

1 BYLAWS

Nottingham Marching Unit

3 (As of 5/11/2009)

Parents Association

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1 **ARTICLE I: NAME AND OBJECTIVES**

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

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

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

- 11 A. Initiating, conducting, and assisting in developing educational,
12 musical and social activities of the Nottingham Marching Unit which
13 are not normally a regular part of the school program.
- 14 B. Establish a scholarship program for the benefit of worthy members
15 of the Marching Unit in their pursuit of higher education.
- 16 C. Render assistance, financial or otherwise, to the end that the
17 objective of NMUPA is served.

18 **ARTICLE II: MEMBERSHP**

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

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

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

28 **ARTICLE III: EXECUTIVE COMMITTEE**

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

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

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

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

41 **SECTION IV:** The Officers of NMUPA shall be elected for a term of one (1) year
42 upon approval by a majority vote of the general Full Membership at the

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General Membership Meeting in May. The Executive Board, (Chairmen/Co-Chairmen), shall be appointed by the President for a term of one (1) year in June, or as needed throughout the year.

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

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

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

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

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

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

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

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

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

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

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

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

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

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ARTICLE IV: MEETINGS

SECTION I: General Membership Meetings:

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

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

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

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

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E. Nine (9) voting members shall constitute a quorum for the transaction of business in any general membership meeting of NMUPA.

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92SECTION II: Executive Committee Meetings

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A. Executive Committee meetings shall be called as needed from September to June. Dates and times of the meetings shall be determined by the President, announced in a reasonable amount of time and the committee notified.

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B. Special meetings of the Executive Committee (Officers, Chairmen, & Co-Chairmen), may be called at the discretion of the President. All members of the Executive Committee must be notified of the purpose of the meeting and the President will then establish a time for the meeting so that at least two-thirds (2/3) of the members will be available to gather. Only the business for which the meeting was called for may be discussed and voted upon. A majority vote will be required for approval by the members present.

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105ARTICLE V: RULES OF ORDER

106SECTION I: Robert's Rules of Order, Newly Revised shall be the parliamentary authority of NMUPA.

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108ARTICLE VI: DISSOLVING THE ASSOCIATION

109SECTION I: In the event that the Nottingham High School Marching Unit Parents Association must dissolve its relations with Nottingham High School, all of the net assets of NMUPA will be turned over to the Directors of the Nottingham High School Marching Unit for the express use and benefit of the members of the Marching Unit. All financial accounting must be completed (outstanding bills paid, all interest recorded, and bank accounts closed, etc.) and an audit of the books made prior to presenting the funds to the said Directors. In the event that the Marching Unit ceases to exist, the net assets of NMUPA will go to the Nottingham High School.

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119ARTICLE VII: AMENDMENTS AND REPEALS

120SECTION I: Proposals to amend these Bylaws may be submitted in writing at any General Membership Meeting. Such proposed amendments must be signed by seven (7) voting members of NMUPA and shall be read at that meeting by the Recording Secretary. After such reading, they

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124 shall be voted upon at the next General membership meeting of
125 NMUPA and shall become a part of the Bylaws upon approval by two-
126 thirds (2/3) of the voting members present and voting.

127 **SECTION II:** Standing Rules require only a majority vote to adopt. To amend them
128 takes either a majority vote of the Executive Committee present and
129 voting with previous notice. Without previous notice a two-thirds (2/3)
130 vote of the Executive Committee present and voting or majority vote of
131 the General Membership present and voting is needed.

132 **ARTICLE VIII: MEMBERSHIP AND DUES**

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

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

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

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

141 **ARTICLE IX: DUTIES OF OFFICERS**

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

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

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

152 **C.** The President shall appoint an audit committee in May to audit the
153 treasurer’s account(s).

154 **SECTION II:** The Vice President shall act as aide to the President and shall in their
155 designated order perform the duties of the President in the President’s

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156 absence or inability to serve. Also, the Vice President shall serve as an
 157 ex-officio member and superintend such committees so designated by
 158 the President.

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

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

165 **A.** The Recording Secretary shall record the minutes of all meetings of
 166 NMUPA and the Executive Committee, which shall be an accurate
 167 and official record of all business transacted. The Recording
 168 Secretary also shall be the custodian of all NMUPA records and the
 169 committee reports. The Recording Secretary shall have a copy of
 170 the approved Bylaws and Standing Rules available at every
 171 meeting, and shall perform other duties as may be delegated to
 172 him/her.

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

180 **SECTION V:** Duties of the Treasurer:

181 **A.** The Treasurer shall receive all Association funds, which shall be
 182 deposited in a bank selected or approved by the Executive
 183 Committee. All checks shall require two signatures, one each of
 184 any of the following: President, Vice President or Treasurer.

185 **B.** The Treasurer will maintain an accurate record of all transactions,
 186 make a detailed report of receipts and disbursements at each
 187 business meeting and make all payments as approved by the
 188 Executive Committee and/or in accordance with the approved
 189 budget. The financial books of NMUPA will be audited annually, or
 190 upon change of officer (President, Vice President or Treasurer) by
 191 an audit committee appointed by the President and will submit its
 192 report to the Executive Committee. Additionally, the Treasurer will
 193 be responsible for obtaining the gaming license and filing an
 194 income tax report to the IRS, if necessary. The treasurer shall also
 195 file Charitable Registration and Annual Incorporation documents
 196 required by Federal or State agencies.

197 **C.** The President has the authority to have the Treasurer make
 198 payments for special projects not to exceed One Hundred Dollars

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199 (\$100.00) a month, without authorization of the Executive
 200 Committee. There cannot be repeat payments in succeeding
 201 months for the same project without approval of the Executive
 202 Committee.

203 ARTICLE X: ELECTIONS

204 **SECTION I:** The eligibility requirement to be an elected official of NMUPA is that
 205 one must be a Voting Member in good standing for at least fifteen (15)
 206 days.

207 **SECTION II:** The President shall appoint the Nominating Committee in March to
 208 include three (3) Voting Members of the General Membership and two
 209 (2) Voting Members of the Executive Committee (Officers, Chairmen, &
 210 Co-Chairmen). The slate shall be presented at the April General
 211 Meeting.

212 **SECTION III:** Nominations may be made and seconded from the floor by voting
 213 Members in good standing and will be accepted providing the Nominee
 214 accepts the nomination. This will take place during the May General
 215 Membership Meeting.

216 **SECTION IV:** Elections will take place during the General Membership Meeting in
 217 May.

218 **SECTION V:** Voting shall be by Voting Members in good standing and no person
 219 shall cast more than one vote. There shall be no voting proxy. If there
 220 is but one nominee, a voice vote will be taken. If there is more than
 221 one nominee for a position(s), voting on that position will be by paper
 222 ballot for said position(s).

223 **SECTION VI:** The Officers shall assume their official duties following the close of
 224 the general membership meeting in May, except for the Treasurer,
 225 who will assume their duties after the annual audit is conducted, but
 226 no later than July 15th.

227 **SECTION VII:** All officers, except the treasurer, shall deliver to their successors
 228 all official material not later than 10 days following the close of the
 229 general membership meeting in May, or immediately in case of
 230 resignation.

231 **SECTION VIII:** The Treasurer shall deliver all official materials to their
 232 successor immediately upon completion of the annual audit.

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

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

**239 ARTICLE XI: STANDING COMMITTEES AND SPECIAL
240 COMMITTEES**

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Page **6** of **7****Adopted 2008-10-14**

Executive Committee = Officers, Chairmen, & Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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

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

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

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

255 ARTICLE XII: FISCAL YEAR

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

Revisions to Previous Constitution & Bylaws Prior to September 2008:

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
11/8/2010	Bylaws	Article IV, Section I, E, Quorum changed to 9
11/8/2010	Bylaws	Article IV, Section II, A, Meetings called as needed

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Adopted 2008-10-14

Executive Committee = Officers, Chairmen, & Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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