

# BYLAWS

(As of 10/5/2016)

## Nottingham Marching Unit Parents Association

1 ARTICLE I: **NAME AND OBJECTIVES**

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

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

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

11 A. Initiating, conducting, and assisting in developing educational, musical  
12 and social activities of the Nottingham Marching Unit which are not  
13 normally a regular part of the school program

14 B. Establish a scholarship program for the benefit of worthy members of  
15 the Marching Unit in their pursuit of higher education

16 C. Render assistance, financial or otherwise, to the end that the objective  
17 of NMUPA is served

18 ARTICLE II: **MEMBERSHIP**

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

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

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

28 ARTICLE III: **EXECUTIVE COMMITTEE**

29 **SECTION I:** Officers of NMUPA shall be:

30 A. President

31 B. Vice-President

32 C. Recording Secretary

33 D. Corresponding Secretary

34 E. Treasurer

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- 35 **SECTION II:** The Executive Board shall consist of the Chairmen and Co-Chairmen of the standing  
36 committees.
- 37 **SECTION III:** The Executive Committee shall consist of the Officers of NMUPA and the Executive  
38 Board. The Executive Committee, together with the Directors
- 39 **SECTION IV:** Seven (7) members of the Executive Committee are present.
- 40 **SECTION V:** No decision, pact, contract, agreement, or the like made by an individual of NMUP of  
41 the Marching Unit, will meet to formulate plans and propose all purposes and  
42 procedures of NMUPA.
- 43 **SECTION VI:** The Officers of NMUPA shall be elected for a term of one (1) year upon approval by a  
44 majority vote of the general Full Membership at the General Membership meeting in  
45 May. The Executive Board, (Chairmen/Co-Chairmen), shall be appointed by the  
46 President for a term of one (1) year in June, or as needed throughout the year.
- 47 A. The Officers of NMUPA may serve no more than three (3) consecutive  
48 terms in the same capacity.
- 49 B. An Executive Board member (Chairmen/Co-Chairmen) may serve no  
50 more than three (3) consecutive terms in the same capacity.
- 51 **SECTION VII:** Vacancies on the Executive Committee (Officers, Chairmen, & Co-Chairmen), whether  
52 caused by parent or Unit Member resignation, death, or otherwise, shall be filled by a  
53 majority vote of the Full members present at the next executive committee meeting.  
54 A full member thus elected to fill any vacancy shall hold that office until the Annual  
55 Meeting when new officers are elected.
- 56 **SECTION VIII:** A quorum exists if seven A will be binding on NMUPA unless approved in the proper  
57 manner at a General membership meeting or an Executive Committee meeting.
- 58 **SECTION IX:** A minimum of seven members shall be appointed to the Executive Board (Chairmen  
59 and Co-Chairmen).
- 60 **SECTION X:** The following provisions shall govern the qualifications and eligibility of individuals  
61 to be Executive Committee members:
- 62 A. Each individual shall be a current, voting member of NMUPA.
- 63 B. A person who has served more than one half of a term shall be deemed to have  
64 served a full term, in such position/office.
- 65 **SECTION XI:** Executive Committee (Officers, Chairmen, & Co-Chairmen) members shall serve until  
66 their successors are elected and/or appointed.
- 67 **SECTION XII:** The duties of the Executive Committee shall be:

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68 A. To transact necessary business in the intervals between NMUPA  
69 meetings and such other business as may be referred to it by the  
70 association

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

72 **ARTICLE IV: MEETINGS**

73 **SECTION I:** General Membership Meetings:

74 A. General Membership meetings shall be held monthly from September  
75 to June. Dates and times of the meetings shall be determined by the  
76 President and announced at the first general membership meeting of  
77 the school year.

78 B. Three (3) days' notice shall be given of a change of date of general  
79 membership meetings.

80 C. The General Membership meeting for the purpose of the budget  
81 presentation, committee reports and such business as may come  
82 before it shall be in June.

83 D. General Membership meeting for the purpose of the audit approval,  
84 hearing committee reports and such business as may come before it  
85 shall be in September.

86 E. Nine (9) voting members shall constitute a quorum for the transaction of  
87 business in any general membership meeting of NMUPA.

88 **SECTION II:** Executive Committee Meetings

89 A. Executive Committee meetings shall be called as needed from  
90 September to June. Dates and times of the meetings shall be  
91 determined by the President, announced in a reasonable amount of  
92 time and the committee notified.

93 B. Special meetings of the Executive Committee (Officers, Chairmen, & Co-  
94 Chairmen), may be called at the discretion of the President. All  
95 members of the Executive Committee must be notified of the purpose  
96 of the meeting and the President will then establish a time for the  
97 meeting so that at least two-thirds (2/3) of the members will be  
98 available to gather. Only the business for which the meeting was called  
99 for may be discussed and voted upon. A majority vote will be required  
100 for approval by the members present.

101 **ARTICLE V: RULES OF ORDER**

102 **SECTION I:** Robert's Rules of Order, Newly Revised shall be the parliamentary authority of  
103 NMUPA.

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104 ARTICLE VI: **DISSOLVING THE ASSOCIATION**

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

114 ARTICLE VII: **AMENDMENTS AND REPEALS**

115 **SECTION I:** Proposals to amend these Bylaws may be submitted in writing at any  
116 General Membership Meeting. Such proposed amendments must be  
117 signed by seven (7) voting members of NMUPA and shall be read at that  
118 meeting by the Recording Secretary. After such reading, they shall be  
119 voted upon at the next General membership meeting of NMUPA and shall  
120 become a part of the Bylaws upon approval by two-thirds (2/3) of the  
121 voting members present and voting.

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

127 ARTICLE VIII: **MEMBERSHIP AND DUES**

128 **SECTION I:** Annual membership dues to be a voting member in good standing shall be \$10.00 per  
129 parent/guardian.

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

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

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

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137 ARTICLE IX: **DUTIES OF OFFICERS**

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

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

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

146 C. The President shall appoint an audit committee in May to audit the treasurer's  
147 account(s).

148 **SECTION II:** The Vice President shall act as aide to the President and shall in their designated order  
149 perform the duties of the President in the President's absence or inability to serve.  
150 Also, the Vice President shall serve as an ex-officio member and superintend such  
151 committees so designated by the President. All Chairmen of any committee will be  
152 required to submit a final detailed written report to the Executive Committee within  
153 sixty (60) days after a committee planned function has been completed. Where  
154 applicable, a separate financial report must be given to the Treasurer for use in the  
155 annual audit.

156 **SECTION III:** The Secretaries' duties shall be as follows:

157 A. The Recording Secretary shall record the minutes of all meetings of NMUPA and  
158 the Executive Committee, which shall be an accurate and official record of all  
159 business transacted. The Recording Secretary also shall be the custodian of all  
160 NMUPA records and the committee reports. The Recording Secretary shall have a  
161 copy of the approved Bylaws and Standing Rules available at every meeting, and  
162 shall perform other duties as may be delegated to him/her.

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

169 **SECTION IV:** Duties of the Treasurer:

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

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- B. The Treasurer will maintain an accurate record of all transactions, make a detailed report of receipts and disbursements at each business meeting and make all

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176 payments as approved by the Executive Committee and/or in accordance with the  
177 approved budget. The financial books of NMUPA will be audited annually, or upon  
178 change of officer (President, Vice President or Treasurer) by an audit committee  
179 appointed by the President and will submit its report to the Executive Committee.  
180 Additionally, the Treasurer will be responsible for obtaining the gaming license  
181 and filing an income tax report to the IRS, if necessary. The treasurer shall also file  
182 Charitable Registration and Annual Incorporation documents required by Federal  
183 or State agencies.

184 C. The President has the authority to have the Treasurer make payments for special  
185 projects not to exceed One Hundred Dollars (\$100.00) a month, without  
186 authorization of the Executive Committee. There cannot be repeat payments in  
187 succeeding months for the same project without approval of the Executive  
188 Committee.

## 189 ARTICLE X: ELECTIONS

190 **SECTION I:** The President shall appoint the Nomination & Election Committee in February to  
191 include three (3) Members in Good Standing of the General Membership and two (2)  
192 Members in Good Standing of the Executive Committee (Officers, Chairs and Co-  
193 Chairs). A Member in Good Standing is one who is a paid member of the NMUPA.

194 **SECTION II:** The eligibility requirement to be an elected official of the NMUPA is that one must be  
195 a Member in good standing of the Association at the time of Nomination and for the  
196 year in which they will serve. NMUPA officers to be elected for a one year term are  
197 President, Vice President, Treasurer, Recording Secretary and Corresponding  
198 Secretary. Each officer may serve a maximum of three consecutive terms in the same  
199 officer position.

200 **SECTION III:** Names of Nominated persons will be accepted beginning with the March Membership  
201 meeting. All nominations must be in writing. Candidates will be required to sign a  
202 form accepting or declining their nomination. If a nominee accepts their nomination,  
203 they are agreeing to serve if elected and have a full understanding as to the duties of  
204 the office for which they are a candidate. Nominations will also be accepted at the  
205 April Membership meeting. Nominations will be considered closed at the conclusion  
206 of the April Membership Meeting.

207 **SECTION IV:** Voting shall be by Members in good standing and will take place during the General  
208 Membership Meeting in May. No person may cast more than one vote. There will be  
209 no voting proxy. Each candidate will be afforded no more than 5 minutes to make a  
210 statement to the Association on their behalf. All voting will be by paper ballot, and  
211 voting will take place immediately following Candidate statements. The counting of  
212 ballots will be overseen by the Nomination & Election Committee. The candidate  
213 receiving the most votes will be declared the winner.

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- 214 **SECTION V:** The elected Officers shall assume their duties following the close of the General  
215 Membership Meeting in May, except for the Treasurer who will assume their duties  
216 after the annual audit is conducted. Said audit should take place by July 15th.
- 217 **SECTION VI:** All officers, except the Treasurer, shall deliver to their successors all official material  
218 not later than 10 days following the close of the General Membership meeting in May,  
219 or immediately in the case of resignation.
- 220 **SECTION VII:** The Treasurer shall deliver all official materials to his/her successor upon completion  
221 of the annual audit.
- 222 **SECTION VIII:** The Executive Board (Chairs and Co-Chairs) shall be appointed by the elected officers  
223 for the term in which the Chair or Co Chair shall serve and said appointments shall be  
224 made known at the General Membership Meeting in June.
- 225 **SECTION IX:** All committee Chairs and Co-Chairs shall deliver to their successors all official material  
226 no later than 10 days following the close of the General Membership meeting in June,  
227 or immediately in the case of resignation.
- 228 **SECTION X:** In the event of a resignation of an elected Officer, Nominations and Elections shall  
229 take place at the General Membership meeting immediately following the resignation  
230 of said Officer. Notice of such resignation and subsequent election should be made  
231 known to all members of the Association by one of the following officers (in this  
232 order) the Corresponding Secretary; President; Vice President; Recording Secretary.  
233 Said notice should be issued no later than 5 calendar days prior to the General  
234 Membership meeting in which the election will take place. Any nominated candidates  
235 for the vacated position only need to be members of the Association for the term in  
236 which they will serve and need not be a member of the Association at the time of  
237 their nomination. Exceptions to the notice rule may be made in the event of a  
238 resignation over the summer, as the Association is in transition.
- 239 **ARTICLE XI: STANDING COMMITTEES AND SPECIAL COMMITTEES**
- 240 **SECTION I:** Voting members and honorary members will be able to serve as members of  
241 committees.
- 242 **SECTION II:** Such standing committees shall be created by the Executive Committee as may be  
243 required to promote the objectives and interests of NMUPA.
- 244 **SECTION III:** The chairmen of all standing committees shall present plans of work to the executive  
245 committee (Officers, Chairmen, & Co-Chairmen), for approval, and no committee  
246 work shall be undertaken without the approval of the executive committee.
- 247 **SECTION IV:** Special committees shall be appointed by the president or executive committee  
248 as deemed necessary to carry on the work of NMUPA. Since a special committee is



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249 created and appointed for a specific purpose, it automatically goes out of existence  
250 when its work is done and its final report is received.

251 ARTICLE XII: **FISCAL YEAR**

252 **SECTION I:** The fiscal year of NMUPA shall begin on July 1 and end on June 30. The fiscal year may  
253 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, 2015)
9/19/05	Bylaws Article VI, Scholarship	Section E (Added)
4/6/06	Bylaws Article VI, Scholarship	Section I A & B (Amended)
4/9/06	Bylaws Article VI, Scholarship	Section II A, B, C & D (Added)
10/14/08	New Bylaws & Standing Rules Adopted	
5/11/09	Bylaws Article XI, Scholarship replace by Scholarship Committee Standing Rules	
11/8/12	Bylaws Article IV, Section I E (Quorum changed to 9)	
11/8/10	Bylaws Article IV, Section II A (Meetings called as needed)	
1/9/11	Bylaws Article II, Section II (Added Alumni membership)	
1/9/12	Bylaws Article VIII, Section II (Added Alumni membership)	
2/1/16	Bylaws Article X, Elections	Sections I-X (Amended)
10/5/16	Bylaws Article VIII, Membership	Section I (Amended)