

The Dartmouth School Music Association, Inc.

2016-2017 By-Laws

FYE 6-30-2017
November 2015

DEFINED TERMS:

Annual Meeting: A meeting, which shall occur annually on the second (2nd) Tuesday of June. This meeting shall have written notification sent to the entire membership and shall include the election of officers for the next fiscal year.

Annual Membership: Shall be from September 1st through August 31st to coincide with the beginning of the student's school year. Membership shall consist of two adult individuals within the family.

Board Meeting: Bi-monthly meeting of the Executive Board and Committee Chairs.

Board Meeting Quorum: A quorum requires two-thirds 2/3 of the Executive Board to be present.

DSMA: Dartmouth School Music Association

Ex-Officio: A non-elected office of the Executive Board, therefore a non-voting member of the Executive Board decisions, with the exception of the office of Past President in the result of a tie vote of the Executive Board.

Fiscal Year: DSMA's fiscal year shall run from July 1st through June 30th. This is to coincide with the School Department's fiscal year.

General Meeting: A meeting which shall be scheduled by the Executive Board at least once a year prior to the Annual Meeting which shall have written notification to the entire membership.

General or Annual Meeting: Requires at least fifteen (15) members including the Executive Board.

Quorum: Requiring two-thirds (2/3) of the Executive Board at a Board Meeting. At a General or Annual Meeting, the requirement is at least fifteen (15) members including the Executive Board.

ARTICLE I - Name of Organization

The name of the organization shall be *The Dartmouth School Music Association, Inc.*

ARTICLE II – Mission Statement

To promote, maintain and support an enthusiastic interest in and to attain the highest degree of excellence in the various phases of the Dartmouth Public Schools Music Programs.

ARTICLE III – Policies

The policies of this organization will be in accord with the policies of the school authorities.

ARTICLE IV – Membership and Dues

1. Individuals desiring to assist DSMA must become a member.
2. Dues are set by a majority vote of the Membership at the Annual meeting in June to an amount as proposed by the Executive Board.
3. Annual membership shall be from September 1st through August 31st.
4. In order to vote, you must be a paid member by October 31st and be 18 years of age or older.

ARTICLE V – Officers

1. The Officers of the DSMA shall be President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Nominating Chair and Ways & Means Chair.
2. Any DSMA member by October 31st of the previous calendar year is eligible to run for office. However, in order to avoid any potential conflict of interest or the appearance of impropriety, no school administrator or elected municipal office will be allowed to hold an elected office as defined by

Massachusetts General Law Section I, Paragraph G of Chapter 268A. This excludes Town Meeting Members.

3. Officers shall be elected and installed at the Annual Meeting.
4.
 - a. No officer shall serve in the same office for more than two (2) consecutive terms. This may be waived by two-thirds majority of the Executive Board for only one (1) additional term.
 - b. In the event there is no nominee on the ballot for an office at the time of elections, any DSMA member is eligible to be nominated from the floor.
5. A vacated office will be appointed by the Executive Board and subject to the approval by the membership at the next Board meeting. A two-thirds (2/3) majority of the members present is necessary to approve the appointment.
6. The term of office shall be from July 1st through June 30th. The term shall coincide with the fiscal year.

ARTICLE VI - Duties of Officers

1. The President shall preside over all meetings of the DSMA; be an ex-officio member of all committees except for Nominating Committee; shall appoint all ad-hoc and standing committee chairs; shall oversee a periodic newsletter; shall collect information and prepare a report and budget to be presented to the School Committee at the start of each season; shall review annually, the duties of each office; and shall perform all other duties pertaining to this office. The President shall act as liaison, working with the Director of Music, along with the DSMA's Executive Board, to maintain the Dartmouth Music Program at its highest level. The President will coordinate all activities, events and public engagements that support the public image of the Dartmouth Music Program.
2. The Vice President shall perform all the duties of the President in the absence or inability of that officer to act; shall coordinate chaperones and volunteers at band events; and shall assist the President and committee chairs when called upon.

3. The Recording Secretary shall keep the records, minutes of each meeting, and shall maintain a copy of the DSMA by-laws and perform any other duties delegated to this office.
4. The Corresponding Secretary shall issue notice of the meetings, prepare an agenda and conduct all correspondence of the organization. This includes maintaining the records of the membership. The Corresponding Secretary should plan and implement methods of maintaining current membership and increasing membership.
5. The Treasurer shall receive all monies of the organization, shall keep such for the benefit of the organization and keep accurate records of the receipts and expenditures. The Treasurer shall also be responsible to complete and file all Federal and State tax forms as requires by law. A Treasurer's report, including a copy of the most recent reconciled bank statement shall be available to be included with the minutes of each meeting.

The Treasurer shall be bonded against loss in the minimum amount of \$25,000.00. All checks over \$500.00 shall be signed by both the Treasurer and the President. In the event that the Treasurer is unavailable, the President shall have the authority to sign checks on behalf of the DSMA. In this event, any checks over \$500.00 will require the President's signature and another authorized Executive Board member's signature.

6. Nominating Chair (s) shall be responsible for soliciting members for the elected positions and for overseeing the elections to be held at the annual meeting.
7. Ways & Means Chair (s) shall provide the funding to finance the Association. Plans for fundraising projects should be formulated and presented to the Executive Board at the monthly meeting for approval. Additionally, this officer will prepare a copy of the program plans for the year and will maintain records of student participation in fundraising activities. The Treasurer and Scholarship Chair will be members of the Ways & Means committee.

ARTICLE VII – Executive Board

1. The Executive Board shall be comprised of:
 - a. President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Nominating Chair & Ways and Means Chair.
 - b. Director of Music (Ex-officio)
 - c. Past President (Ex-officio)
 - d. Past Treasurer (Ex-officio)
2. The Executive Board shall have general supervision of the DSMA.
3. The Executive Board shall meet prior to each General Meeting.
4. Each position of the Executive Board shall have one vote. In the event of a tie, the Past President shall cast a vote to break the tie.
5. In order to remain a member of the Executive Board, you must attend the bi-monthly meetings, the general meetings and the annual meeting. Any officer who fails to attend two (2) consecutive bi-monthly meetings without an excuse accepted by the majority of the Executive Board will be terminated from their office.

ARTICLE VIII – Executive Committee

- The Executive Committee shall consist of
- a. The Executive Board
 - b. All Standing Committee Chairs

ARTICLE IX – Meetings

1. A meeting of the Executive Board shall be held bi-monthly, excluding July and open to the membership.
2. To take action, two-thirds (2/3) of the Executive Board must be present.
3. A minimum of one (1) general meeting and the annual meeting (as defined) will be called by the Executive Board.

4. A quorum must be present according to the “defined-terms” listed for each type of meeting.
5. The annual meeting shall take place on the second (2nd) Tuesday in June, and shall include the election of officers. At the meeting, interim final reports of the Treasurer and final reports of the standing committees shall be presented to the membership. A final Treasurer’s report will be presented at the next Executive Board Meeting.

ARTICLE X – Standing Committees

Standing Committee chairs are appointed by the President, and must attend the bi-monthly meetings, the general meetings and the annual meeting. Any Standing Committee chair who fails to attend two (2) consecutive bi-monthly meetings without an excuse accepted by the majority of the Executive Board will be terminated from their office.

1. *Publicity:* The work of this committee is to coordinate all outside publicity for the Association, including social media. Additionally they will maintain a file of all publicity-related materials.
2. *Decorating:* The work of this committee is to decorate for the concerts, programs, dances and other events of the Association as needed.
3. *Scholarship:* The work of this committee is to raise funds and award the scholarships of the Association. Scholarships shall be awarded according to the guidelines approved by the Scholarship Committee and the Executive Board.

A copy of the Scholarship Policy will be made available for every member at their request and is available online at dsmahome.org.

The number, as well as the amount of each scholarship awarded, will be based on the amount raised and the number of students eligible to participate. It will also be the responsibility of this committee to select recipients according to the following formula:

- a. Any senior who is an active member of the Music Department's performing ensembles (Band, chorus, color guard, indoor percussion ensemble, orchestra, stage band);
- b. has been accepted to an institution of higher learning;
- c. has been a member for three years, one of which is their Senior year.

Special consideration may be given to transfer students and/or any student who, by their outstanding achievements or by special recommendation by the Director of Music, qualify for consideration but have been in the music program for less than the required number of years.

The Director of Music and instructors of the performing groups will present their recommendations to the Scholarship Committee in reference to the applicant's contribution, participation and attitude; plans for further music study; active participation in DSMA activities; and academic record.

All monetary scholarship awards must be issued within 12 months from the date they are awarded. Recipients must submit proof of payment to an institution of higher learning.

4. *Uniforms:* The work of this committee will be to distribute, collect and maintain uniforms. They will also keep accurate records and with the appointed staff member, inspect and enforce proper uniform maintenance prior to each performance.
5. *Properties:* The work of this committee will be to keep an inventory of and maintain all of the equipment and property of the Association.
6. *Concessions:* The work of this committee will be to staff and maintain the concession stands operated by the Association.
7. *Website:* The duties of the website coordinator are to update and maintain the DSMA web page (www.dsmahome.org) in accordance with the procedures established by this committee and approved by budget resolutions of the Executive Committee.

ARTICLE XII – *Nominating Committee*

1. The committee shall consist of three (3) members including the Nominating Chair. No member running for office can be included on this committee except for the Nominating Chair.
2. Notification, for the purpose of soliciting candidates for office, must be sent to the entire membership of the DSMA at least forty-five (45) days prior to the Annual Meeting.
3. The names of members running for each office will be posted at the voting location, and the membership will be notified of the candidates at least twenty (20) days prior to the Annual Meeting. The final ballot will be posted ten (10) days prior to the election to allow for adjustments.

ARTICLE XIII – *Rules of Election*

1. No candidate may run for more than one office.
2. All candidates must submit their names, in writing for nomination before their names can be placed on the ballot.
3. Nomination from the floor for any office can only be made if there is no nominee on the ballot as described in Article XII, Section 3.
4. Election and installation of officers shall be conducted at the Annual Meeting.
5. All ballots must be secured by the out-going nominating committee, held for (30) days and then must be destroyed.
6. No candidate is allowed to count votes.

ARTICLE XIV – *Rules of the Meetings*

Robert's Rules of Order (revised) shall govern the meetings of DSMA. In cases where *Robert's Rules of Order* are inconsistent with the by-laws of DSMA, the by-laws of DSMA shall always apply.

ARTICLE XV – *Amendment of By-Laws*

These by-laws may be amended at any General Meeting or Annual Meeting of DSMA provided that the proposed amendment(s) was mailed one (1) month prior to the meeting and there is a two-thirds (2/3) vote of the quorum in the affirmative on the proposed amendment.

ARTICLE XVI – *Posting of By-laws*

The DSMA by-laws will be posted on the website dsmahome.org, and written copies are available to members upon request. The by-laws will be reviewed by the Executive Committee periodically.