**CONSTITUTION**

**OF THE**

**MUHLENBERG MUSIC ASSOCIATION**

*ARTICLE 1: NAME*

The name of the association shall be known as the “Muhlenberg Music Association”, hereafter known as MMA, or the Association.

*Article II: PURPOSE*

To lend moral and financial support to the general, instrumental, and vocal music students in the Muhlenberg School District,

*Article III: STRUCTURE*

Under the provisions specified in the bylaws, this association shall be governed by the elected officers, the executive board, and the membership, with the cooperation of the school music directors.

**BYLAWS**

*ARTICLE I: MEMBERSHIP*

1. The membership of the MMA shall include any person willing to promote the purpose of the

 association.

2. Each member shall have one vote on any matter under consideration by the membership at a

 meeting of the membership.

3. Although not required for membership, annual membership dues are available at three levels of

 support, **Blue, Gold, Other.**

*ARTICLE II: OFFICERS*

**General Guidelines**

1. The officers of this association shall be president, vice-president, secretary and treasurer.

2. To hold an office, a member must have a **student** who is currently active in the **band, chorus, or**

 **theatre.**

3. A member shall hold only one office at a time.

4. Officers of this association shall serve for a term of one year, but may be re-elected.

5. The four elected parent officers may serve as official parent chaperones for trips; their expenses for

 these trips shall be paid by the association.

**6. The officers shall secure all permits/Building and Use Forms in advance to reserve rooms for meetings**

 **or other association activities.**

**Nominations**

Candidates will be presented at the general membership meeting in April.

**Elections**

1. Election of officers will take place at the May meeting, at which time further nominations may be made from the floor.

2. Cast by ballot and a majority vote shall elect.

3. The officers will assume their duties at the conclusion of the current school year.

**Duties of the President**

1. The president shall be chairman of the executive committee.

2. The president shall preside at all executive and general meetings of the association and maintain

 order.

3. The president shall enforce a strict observance of the constitution and bylaws of the association.

4. The president shall be in communication with the music directors and all other officers of the

 association.

5. The president shall exercise general supervision of the association.

6. The president shall appoint all standing and special committee chairs, and be ex-officio member of all

 committees.

7. The president shall assign an auditor to audit the books of the association at the end of the fiscal

 year.

8. The president shall have the authority to sign checks.

**Duties of the Vice-President**

1. The vice-president shall perform all duties of the president in the absence of this officer.

2. The vice-president shall in case of a vacancy in this office becomes president.

3. The vice-president shall assist the president in matters pertaining to the administration and direction

 of the association.

4. The vice-president shall be in charge of parliamentary procedures.

5. The vice-president shall maintain a record of all dues paying members.

6. The vice-president shall assist the fundraising chair in coordination of all fundraising activities.

7. The vice-president shall have the authority to sign checks.

**Duties of the Secretary**

1. The secretary shall keep a correct record of the proceedings of all meetings of the association and the

 executive committee.

2. The secretary shall present a written report of minutes at all of the regular meetings of the

 association, including a record of all attendees.

3. The secretary shall conduct all correspondence for the association including the sending of

 appropriate thank-you notes.

4. The secretary shall have the authority to sign checks.

**Duties of the Treasurer**

1. The treasurer shall chair the budget committee and be responsible for presenting the budget to the

 general membership for review at the first general meeting of the fiscal year.

2. The treasurer shall receive and take charge of all money for the association.

3. The treasurer shall keep proper books of account and shall report regularly to the association at its

 meetings with a correct statement of the financial condition thereof.

4. The treasurer shall pay all bills.

5. The treasurer shall keep account of funds held by individual students and carry said accounts over

 from year to year.

6. Records will be audited at the end of the fiscal year.

**Vacancies**

1. The vice-president shall automatically become the president should a vacancy occur.

2. In the event of a vacancy in an elective office, the executive committee may fill an unexpired term by

 appointment.

*ARTICLE III: MEETINGS*

**General Meetings**

1. Regular meetings shall be held the first **Tuesday** of each month, from September to June inclusive, at

 7:00 P.M, unless otherwise directed by the organization or the executive committee.

2. Meetings shall be open to all members.

**Special Meetings**

 Special Meetings may be called at the discretion of the president or by a majority of the executive

 board.

**Quorum**

Five members shall constitute a quorum for the transaction of business.

**Executive Board Meetings**

 Executive board meetings shall be held at any time by the call of the president, music director, or any

 **Committee Chair.**

**Order of Business**

1. Call to order

2. Secretary’s report

3. Treasurer’s report

4. Committee reports

5. Building reports

6. Business

7. Adjournment

**Parliamentary Procedure**

1. The aforementioned constitution and bylaws shall govern the MMA.

2. The latest edition of Robert’s Rules of Order, Revised shall be the official guide on all matters where

 this constitution and bylaws are silent.

*ARTICLE IV: COMMITTEES*

**Executive Committee or Board**

1. The elected officers of the association and all committee chairs shall constitute the executive

 committee.

2. The board shall meet at the discretion of the president for the purpose of facilitating business at the

 general meetings.

**General Committee Guidelines**

1. Standing committees are those that have a significant impact upon total operation of the association.

 These committees shall include: Budget, Fundraising, Publicity, Band Aides/**Uniforms,** Music Festival,

 Jazz Festival, **Concessions.**

2. Special committees may be established by the president for specific assignments.

3. **A chairperson** for each committee shall be appointed by the president with the approval of the

 executive committee. Terms shall be for one year, and any association member is eligible to serve. A

 **chairperson** shall have general supervision of the committee, shall hold meetings and conduct

 business when necessary, and shall submit a report to the executive board periodically and at each

 general meeting.

**Budget Committee**

1. The budget committee shall consist of the elected officers and chairman of the fundraising

 committee.

2. The budget committee shall prepare and submit a proposed budget at the first regular meeting of the

 school year.

**Fundraising Committee**

1. The fundraising committee shall recommend those was of raising funds necessary for financing the

 activities of the association and shall coordinate and implement them upon approval of the

 membership.

2. The **chairperson** of the fundraising committee shall appoint the chairs of all special fundraising

 projects.

**Publicity**

1. The publicity committee shall gather, publish, and distribute all important information about the

 activities, accomplishments, and projects of the music groups, their members and the association via

 **social media.**

2. This committee shall handle publicity related to the activities of the music association.

**Band Aides**/Uniforms

1. The band aides shall consist of **members** who assist with the operation of the marching unit starting

 with summer marching band camp.

2. This committee shall assist the music directors in maintaining records of student uniform numbers, in

 distributing uniforms, and in the general maintenance and fitting of uniforms.

3. This committee shall maintain a schedule of drivers and instrumental handlers for each marching

 band performance.

Concessions

1. The concession committee shall organize menus, gather necessary items for sale/supplies to operate

 the concession stand at the home football games.

2. The concession committee shall maintain a schedule of volunteers.

3. The concession chairperson shall obtain a cash box from the Treasurer for use at the home games.

**Music Festival**

The music festival committee shall plan and organize the annual school district performance and

 fundraising event each March.

**Jazz Festival**

 The jazz festival committee shall in conjunction with the music director(s) plan and organize this

 annual event in April.

*ARTICLE V: FINANCES*

1. The fiscal year shall be from July 1st through June 30th, inclusive.

2. All checks require two officer signatures with the Treasurer being the primary signer.

3. Individual student fundraising tracking records will be established in **4th** grade and continue until the

 student, moves, graduates, or quits the organization. At that time such monies shall revert to the

 general fund of the association, except that if the student has a **sibling** in the music program, said

 monies shall be credited to him/her **within six months at the request of the parent/guardian.**

4. Student accounts may be used towards band or choral trips, **marching band uniforms, concert attire,**

 **instrument or music.**

**5. Spending money from student accounts for music/choral trips, shall be limited to $100 per multi-**

 **day trip.**

**6. All music/choral school teachers** will be allotted a supplemental fund of $150 to be used to benefit

 students involved in the music program. These monies must be used within the school calendar year

 and may not be transferred from year to year.

*ARTICLE VI: AWARDS*

**Senior Appreciation Banquet –** will be held in the Spring in which all graduating music students will be honored. A **gift and** dinner are provided by MMA.

1. The association will sponsor the following awards to deserving Muhlenberg graduating seniors as

 chosen by the music faculty, **limited to one award per student.**

 a. Henry F. Hoffman Award – excellence in jazz

 b. Miss Alta Horton Award - - pursuing a career in music education

 c. Sara Breedy Award -- excellence in vocal music

 d. Diana Rothermel Memorial Award – contribution to musical theater

 e. Music Department Award – excellence in vocal and instrumental music

 f. J. Albert Leader Award – excellence in instrumental music

 g. Accompanist Award – service and excellence in accompanying

 h. Project Penske Jazz Award – excellence in jazz

2. The award recipients will be announced at the spring concerts in May.

3. All awards will include a plaque and a monetary scholarship.

4. **The RMF provides $100 grants for the Accompanist Award, the Project Penske Jazz Award, and the**

 **Music Department Award. ??????**

5. The amount of the monetary contribution by the MMA is to be determined on a yearly basis and

 approved at the March meeting, **unless there is a funding issue from the Faculty Music Revue.**

6. Standards for the awards shall remain constant from year to year.

7. If there are no eligible students for an award, no one will receive it for that year.

**Scholarships**

1. The association will provide financial assistance for enrichment programs to deserving students in the

 music program.

2. The association will award the student up to 50% of the total cost of a music related, educational

 workshop. **A student is eligible for up to $500 scholarship during their lifetime in the District.**

3. The amount of scholarship money awarded each year shall not exceed 75% of the total scholarship

 fund.

4. The association shall set aside funds to cover 100% of the cost of a workshop for one drum major per

 year.

5. The funds for these scholarships are provided through the annual “Faculty Music Revue.”

 **If there is a funding issue from the Faculty Music Revue, the association will review all scholarship**

 **applications to determine if funds are available to award.**

*ARTICLE VII: DISSOLUTION*

Upon dissolution or disbandment of this association, any and all unallocated cash funds shall be turned over to the schools for exclusive use in the music programs.

*ARICLE VIII: STANDING RULES*

1. All association functions must be paid for by check or money order in advance of the event or

 distribution of fundraiser.

2. **No refunds will be made unless there is a request made in writing to the association of the special**

 **circumstance.**

**3. All checks are to be sent to the MMA PO Box, not given to the directors.**

4. It is the responsibility of the outgoing officers and **chairpersons** to turn over their completed records

 to their successors no later than July 31st.

5. All regular bills and commitments listed In the budget are allowed to be paid by the treasurer.

 All other bills must be approved by the executive committee.

*ARTICLE IX: AMENDMENTS*

This Constitution may be amended at any regular meeting of the association, by a majority vote of members present, provided the proposed amendment has been presented in writing at the previous monthly meeting.

Revised 12/2004, 6/2006, 12/2008, 2/2019