

ARTICLE I: **NAME AND OBJECTIVES**

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

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

**SECTION III:** NMUPA shall, with the approval of the Directors of the Nottingham High School Marching and Indoor Percussion Units and the Principal of Nottingham High School, achieve this objective by one or several of the following:

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

ARTICLE II: **MEMBERSHIP**

**SECTION I:** Full membership in NMUPA shall be open to all parents or legal guardians of all the active Marching Unit or Indoor Percussion Unit members.

**SECTION II:** Honorary (non-voting) Membership in NMUPA is open to all friends of Nottingham High School. Alumni (non-voting) Membership in NMUPA is open to all former members of the Nottingham HS Marching Unit, Indoor Percussion Unit, or this association. Both will have NO VOTE in the operation of NMUPA but will be welcome to attend all functions of NMUPA.

**SECTION III:** The directors of the Marching Unit and the Principal of Nottingham High School shall be members ex-officio. Ex-officio members have all the rights and benefits of Full Members with the exception of being an Officer or Chairperson and they may only vote in the event of a tied vote. In the event of a tied vote, each present Ex-officio members shall cast a tie-breaker vote.

ARTICLE III: **EXECUTIVE BOARD**

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

- A. President
- B. Vice-President
- C. Recording Secretary
- D. Corresponding Secretary
- E. Treasurer

**SECTION II:**

- A. The Officers of NMUPA shall be elected for a term of one (1) year upon approval by a majority vote of the general Full Membership at the General Membership meeting in May.
- B. The Officers of NMUPA may serve no more than three (3) consecutive terms in the same capacity.
- C. A person who has served more than one half of a term shall be deemed to have served a full term, in such capacity.

**SECTION III:** The following provisions shall govern the qualifications and eligibility of individuals to be Officers:

- A. Each individual shall be a current, full member of NMUPA.
- B. Former Full members who were Full members in either of the previous two membership years may run for an officer position if they will be full members again in the term elected to.

ARTICLE IV: **MEETINGS**

**SECTION I:**

General Membership Meetings:

- 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.
- B. Three (3) days' notice shall be given of a change of date of general membership meetings.
- 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.
- D. General Membership meeting for the purpose of the audit approval and such business as may come before it shall be in September.
- E. The greater of twenty five percent (25%) of the full membership or nine (9) voting members shall constitute a quorum for the transaction of business in any general membership meeting of NMUPA.

**SECTION II:**

Executive Board Meetings

- A. Executive Board meetings shall be called as needed. Dates and times of the meetings shall be determined by the President, announced in a reasonable amount of time and the committee notified. All members of the Executive Board 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.
- B. Any business that is required to be conducted at a general meeting, may not be voted upon at an Executive Board meeting.

ARTICLE V: **RULES OF ORDER**

**SECTION I:**

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

# BYLAWS

## Nottingham Marching Unit Parents Association

### ARTICLE VI: DISSOLVING THE ASSOCIATION

**SECTION 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 and Indoor Percussion Units for the express use and benefit of the members of the Marching and Indoor Percussion Units. 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 and Indoor Percussion Units ceases to exist, the net assets of NMUPA will go to the Nottingham High School.

### ARTICLE VII: AMENDMENTS AND REPEALS

**SECTION I:** Proposals to amend these Bylaws shall be submitted in writing at any General Membership Meeting except the last meeting of the membership year. Such proposed amendments shall be read at that meeting by the sponsor of the amendment or the Recording Secretary. After such reading, they shall be voted upon at the next General Membership Meeting of NMUPA and shall become a part of the Bylaws upon approval by two-thirds (2/3) of the voting members present and voting.

**SECTION II:** Proposals to amend Standing Rules shall be submitted in writing at any General Membership Meeting except the last meeting of the membership year. Such proposed amendments shall be read at that meeting by the sponsor of the amendment or the Recording Secretary. After such reading, they shall be voted upon at the next General Membership Meeting of NMUPA and shall become a part of the Standing Rules upon approval by a majority of the voting members present and voting.

### ARTICLE VIII: MEMBERSHIP AND DUES

**SECTION I:** Annual membership dues to be a voting member in good standing shall be \$10.00 per parent/guardian.

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

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

**SECTION IV:** The membership year shall be from July 1 to June 30.

ARTICLE IX: **DUTIES OF OFFICERS AND COMMITTEE CHAIRPERSONS**

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

- A. The President shall preside at all meetings of NMUPA, shall coordinate the work of the officers and committees of this association in order that the objectives may be promoted, and shall be an ex-officio member of all committees except the Nominating Committee and the Audit Committee.
- B. The President should, prior to each meeting, make an order of business (agenda) showing, in order, what business is to come before the group.
- C. The President shall appoint an audit committee in May to audit the treasurer's account(s). The audit committee shall consist of the outgoing Treasurer, the incoming Treasurer (if applicable), and at least two full or ex-officio members.
- D. The President has the authority to have the Treasurer make payments for special projects not to exceed One Hundred Dollars (\$100.00) a month, without authorization of the Executive Board. There cannot be repeat payments in succeeding months for the same project without approval of the Executive Committee.

**SECTION II:** Duties of the Vice-President:

- A. The Vice President shall act as aide to the President and shall in their designated order perform the duties of the President in the President's absence or inability to serve. Also, the Vice President shall serve as an ex-officio member of such committees so designated by the President.

**SECTION III:** The Secretaries' duties shall be as follows:

- A. The Recording Secretary shall record the minutes of all meetings of NMUPA, which shall be an accurate and official record of all business transacted. The Recording Secretary also shall be the custodian of all NMUPA records and the committee reports. The Recording Secretary shall have a copy of the approved Bylaws and Standing Rules available at every meeting, and shall perform other duties as may be delegated to him/her.
- B. The Corresponding Secretary shall create an accurate unit member list, including member name, parent(s)/guardian(s) names, mailing address, E-mail address and telephone numbers and have a copy of this list available at every meeting. It shall also be the responsibility of this secretary to manage the social media accounts of NMUPA, prepare and distribute informational emails to the membership and conduct any other correspondence of NMUPA as requested by the President.

- SECTION IV:** Duties of the Treasurer:
- A. The Treasurer shall receive all Association funds, which shall be deposited in a bank selected or approved by the Executive Committee. All checks shall require two signatures, one each of any of the following: President, Vice President or Treasurer.
  - B. The Treasurer will maintain an accurate record of all transactions, make a detailed report of receipts and disbursements at each general meeting and make all payments as approved by the Executive Board and/or in accordance with the approved budget. The financial books of NMUPA will be audited annually, or upon change of signatory officer (President, Vice President or Treasurer) by an audit committee appointed by the President and will submit its report to the Executive Board for presentation to the General Membership. Additionally, the Treasurer will be responsible for obtaining the gaming license and filing an income tax report to the IRS, if necessary. The Treasurer shall also file Charitable Registration and Annual Incorporation documents required by Federal or State agencies.

- SECTION V** Duties of Committee Chairpersons:
- A. All Chairmen of any committee will be required to submit a final detailed written report to the Executive Board within sixty (60) days after a committee planned function has been completed.
  - B. Where applicable, a separate financial report must be given to the Treasurer for use in the annual audit.

**ARTICLE X: ELECTIONS**

**SECTION I:** The President shall appoint the Nomination & Election Committee in February to include three (3) Full Members in Good Standing of the General Membership and a members in Good Standing of the Executive Board. A Member in Good Standing is one who is a paid member of the NMUPA for at least 15 days.

**SECTION II:** The eligibility requirements to be an elected official of the NMUPA are per Article III, Section III of these Bylaws.

- SECTION III:** Names of Nominated persons will be accepted beginning with the March General meeting. Candidates will be required to sign a form accepting or declining their nomination. If a nominee accepts their nomination, they are agreeing to serve if elected and have a full understanding as to the duties of the office for which they are a candidate. Nominations will also be accepted at the April Membership meeting. Nominations will be considered closed at the conclusion of the April Membership Meeting.
- SECTION IV:** Voting shall be by Members in good standing and will take place during the General Membership Meeting in May. .
- A. Each candidate will be afforded no more than 5 minutes to make a statement to the Association on their behalf.
  - B. No person may cast more than one vote. There is no voting by proxy.
  - C. The preferred method for voting shall be voting by ballot. If this is not possible, the use of electronic voting shall be announced at least three days before the election and preferably at the April General Meeting. Any electronic voting method used shall ensure that only Full members can vote.
  - D. The counting of ballots will be overseen by the Nomination & Election Committee. The candidate receiving the most votes will be declared the winner.
- SECTION V:** The elected Officers shall assume their duties following the close of the General Membership Meeting in June but no later than July 1, except for the Treasurer who will assume their duties after the annual audit is conducted. Said audit should take place by July 15th.
- SECTION VI:** All officers, except the Treasurer, shall deliver to their successors all official material not later than 10 days following the close of the General Membership meeting in June, or immediately in the case of resignation.
- SECTION VII:** The Treasurer shall deliver all official materials to his/her successor upon completion of the annual audit. Where practical the Treasurer shall provide a copy of any records needed to build the upcoming budget within 10 days following the close of the General Membership meeting in June.
- SECTION VIII:** The outgoing Executive Board shall represent the Association at all end of year activities such as Senior Awards.

# BYLAWS

## Nottingham Marching Unit Parents Association

**SECTION IX:** In the event of a resignation of an elected Officer, Nominations and Elections shall take place at the General Membership meeting immediately following the resignation of said Officer. Notice of such resignation and subsequent election should be made known to all members of the Association by one of the following officers (in this order) the Corresponding Secretary; President; Vice President; Recording Secretary. Said notice should be issued as soon as is practical, but no later than 5 calendar days prior to the General Membership meeting in which the election will take place. Nominations may be collected electronically prior to this meeting.

**ARTICLE XI: SPECIAL COMMITTEES**

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

**SECTION II:** Full Members may serve as chairpersons of committees.

**SECTION III:** Voting members, honorary, alumni and ex-officio members will be able to serve as members of committees.

**ARTICLE XII: FISCAL YEAR**

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

**Revisions to Constitution & Bylaws**

10/14/2008	Second Edition Bylaws & Standing Rules Adopted
1/9/2025	Third Edition Bylaws & Standing Rules Adopted