

# 1 BYLAWS

## Nottingham Marching Unit

3 (As of 5/11/2009)

Parents Association

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### 1 **ARTICLE I: NAME AND OBJECTIVES**

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

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

8 **SECTION III:** NMUPA shall, with the approval of the Directors of the  
9 Nottingham High School Marching Unit and the Principal of Nottingham  
10 High School, achieve this objective by one or several of the following:

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

### 18 **ARTICLE II: MEMBERSHP**

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19 **SECTION I:** Full membership in NMUPA shall be open to all parents or legal  
20 guardians of all the active Marching Unit members. This membership  
21 terminates immediately upon the unit member leaving the unit for any  
22 reason.

23 **SECTION II:** Honorary (non-voting) Membership in NMUPA is open to all friends of  
24 Nottingham High School. Alumni (non-voting) Membership in NMUPA is  
25 open to all former members of the Nottingham HS Marching Unit. Both  
26 will have NO VOTE in the operation of NMUPA but will be welcome to  
27 attend all functions of NMUPA.

28 **SECTION III:** The directors of the Marching Unit and the Principal of  
29 Nottingham High School shall be members ex-officio.

### 30 **ARTICLE III: EXECUTIVE COMMITTEE**

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

- 32                   ▪ President
- 33                   ▪ Vice-President
- 34                   ▪ Recording Secretary
- 35                   ▪ Corresponding Secretary
- 36                   ▪ Treasurer

37 **SECTION II:** The Executive Board shall consist of the Chairmen and Co-Chairmen of  
38 the standing committees.

39 **SECTION III:** The Executive Committee shall consist of the Officers of NMUPA  
40 and the Executive Board. The Executive Committee together with the  
41 Directors of the Marching Unit will meet to formulate plans and  
42 propose all purposes and procedures of NMUPA.

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43 **SECTION IV:** The Officers of NMUPA shall be elected for a term of one (1) year  
44 upon approval by a majority vote of the general Full Membership at the  
45 General Membership Meeting in May. The Executive Board,  
46 (Chairmen/Co-Chairmen), shall be appointed by the President for a  
47 term of one (1) year in June, or as needed throughout the year.

48 **A.** The Officers of NMUPA may serve no more than three (3)  
49 consecutive terms in the same capacity.

50 **B.** An Executive Board member (Chairmen/Co-Chairmen) may serve  
51 no more than three (3) consecutive terms in the same capacity.

52 **SECTION V:** Vacancies on the Executive Committee (Officers, Chairmen, & Co-  
53 Chairmen), whether caused by parent or Unit Member resignation,  
54 death, or otherwise, shall be filled by a majority vote of the Full  
55 members present at the next executive committee meeting. A full  
56 member thus elected to fill any vacancy shall hold that office until the  
57 Annual Meeting when new officers are elected.

58 **SECTION VI:** A quorum exists if seven (7) members of the Executive Committee  
59 are present.

60 **SECTION VII:** No decision, pact, contract, agreement, or the like made by an  
61 individual of NMUPA will be binding on NMUPA unless approved in the  
62 proper manner at a General membership meeting or an Executive  
63 Committee meeting.

64 **SECTION VIII:** A minimum of seven members shall be appointed to the Executive  
65 Board (Chairmen & Co-Chairmen).

66 **SECTION IX:** The following provisions shall govern the qualifications and  
67 eligibility of individuals to be Executive Committee members:

68 **A.** Each individual shall be a current, voting member of NMUPA.

69 **B.** A person who has served more than one half of a term shall be  
70 deemed to have served a full term, in such position/office.

71 **SECTION X:** Executive Committee (Officers, Chairmen, & Co-Chairmen) members  
72 shall serve until their successors are elected and/or appointed.

73 **SECTION XI:** The duties of the Executive Committee shall be:

74 **A.** To Transact necessary business in the intervals between NMUPA  
75 meetings and such other business as may be referred to it by the  
76 association;

**B.** To approve the work plans of the standing committees.

77 **ARTICLE IV: MEETINGS**

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78 **SECTION I:** General Membership Meetings:

79 **A.** General Membership meetings shall be held monthly from  
80 September to June. Dates and times of the meetings shall be  
81 determined by the President and announced at the first general  
82 membership meeting of the school year.

83 **B.** Three (3) days notice shall be given of a change of date of general  
84 membership meetings.

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- 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.** The General Membership meeting for the purpose of the audit approval, hearing committee reports and such business as may come before it shall be in September.
- E.** Nine (9) voting members shall constitute a quorum for the transaction of business in any general membership meeting of NMUPA.

94 **SECTION II: Executive Committee Meetings**

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- A.** Executive Committee meetings shall be called as needed from September to June. Dates and times of the meetings shall be determined by the President, announced in a reasonable amount of time and the committee notified.
- B.** Special meetings of the Executive Committee (Officers, Chairmen, & Co-Chairmen), may be called at the discretion of the President. All members of the Executive Committee 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.

107 **ARTICLE V: RULES OF ORDER**

108 **SECTION I:** Robert’s Rules of Order, Newly Revised shall be the parliamentary  
109 authority of NMUPA.

110 **ARTICLE VI: DISSOLVING THE ASSOCIATION**

111 **SECTION I:** In the event that the Nottingham High School Marching Unit Parents  
112 Association must dissolve its relations with Nottingham High School, all  
113 of the net assets of NMUPA will be turned over to the Directors of the  
114 Nottingham High School Marching Unit for the express use and benefit  
115 of the members of the Marching Unit. All financial accounting must be  
116 completed (outstanding bills paid, all interest recorded, and bank  
117 accounts closed, etc.) and an audit of the books made prior to  
118 presenting the funds to the said Directors. In the event that the  
119 Marching Unit ceases to exist, the net assets of NMUPA will go to the  
120 Nottingham High School.

121 **ARTICLE VII: AMENDMENTS AND REPEALS**

122 **SECTION I:** Proposals to amend these Bylaws may be submitted in writing at any  
123 General Membership Meeting. Such proposed amendments must be  
124 signed by seven (7) voting members of NMUPA and shall be read at  
125 that meeting by the Recording Secretary. After such reading, they

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**Adopted 2008-10-14**

Executive Committee = Officers, Chairmen, & Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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126 shall be voted upon at the next General membership meeting of  
127 NMUPA and shall become a part of the Bylaws upon approval by two-  
128 thirds (2/3) of the voting members present and voting.

129 **SECTION II:** Standing Rules require only a majority vote to adopt. To amend them  
130 takes either a majority vote of the Executive Committee present and  
131 voting with previous notice. Without previous notice a two-thirds (2/3)  
132 vote of the Executive Committee present and voting or majority vote of  
133 the General Membership present and voting is needed.

134 **ARTICLE VIII: MEMBERSHIP AND DUES**

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135 **SECTION I:** Annual membership dues to be a voting member in good standing shall  
136 be \$7.50 per parent/guardian.

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

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

143 **SECTION IV:** The membership year shall be from August 1 to July 31.

144 **ARTICLE IX: DUTIES OF OFFICERS**

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

146 **A.** The President shall preside at all meetings of NMUPA, shall perform  
147 such other duties as may be assigned to him/her by the executive  
148 committee, shall coordinate the work of the officers and  
149 committees of this association in order that the objectives may be  
150 promoted, and shall be an ex-officio member of all committees  
151 except the Nominating Committee and the Audit Committee.

152 **B.** The President should, prior to each meeting, make an order of  
153 business (agenda) showing, in order, what business is to come  
154 before the group.

155 **C.** The President shall appoint an audit committee in May to audit the  
156 treasurer’s account(s).

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157 **SECTION II:** The Vice President shall act as aide to the President and shall in their  
 158 designated order perform the duties of the President in the President's  
 159 absence or inability to serve. Also, the Vice President shall serve as an  
 160 ex-officio member and superintend such committees so designated by  
 161 the President.

162 **SECTION III:** All Chairmen of any committee will be required to submit a final  
 163 detailed written report to the Executive Committee within sixty (60)  
 164 days after a committee planned function has been completed. Where  
 165 applicable, a separate financial report must be given to the Treasurer  
 166 for use in the annual audit.

167 **SECTION IV:** The Secretaries' duties shall be as follows:

168 **A.** The Recording Secretary shall record the minutes of all meetings of  
 169 NMUPA and the Executive Committee, which shall be an accurate  
 170 and official record of all business transacted. The Recording  
 171 Secretary also shall be the custodian of all NMUPA records and the  
 172 committee reports. The Recording Secretary shall have a copy of  
 173 the approved Bylaws and Standing Rules available at every  
 174 meeting, and shall perform other duties as may be delegated to  
 175 him/her.

176 **B.** The Corresponding Secretary shall create an accurate unit member  
 177 list including member name, parent(s)/guardian(s) names, mailing  
 178 address, E-mail address and telephone numbers and have a copy of  
 179 this list available at every meeting. It shall also be the  
 180 responsibility of this secretary to prepare and distribute a NMUPA  
 181 newsletter and conduct any other correspondence of NMUPA as  
 182 requested by the President.

183 **SECTION V:** Duties of the Treasurer:

184 **A.** The Treasurer shall receive all Association funds, which shall be  
 185 deposited in a bank selected or approved by the Executive  
 186 Committee. All checks shall require two signatures, one each of  
 187 any of the following: President, Vice President or Treasurer.

188 **B.** The Treasurer will maintain an accurate record of all transactions,  
 189 make a detailed report of receipts and disbursements at each  
 190 business meeting and make all payments as approved by the  
 191 Executive Committee and/or in accordance with the approved  
 192 budget. The financial books of NMUPA will be audited annually, or  
 193 upon change of officer (President, Vice President or Treasurer) by  
 194 an audit committee appointed by the President and will submit its  
 195 report to the Executive Committee. Additionally, the Treasurer will  
 196 be responsible for obtaining the gaming license and filing an  
 197 income tax report to the IRS, if necessary. The treasurer shall also  
 198 file Charitable Registration and Annual Incorporation documents  
 199 required by Federal or State agencies.

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Page **5** of **7****Adopted 2008-10-14**

Executive Committee = Officers, Chairmen, &amp; Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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200 **C.** The President has the authority to have the Treasurer make  
 201 payments for special projects not to exceed One Hundred Dollars  
 202 (\$100.00) a month, without authorization of the Executive  
 203 Committee. There cannot be repeat payments in succeeding  
 204 months for the same project without approval of the Executive  
 205 Committee.

## 206 **ARTICLE X: ELECTIONS**

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207 **SECTION I:** The eligibility requirement to be an elected official of NMUPA is that  
 208 one must be a Voting Member in good standing for at least fifteen (15)  
 209 days.

210 **SECTION II:** The President shall appoint the Nominating Committee in March to  
 211 include three (3) Voting Members of the General Membership and two  
 212 (2) Voting Members of the Executive Committee (Officers, Chairmen, &  
 213 Co-Chairmen). The slate shall be presented at the April General  
 214 Meeting.

215 **SECTION III:** Nominations may be made and seconded from the floor by voting  
 216 Members in good standing and will be accepted providing the Nominee  
 217 accepts the nomination. This will take place during the May General  
 218 Membership Meeting.

219 **SECTION IV:** Elections will take place during the General Membership Meeting in  
 220 May.

221 **SECTION V:** Voting shall be by Voting Members in good standing and no person  
 222 shall cast more than one vote. There shall be no voting proxy. If there  
 223 is but one nominee, a voice vote will be taken. If there is more than  
 224 one nominee for a position(s), voting on that position will be by paper  
 225 ballot for said position(s).

226 **SECTION VI:** The Officers shall assume their official duties following the close of  
 227 the general membership meeting in May, except for the Treasurer,  
 228 who will assume their duties after the annual audit is conducted, but  
 229 no later than July 15<sup>th</sup>.

230 **SECTION VII:** All officers, except the treasurer, shall deliver to their successors  
 231 all official material not later than 10 days following the close of the  
 232 general membership meeting in May, or immediately in case of  
 233 resignation.

234 **SECTION VIII:** The Treasurer shall deliver all official materials to their  
 235 successor immediately upon completion of the annual audit.

236 **SECTION IX:** The Executive Board (Chairmen and Co-Chairmen) shall assume  
 237 their official duties following the close of the General Meeting in June.

238 **SECTION X:** All committee chairmen and co-chairmen shall deliver to their  
 239 successors all official material not later than 10 days following the  
 240 close of the general membership meeting in June, or immediately in  
 241 case of resignation.

## 242 **ARTICLE XI: STANDING COMMITTEES AND SPECIAL** 243 **COMMITTEES**

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Executive Committee = Officers, Chairmen, &amp; Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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244**SECTION I:** Voting members and honorary members will be able to serve as  
245 members of committees.

246**SECTION II:** Such standing committees shall be created by the Executive  
247 Committee as may be required to promote the objectives and interests  
248 of NMUPA.

249**SECTION III:** The chairmen of all standing committees shall present plans of work  
250 to the executive committee (Officers, Chairmen, & Co-Chairmen), for  
251 approval, and no committee work shall be undertaken without the  
252 approval of the executive committee.

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

**258 ARTICLE XII: FISCAL YEAR**

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

**Revisions to Constitution & Bylaws**

3/29/04	Constitution	Article III, Executive Committee Section II, A, B, C & D (Amended)
3/29/04	Constitution	Article IV, Executive Committee (Amended)
3/29/04	Bylaws	Article I, Membership & Dues Section I (Amended)
3/29/04	Bylaws	Article II, Executive Committee Section IV (Amended)
9/19/05	Bylaws	Article VI, Scholarship Section D (Added and made effective July 1, 2005)
9/19/05	Bylaws	Article VI, Scholarship Section E (Added)
4/9/06	Bylaws	Article VI, Scholarship Section I A & B (Amended to A & B only)
4/9/06	Bylaws	Article VI, Scholarship Section II A, B, C & D (Added)
10/14/08		New Bylaws & Standing Rules Adopted
5/11/2009	Bylaws	Article XI, Scholarship removed to become Scholarship Committee Standing Rules
11/8/2010	Bylaws	Article IV, Section I, E, Quorum changed to 9
11/8/2010	Bylaws	Article IV, Section II, A, Meetings called as needed
1/09/2011	Bylaws	Article II, Section II addition of Alumni membership
1/09/2012	Bylaws	Article VIII, Section II, addition of Alumni membership

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Executive Committee = Officers, Chairmen, &amp; Co-Chairmen

Executive Board = Chairmen and Co-Chairmen

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