

BY-LAWS
FOR
SANTA MONICA BAND PARENTS ASSOCIATION
Approved October 4, 2004

ARTICLE I

Name

The name of this organization is the Santa Monica Band Parents Association.

ARTICLE II

Purpose

The purpose of the organization is to promote music programs of the Santa Monica public school district.

The organization is non-sectarian and non-partisan. No political candidate shall be endorsed by this organization. The name of the organization or of its officers in their official capacities shall not be used in any partisan interest or for anything other than the regular work of the organization.

The organization may cooperate with other agencies and organizations but shall not enter into membership with any.

ARTICLE III

Membership

Membership shall be composed of all persons interested in fostering the music program of the Santa Monica public school district.

There shall be two classifications of membership:

1. Active Members: Parents or guardians of high school band and auxiliary unit students, high school band directors and assistant high school band directors. Active Members shall have voting rights.
2. Associate members: Other persons interested in fostering the instrumental music program. Associate Members shall not have voting rights.

The membership period for Active Members shall be from year to year corresponding with the fiscal year. General membership meetings shall be held at least twice each year (one in the spring and one in the fall) or more often as determined by the President.

The Executive Committee shall determine if a fee for membership will be charged and the amount of the fee.

ARTICLE IV

Board of Directors

The general management of the affairs of this organization shall be under the control, supervision, and direction of the Board of Directors.

The Board of Directors shall determine when assets are to be distributed and shall allocate and disburse the assets of the organization in support of the charitable purposes for which this organization is formed. In carrying out this function it shall receive and consider the recommendations of the Executive Committee.

The number of directors shall be seven. Two of the directors shall be the current President and Vice-President of the association, who shall serve on the Board during their term of office. The other 5 directors shall be elected from the membership at large and shall be elected for a term of five (5) years. One director shall be elected each year.

The directors shall be elected by a majority vote of the active members at a scheduled meeting.

If no election for directorship is held, the director whose term is scheduled to expire shall be automatically re-elected to a new 5 year term.

Any mid-term vacancy of a directorship shall be filled by a special election to select a director to complete the scheduled term of the vacant directorship. Nomination and election procedures shall be as described above, except that the election shall be held as soon as reasonably practical.

ARTICLE V

Officers and Duties

The elected officers of this organization shall be the President, Vice-President, Secretary and Treasurer(s).

Each officer shall enter upon his/her official duty on the first meeting in the fall and shall serve for a term of one year, or until his/her successor shall be duly elected and qualified.

The duties of the officers shall be as follows:

1. The President shall be the executive officer and preside at all meetings of the organization and its Executive Committee. The President shall be an ex-officio member of all standing and special committees and shall appoint the chairpersons of all committees.
2. The Vice-President shall assist the President in the work of the organization and, in the absence of the President, shall perform the duties of the President.
3. The Secretary shall keep accurate minutes of the proceedings of all meetings of the general membership and Executive Committee.
4. The Treasurer(s) shall receive funds paid to the organization and shall deposit the same in the official depositories. He/She shall disperse the operating funds in the manner authorized by the Board of Directors. The accounts and books shall at all times be open to the inspection of the President, the Executive Committee, the Board of Directors, or any authorized auditor.

ARTICLE VI

Executive Committee

The Executive Committee shall consist of the elected officers, the prior year's President and the chairs of the standing committees.

The management of the affairs of the organization not otherwise provided for in these bylaws shall be vested in the Executive Committee.

The Executive Committee shall meet as required to carry out the business of the organization.

The Secretary shall notify each member of the Executive Committee of the time, place, and date of all board meetings.

One-half (1/2) of the total members of the Executive Committee shall constitute a quorum.

The Executive Committee may fill all officer vacancies by appointment.

Any action taken by the written consent signed by all of the members of the Executive Committee shall be valid and binding as if taken in a meeting duly noticed and held.

The Executive Committee is subject to the control, supervision, and direction of the Board of Directors in the management of the affairs of the organization.

ARTICLE VII

Standing Committees

The President shall appoint standing committees necessary to carry out the functions of the organization.

The Board of Directors may appoint special standing committees to manage the activities of musical entities within the organization, such as the SAMOHI Orchestra and the SAMOHI Choral groups. Any such group may be delegated the authority to raise and disburse funds for its own purposes, including the use of a separate bank account.

Special standing committees appointed by the Board of Directors shall hold elections to select officers and conduct meetings necessary to manage their activities.

All standing committees and special standing committees are subject to the control, supervision, and direction of the Board of Directors in the management of the affairs of the organization.

ARTICLE VIII

Nomination and Election of Officers

The nomination of candidates for the various offices shall be conducted by a nominating committee appointed by the President and approved by the Executive Committee.

Nominations for officers may also be made from the floor.

Elections shall be at a general meeting for which reasonable advance notice has been given, indicating the day and hour for the nomination and election of officers.

No person shall be submitted to the membership as a candidate for any office without his/her consent.

A majority of all votes cast shall be necessary for the election of officers.

A director or officer may be recalled by a 2/3 (two-thirds) vote of the active members in attendance and voting in a meeting called by the directors on their own initiative and with specific notice give to the members as to the purpose of the meeting to recall a director or officer. The directors shall call such a meeting within 30 days after receiving a petition requesting a recall signed by 25% of the voting members.

ARTICLE IX

Finance

The fiscal year of the organization shall begin on the first day of July.

The Executive Committee shall prepare a budget for the SAMOHI Bands of estimated income and expenditures for the year and submit it to the general membership for approval. Disbursements for approved budgeted items may be made in the manner authorized by the Board of Directors without further approval.

Disbursements for a specific item or program exceeding 3% of the overall SAMOHI Band yearly budget shall be submitted to the general membership for approval. If the aggregate of over-budget items or programs exceeds 5% of the year's budget, each disbursement for an over-budget item or program shall be submitted to the general membership for approval.

No commitments to disburse funds not specifically identified in the budget or approved by the general membership shall be made.

All disbursements shall be made by check, which shall show the payee, items of service rendered or goods purchased and the amount of payment. Invoices or receipts shall be provided to substantiate the payment.

The Board of Directors shall determine the official depositories.

ARTICLE X

Rules of Order

The most recent revision of Robert's Rules of Order shall be the authority for all matters on procedure not specifically stated otherwise in these bylaws.

ARTICLE XI

Amendments

Amendments to these bylaws must be ratified by a unanimous vote of the Board of Directors or by a two-thirds (2/3) majority vote at a general membership meeting for which reasonable advance notice has been given as to the specific nature of the meeting.