its report to the Executive Committee.
- 164 Additionally, the Treasurer will be responsible for obtaining the gaming license and
- 165 filing an income tax report to the IRS, if necessary. The treasurer shall also file
- 166 Charitable Registration and Annual Incorporation documents required by Federal or
- 167 State agencies.
- 168 **C.** The President has the authority to have the Treasurer make payments for special
- 169 projects not to exceed One Hundred Dollars (\$100.00) a month, without
- 170 authorization of the Executive Committee. There cannot be repeat payments in
- 171 succeeding months for the same project without approval of the Executive
- 172 Committee.

173 **ARTICLE X: ELECTIONS**

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- 174 **SECTION I:** The eligibility requirement to be an elected official of NMUPA is that one must be a
- 175 Voting Member in good standing for at least fifteen (15) days.
- 176 **SECTION II:** The President shall appoint the Nominating Committee in March to include three (3)
- 177 Voting Members of the General Membership and two (2) Voting Members of the
- 178 Executive Committee (Officers, Chairmen, & Co-Chairmen). The slate shall be presented
- 179 at the April General Meeting.
- 180 **SECTION III:** Nominations may be made and seconded from the floor by voting Members in good
- 181 standing and will be accepted providing the Nominee accepts the nomination. This will
- 182 take place during the May General Membership Meeting.
- 183 **SECTION IV:** Elections will take place during the General Membership Meeting in May.
- 184 **SECTION V:** Voting shall be by Voting Members in good standing and no person shall cast more than
- 185 one vote. There shall be no voting proxy. If there is but one nominee, a voice vote will
- 186 be taken. If there is more than one nominee for a position(s), voting on that position
- 187 will be by paper ballot for said position(s).
- 188 **SECTION VI:** The Officers shall assume their official duties following the close of the general
- 189 membership meeting in May, except for the Treasurer, who will assume their duties
- 190 after the annual audit is conducted, but no later than July 15<sup>th</sup>.
- 191 **SECTION VII:** All officers, except the treasurer, shall deliver to their successors all official material not
- 192 later than 10 days following the close of the general membership meeting in May, or
- 193 immediately in case of resignation.
- 194 **SECTION VIII:** The Treasurer shall deliver all official materials to their successor immediately upon
- 195 completion of the annual audit.

# BYLAWS

(As of 5/11/2009)

Nottingham Marching Unit  
Parents Association

196 **SECTION IX:** The Executive Board (Chairmen and Co-Chairmen) shall assume their official duties  
197 following the close of the General Meeting in June.

198 **SECTION X:** All committee chairmen and co-chairmen shall deliver to their successors all official  
199 material not later than 10 days following the close of the general membership meeting  
200 in June, or immediately in case of resignation.

## 201 **ARTICLE XI: STANDING COMMITTEES AND SPECIAL COMMITTEES**

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202 **SECTION I:** Voting members and honorary members will be able to serve as members of  
203 committees.

204 **SECTION II:** Such standing committees shall be created by the Executive Committee as may be  
205 required to promote the objectives and interests of NMUPA.

206 **SECTION III:** The chairmen of all standing committees shall present plans of work to the executive  
207 committee (Officers, Chairmen, & Co-Chairmen), for approval, and no committee work  
208 shall be undertaken without the approval of the executive committee.

209 **SECTION IV:** Special committees shall be appointed by the president or executive committee as  
210 deemed necessary to carry on the work of NMUPA. Since a special committee is created  
211 and appointed for a specific purpose, it automatically goes out of existence when its  
212 work is done and its final report is received.

## 213 **ARTICLE XII: FISCAL YEAR**

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214 **SECTION I:** The fiscal year of NMUPA shall begin on July 1 and end on June 30. The fiscal year may  
215 differ from the membership year.

### **Revisions to Previous Constitution & Bylaws Prior to September 2008:**

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3/29/04	Constitution	Article III, Executive Committee	Section II, A, B, C & D (Amended)
3/29/04	Constitution	Article IV, Executive Committee	(Amended)
3/29/04	Bylaws	Article I, Membership & Dues	Section I (Amended)
3/29/04	Bylaws	Article II, Executive Committee	Section IV (Amended)
9/19/05	Bylaws	Article VI, Scholarship	Section D (Added and made effective July 1, 2005)
9/19/05	Bylaws	Article VI, Scholarship	Section E (Added)
4/9/06	Bylaws	Article VI, Scholarship	Section I A & B (Amended to A & B only)
4/9/06	Bylaws	Article VI, Scholarship	Section II A, B, C & D (Added)
10/14/08		New Bylaws & Standing Rules Adopted	
5/11/2009	Bylaws	Article XI, Scholarship removed to become Scholarship Committee Standing Rules	



# Student Trip Credits Standing Rules

9/30/2008

Nottingham Marching Unit  
Parents Association

## STANDING RULES:

- 1                    1. NMUPA offers the marching unit student an opportunity to obtain trip credits  
2                    through fundraising efforts to help defer the cost of Marching Unit trips. (i.e.  
3                    Disney, Broadway Shows).
- 4                    2. Student trip credits earned may vary with each designated fundraiser.
- 5                    3. A record shall be maintained of all trip credits earned and used. This information  
6                    will be made available upon request.
- 7                    4. Student Trip Credits may only be used to offset the student unit member's trip  
8                    costs. (Trip credits may not be used by Parent/Guardian NMUPA members).
- 9                    5. Upon graduation, trip credits may be transferred to an immediate incoming sibling  
10                   only. In absence of an immediate incoming sibling, all unused student trip credits  
11                   will be transferred to the NMUPA general fund.
- 12                   6. Student trip credits will be annually audited by a committee appointed by the  
13                   President of NMUPA. This audit will take place concurrent with the NMUPA  
14                   financial books.

# Scholarship Committee

## Standing Rules

Adopted 05/11/2009

Nottingham Marching Unit  
Parents Association

### REFERENCE TO BYLAWS ARTICLE XII: SCHOLARSHIP

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**SECTION I:** Scholarship Program money raised throughout the year will be designated solely for the use of seniors graduating and any unused funds will be carried over to the following year.

#### STANDING RULES:

- 1                    1. In order to determine how scholarship program awards will be disbursed, the  
2                    Directors shall provide to the scholarship committee an approximate report of how  
3                    many students are eligible for scholarships. This report shall include the number of  
4                    years the students have been members of the marching unit. This report shall be  
5                    provided to the scholarship committee prior to the October Executive Board  
6                    Meeting.
- 7                    2. Eligibility to participate in the scholarship program is contingent upon the student  
8                    planning to attend any post secondary institution.
- 9                    3. Eligibility of a student to participate in the NMUPA Scholarship Program for all  
10                    Marching Unit members requires a parent/guardian to become a member of the  
11                    NMUPA by November 30<sup>th</sup> of each year the student is a Marching Unit member  
12                    subject to the following clauses:
  - 13                    a. For the Class of 2013 and beyond the parent/guardian must be a member each  
14                    year.
  - 15                    b. For the Class of 2012, the parent/guardian must be a member for the student's  
16                    sophomore, junior and senior years.
  - 17                    c. For the Classes of 2010 & 2011 the parent/guardian must be a member for the  
18                    student's junior and senior years.
- 19                    4. Scholarship consideration will be given to all eligible students who complete a  
20                    scholarship essay. The topic will be decided upon by the scholarship committee and  
21                    may vary from year to year.
- 22                    5. In order to ensure fairness to all eligible students the scholarship committee  
23                    reserves the right to review the records of eligible candidates with respect to any  
24                    disciplinary action. This includes, but is not limited to, any suspensions resulting  
25                    from infractions incurred during participation a school-sanctioned function.
- 26                    6. Eligibility of student is dependent upon a minimum of four (4) hours of mandatory  
27                    service for each student member of the marching unit. An additional four (4) hours  
28                    of mandatory service is required from the parent/guardian per marching unit  
29                    (student) member, in order for their marching unit (student) member to qualify for  
30                    a Scholarship Award. Legitimate service hours are determined by the NMUPA, not  
31                    the directors. Exceptions are as follows:
  - 32                    a. Class of 2010 – Two (2) mandatory service hours per student member, two (2)  
33                    mandatory service hours per parent/guardian were required for their freshmen  
34                    year. Four (4) mandatory service hours per student member, four (4)

# Scholarship Committee

## Standing Rules

Adopted 05/11/2009

Nottingham Marching Unit  
Parents Association

35 mandatory service hours per parent/guardian were required for their  
36 sophomore, junior and senior years.

37 7. Mandatory Service Hours are accrued as follows:

38 a. One hour of mandatory service = One hour of accrued time.

39 b. A donation of food/beverage per event = 15 minutes. (This translates to 15  
40 minutes for all donations per event, not 15 min. per item donated).

41 c. Each event chairperson shall provide and make fully known a sign-in/sign-out  
42 mandatory service record sheet. It will be the responsibility of each marching  
43 unit student and parent/guardian to log their mandatory service hours on the  
44 provided sheet.

45 d. A record of Mandatory Service hours will be maintained. This information will  
46 be available upon request and each student will be advised of their accumulated  
47 service hours for the current school year no later than February 15<sup>th</sup>, so that the  
48 student and/or parent would still have time and opportunities to fulfill their  
49 time, if they were short on service hours.

50 e. In order to ensure that accurate records of hours have been maintained, and  
51 students and parents have been duly notified of their accumulated service hours  
52 for any school year prior to the 2009-2010 school year, students and parents  
53 will be allowed, during the 2009-2010 school year, to make up any shortage of  
54 hours they may have from previous years. All marching unit members will be  
55 notified, by September 30, 2009 of how many student and parent volunteer  
56 hours they have been credited with from previous school years. All class of  
57 2010 members will need to have 10 student and 10 parent hours, class of 2011  
58 members will need to have 8 parent hours and 8 student hours, and class of  
59 2012 members will need to have 4 parent hours and 4 student hours to have  
60 fulfilled their mandatory service hours as of 9/30/09. All classes will still be  
61 required to donate their 4 parent hours and 4 student hours for the school year  
62 2009-2010, but they will also be able to work additional hours during that  
63 school year if they need to make up any previous hours. Example: If a student in  
64 the class of 2011 has accrued 7 student hours and 5 parent hours as of 9/30/09,  
65 then in order for them to fulfill their mandatory hours to qualify for a  
66 scholarship in their senior year, they would need to work 5 student hours and 7  
67 parent hours during the 2009-2010 school year (4 student hours for 2009-2010  
68 + 1 student hour to make up a previous deficit, and 4 parent hours for 2009-  
69 2010 + 3 parent hours to make up the previous deficit) and then they would still  
70 need to serve their required mandatory hours during the 2010-2011 school  
71 year. **The opportunity to make up hours from previous years is ONLY valid**  
72 **during the 2009-2010 school years and will be removed as of 8/1/2020.**

73 8. Upon the scholarship committee determination of Marching Unit student's eligibility  
74 funds will be disbursed as follows;

75 a. 4 year member; the amount targeted is \$400.00.

# Scholarship Committee

## Standing Rules

Adopted 05/11/2009

Nottingham Marching Unit  
Parents Association

- 76                           **b.** 3 year member; the amount targeted is \$300.00.
- 77                           **c.** 2 year member; the amount targeted is \$200.00.
- 78                           **d.** If the funds are not available to reach the targeted amounts, the funds will be
- 79                                 adjusted accordingly.
- 80                           **9.** Scholarship Program Award checks are finalized after completion of a scholarship
- 81                                 acceptance form and either a tuition receipt, fee statement or class schedule from
- 82                                 an institute of higher learning or trade school or signed confirmation from said
- 83                                 indicating student enrollment.

The scholarship committee met on 9/29/08. A decision was made to suspend adding these for the October meeting vote. NMUPA will put OLD Scholarship Bylaws back in until committee can meet to make amendments.