

STEINERT MARCHING UNIT PARENTS ASSOCIATION INC. BYLAWS

ARTICLE I

NAME

1. This Association shall be called the Steinert Marching Unit Parents Association Inc.
2. This group will be comprised of Parents/Guardians of the members of the Steinert Marching Unit which include:
 - A. Band Proper (Musicians)
 - B. Band Front (Color Guard)
 - C. Drum Major(s)

ARTICLE II

OBJECTIVE

1. The objective of this Association shall be to promote the legitimate educational and musical goals of the Steinert High School Instrumental Music Program as well as its individual members. At no time, or in any manner, shall the Association interpose itself in the direction, management, administration or any of the activities of said Unit.
2. This Association shall, with the approval of the Steinert High School Instrumental Music Director and the Principal, achieve this objective by one or several of the following means:
 - a. Initiating and conducting enterprises to the end that shall produce revenues which, together with any other revenues received from any other source, shall be employed solely to implement the objectives of this organization in a manner approved by the Steinert High School Instrumental Music Director and the Principal.
 - b. Initiating, conducting and assisting in conducting educational, musical and social activities of the Steinert High School Instrumental Program, which are not normally a regular part of the school program.
 - c. Establishing an award program or programs, for the benefit of worthy members of the Marching Unit in their pursuit of higher education.

ARTICLE III

MEMBERSHIP

Membership shall be defined in two categories:

Active Membership

Honorary Membership

1. Active Membership in this Association shall be open to all parents/guardians of the members of the Steinert High School Marching Unit who have met their dues obligations as defined in Article IX, number 1.
2. Honorary Membership shall be open to all former executive members.

- a. Honorary members may be named by the Executive Board, subject to approval of two-thirds vote of the members present. Written consideration shall be made to the current President by June 30th.
 - b. Honorary members shall be named annually at the first Executive Board meeting of the year.
 - c. Honorary member's dues shall be assumed by the Association
 - d. Honorary members shall be permitted to take part in all activities and discussions but shall not be permitted to make motions, vote or hold office.
3. Only active members who have met their dues obligations will have voting privileges.
 4. The Steinert High School Instrumental Music Director and associated professional staff employed by the Hamilton Township Board of Education shall be active members and their dues are waived.
 5. The Principal of the Steinert High School shall be an honorary member, *ex officio*.

ARTICLE IV OFFICERS

1. The officers of this Association shall be President, Vice President, Secretary and Treasurer.
2. To serve as an officer members must have served on the Executive Board for at least one academic year.
3. Each officer shall be elected for a one-year term by a majority of the voting members present at the May general meeting of the Association.
4. The President shall preside at all meetings at which he/she is present, shall exercise general supervision over all activities of the Association, and shall serve as a member, *ex officio*, of all standing committees.
5. The Vice President shall assume the duties of the President during his/her absence. The Vice President will provide monthly fundraising reports to the Executive Board.
6. The Secretary shall keep the minutes of all meetings of this Association and the Executive Board, which shall be accurate and official records of all business transacted; shall be the custodian of all Association records; and shall conduct all correspondence of the Association.
7. The Treasurer shall maintain, and be custodian of, all Association accounts; shall receive all Association funds, which shall be deposited in a bank or repository selected or approved by the Executive Board; and shall only pay out funds budgeted or those approved by the Executive Board. All checks shall require the signature of any two of the following officers: President, Vice President, Treasurer, or Secretary. He/she shall present a report of receipts and disbursement at each general meeting. The Treasurer's accounts shall be audited annually by the Audit Committee, a standing committee of the Association, which shall submit its audit report at the first general meeting. A member of the Executive Board shall be appointed by the President to be the Assistant Treasurer who will reconcile the Treasurer's accounts each month and will submit a report each month to the general membership.
8. Two or more officers of this Association cannot be members of the same family. Family members are defined as spouse, child, sibling, parent, grandparent, grandchild, stepparents, stepchildren, stepsiblings, adoptive relationships and/or a relative of any degree residing in the same household as the officer.

ARTICLE V
EXECUTIVE BOARD

1. The Executive Board shall be organized as follows:
 - a. There shall be elected at the May general meeting from among active members in good standing of the Association, a representation (if possible) from all segments of the Unit, not to exceed 13 individuals, who shall meet with the officers, the Instrumental Musical Director, Professional Staff and Principal of Steinert High School to formulate plans and procedures of the Association. These elected members, the Instrumental Musical Director and Professional Staff, together with the officers named in ARTICLE IV shall constitute the Executive Board. Elected members shall serve a one-year term, terminating at the end of the following school year.
 - b. Two freshman members will be elected at the September meeting bringing the total representation to no more than 15 members. One shall represent the band and one shall represent the color guard (if possible). Announcement of these positions and the scope of responsibilities will be distributed at the June orientation meeting for new member's parents/guardians and will be posted to the website. Interested candidates shall submit their names in writing to the President no later than the last day of band camp in August. In the September newsletter and on the Web site a list of the candidates will be announced prior to the general membership vote at the general September meeting. Upon election, the freshman members will serve for one year, terminating at the end of the current school year. These positions will carry the same conditions and responsibilities as all other Executive Board members.
 - c. Vacancies will be announced to the general membership via the website. Applications will be accepted until the following month's Executive Board meeting. Vacancies within the Executive Board may be filled, for the unexpired terms only, by election of the Executive Board.
2. Removal from Office: procedures for removal of officers and Executive Board members may be initiated by a simple majority of the Executive Board under conditions such as, but not limited to:
 - a. Failure to fulfill responsibilities.
 - b. Chronic absenteeism from meetings and functions without good cause.
3. Procedure for Removal: The member whose performance is unacceptable shall be notified in writing by an officer citing the grounds for removal. The member shall have the opportunity of responding at the next scheduled Executive Board meeting. If the member fails to appear, he/she will be discussed in absentia. A consensus of $\frac{3}{4}$ of the board membership, by secret ballot, will be required for removal. If the removal occurs, the vacant position will be filled according to ARTICLE V, number 4.
4. Vacancies will be announced to the general membership via the website. Applications will be accepted until the following month's Executive Board meeting. Vacancies within the Executive Board may be filled, for the unexpired terms only, by election of the Executive Board.

ARTICLE VI MEETINGS

1. The Association shall meet monthly, September through May, excluding December. The Executive Board shall meet prior to each general meeting.
2. A New Member Meeting shall be held by the Association each June.
3. Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Association.

ARTICLE VII COMMITTEES

1. Committees shall be appointed by the President. All standing committees, after appointment by the President, shall be ratified by the majority of active members present at the meetings of the Executive Board.
2. The Standing Committees shall include the Audit Committee, Nominating Committee, Finance Committee, and such other committees, as the President shall determine to be necessary or desirable.
3. The Audit Committee shall consist of 3 members, 2 from the Executive Board and 1 from the active membership. They shall be appointed by the President at the May general meeting.
4. The Nominating Committee shall consist of 5 members, 3 from the Executive Board and 2 from the active membership. They shall be appointed by the President at the February general meeting.
5. The Bylaws Review Committee shall be appointed every 3 school years at the September general meeting. The Committee must consist of 1 Officer, 2 Executive Board members and 2 active members to review the Association Bylaws.
6. The Finance Committee shall consist of 7 members, 3 from the Executive Board, 3 from the active membership and the Treasurer. They shall be appointed by the President at the May general meeting.
7. All other committees, including and not limited to Band Store, Communication, Field Crew, Membership, Special Events, Sunshine, Uniforms, shall be chaired by an Executive Committee Member, or when necessary, by an officer.
8. The chairmen of all standing committees shall present plans of work to the Executive Board and no committee work shall be undertaken without the approval of the Executive Board.
9. The Finance Committee will review all contracts prior to presentation to the Executive Committee for review and approval.

ARTICLE VIII AMENDMENT

1. Proposals to amend these Bylaws shall be submitted in writing at any general meeting of the Association. Such proposed amendments must be signed by 10% of the active members of the Association and shall be read at that meeting by the Secretary. After such reading, the proposed amendment shall be voted upon at the next meeting of the Association and shall become a part of the Bylaws upon approval by two thirds of the voting members present and voting.

**ARTICLE IX
DUES & AWARDS**

1. Membership dues shall be \$10.00 per year per family of the members of the unit with payment due no later than the November general meeting.
2. In order to be eligible for a SMUPA award, the student's family must:
 - a. Be an active member of the Association each year of the student's Marching Unit involvement (as defined in Article III, number 1) effective with the 2007-2008 school year.

**ARTICLE X
ADOPTION**

1. These Bylaws shall become effective immediately upon adoption.

**ARTICLE XI
SAVINGS ACCOUNT**

1. The Association savings account shall only be used for emergency purposes as determined by the Executive Board. Use of these funds requires approval of $\frac{3}{4}$ vote of the Executive Board.
2. Any credits remaining in a student's account, upon their separation from the unit, shall revert back to the savings account or transferred to the account of a sibling currently a member of the Unit.

**ARTICLE XIII
DISSOLUTION**

1. The Association may be dissolved at any May meeting by two-thirds vote of the members present. Upon such dissolution, after all debts have been fully paid or provided for, the remaining assets shall be donated to Steinert High School for use in financing the activities of the Steinert High School Instrumental Music Program as the Principal shall deem desirable.

Amended: 5/17/04

Amended: 5/16/05

Amended: 2/20/07

Amended: 3/23/10