

BYLAWS

Nottingham Marching Unit
Parents Association

ARTICLE I: **NAME AND OBJECTIVES**

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

SECTION II: The objectives of NMUPA shall be to promote the legitimate educational and musical goals of the Nottingham High School Marching and Indoor Percussion Units. It will not, at any time or in any manner, interfere with the direction, management, activities or administration of said units.

SECTION III: NMUPA shall, with the approval of the Directors of the Nottingham High School Marching and Indoor Percussion Units and the Principal of Nottingham High School, achieve this objective by one or several of the following:

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

ARTICLE II: **MEMBERSHIP**

SECTION I: Full membership in NMUPA shall be open to all parents or legal guardians of all the active Marching Unit or Indoor Percussion Unit members.

SECTION II: Honorary (non-voting) Membership in NMUPA is open to all friends of Nottingham High School. Alumni (non-voting) Membership in NMUPA is open to all former members of the Nottingham HS Marching ~~Unit, or~~ Indoor Percussion Units, or this association. Both will have NO VOTE in the operation of NMUPA but will be welcome to attend all functions of NMUPA.

SECTION III: The directors of the Marching Unit and the Principal of Nottingham High School shall be members ex-officio. Ex-officio members have all the rights and benefits of Full Members with the exception of voting and being an Officer or Chairperson. In the event of a tied vote, present Ex-officio members shall cast a tie-breaker vote.

Commented [MOU1]: Defining what an ex-officio member is. Based on informal discussions, open to changes.

ARTICLE III: **EXECUTIVE COMMITTEE BOARD**

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SECTION I: Officers of NMUPA shall be:
A. President
B. Vice-President
C. Recording Secretary
D. Corresponding Secretary
E. Treasurer

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

SECTION III: ~~The Executive Committee shall consist of the Officers of NMUPA and the Executive Board. The Executive Committee, together with the Directors~~

SECTION IV: ~~Seven (7) members of the Executive Committee are present.~~

SECTION V: ~~No decision, pact, contract, agreement, or the like made by an individual of NMUPA of the Marching Unit, will meet to formulate plans and propose all purposes and procedures of NMUPA.~~

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

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

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

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

SECTION VIII: ~~A quorum exists if seven A will be binding on NMUPA unless approved in the proper manner at a General membership meeting or an Executive Committee meeting.~~

SECTION IX: ~~A minimum of seven members shall be appointed to the Executive Board (Chairmen and Co-Chairmen).~~

Commented [MOU2]: We do not have standing committees, so there is no need to define an Executive Board

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Commented [MOU3]: This is covered below under elections

Commented [MOU4]: This is an incomplete sentence. Will handle definition of Quorum in meeting section

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SECTION X: The following provisions shall govern the qualifications and eligibility of individuals to be ~~Executive Committee members~~ Officers:

- A. Each individual shall be a current, ~~voting~~ full member of NMUPA.
- B. A person who has served more than one half of a term shall be deemed to have served a full term, in such position/office.
- ~~B.C.~~ Former Full members who were Full members in either of the previous two membership years may run for an officer position if they will be full members again in the term elected to.

Commented [MOU5]: Changed to be consistent with the membership types defined above

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

Commented [MOU6]: This is to allow Gap year parents to run for office upon their return

~~SECTION XII: The duties of the Executive Committee shall be:
A. To transact necessary business in the intervals between NMUPA meetings and such other business as may be referred to it by the association
B.A. To approve the work plans of the standing committees~~

ARTICLE IV: **MEETINGS**

SECTION I:

General Membership Meetings:

- A. General Membership meetings shall be held monthly from September to June. Dates and times of the meetings shall be determined by the President and announced at the first general membership meeting of the school year.
- B. Three (3) days' notice shall be given of a change of date of general membership meetings.
- 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. 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. The greater of twenty five percent (25%) of the full membership or n~~n~~ine (9) voting members shall constitute a quorum for the transaction of business in any general membership meeting of NMUPA.

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SECTION II: Executive ~~Committee-Board~~ Meetings

A. ~~Executive Committee-Board~~ 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.

A. ~~Special meetings of the Executive Committee (Officers, Chairmen, & CoChairmen), may be called at the discretion of the President.~~ All members of the Executive ~~Committee-Board~~ 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.

B. ~~Any business that is required to be conducted at a general meeting, may not be voted upon at an Executive Board meeting.~~

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Commented [NT7]: This is to clarify what can and cannot be handled by an executive board meeting

ARTICLE V: **RULES OF ORDER**

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

ARTICLE VI: **DISSOLVING THE ASSOCIATION**

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

ARTICLE VII: **AMENDMENTS AND REPEALS**

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

Commented [MOU8]: Since you need two meetings to change a bylaw, a proposed change cannot be introduced in the last meeting of the year.

Commented [MOU9]: We have not required the signatures to propose the amendment in the past

Commented [NT10]: The previous bylaws did not allow for the sponsor of the change to read the change.

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SECTION II: Proposals to amend Standing Rules require only a majority vote to adopt. To amend them takes either a majority vote of the Executive Committee present and voting with previous notice. Without previous notice a two thirds (2/3) vote of the Executive Committee present and voting or majority vote of the General Membership present and voting is needed shall be submitted in writing at any General Membership Meeting except the last meeting of the membership year. Such proposed amendments shall be read at that meeting by the sponsor of the amendment or the Recording Secretary. After such reading, they shall be voted upon at the next General Membership Meeting of NMUPA and shall become a part of the Standing Rules upon approval by a majority of the voting members present and voting.

Commented [NT11]: Clarifying the requirements for changing standing rules. Settled on same process as changing bylaws but only requiring simple majority

ARTICLE VIII: **MEMBERSHIP AND DUES**

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

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

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

SECTION IV: The membership year shall be from ~~August July 1~~ to ~~July June 30~~.

ARTICLE IX: **DUTIES OF OFFICERS**

SECTION I: Duties of the President:

- A. The President shall preside at all meetings of NMUPA, ~~shall perform such other duties as may be assigned to him/her by the executive committee~~, shall coordinate the work of the officers and committees of this association in order that the objectives may be promoted, and shall be an ex-officio member of all committees except the Nominating Committee and the Audit Committee.
- B. The President should, prior to each meeting, make an order of business (agenda) showing, in order, what business is to come before the group.
- C. The President shall appoint an audit committee in May to audit the treasurer’s account(s). The audit committee shall consist of the outgoing Treasurer, the incoming Treasurer (if applicable), and at least two full or ex-officio members.

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

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

- A. The Recording Secretary shall record the minutes of all meetings of NMUPA ~~and the Executive Committee~~, which shall be an accurate and official record of all business transacted. The Recording Secretary also shall be the custodian of all NMUPA records and the committee reports. The Recording Secretary shall have a copy of the approved Bylaws and Standing Rules available at every meeting, and shall perform other duties as may be delegated to him/her.
- B. The Corresponding Secretary shall create an accurate unit member list, including member name, parent(s)/guardian(s) names, mailing address, E-mail address and telephone numbers and have a copy of this list available at every meeting. It shall also be the responsibility of this secretary to ~~prepare and distribute a NMUPA newsletter and manage the social media accounts of NMUPA, prepare and distribute informational emails to the membership and~~ conduct any other correspondence of NMUPA as requested by the President.

SECTION IV: Duties of the Treasurer:

- A. The Treasurer shall receive all Association funds, which shall be deposited in a bank selected or approved by the Executive Committee. All checks shall require two signatures, one each of any of the following: President, Vice President or Treasurer.
~~B.~~The Treasurer will maintain an accurate record of all transactions, make a detailed report of receipts and disbursements at each ~~business-general~~ meeting and make all
~~B.~~ payments as approved by the Executive ~~Committee Board~~ and/or in accordance with the approved budget. The financial books of NMUPA will be audited annually, or upon change of ~~signatory~~ officer (President, Vice President or Treasurer) by an audit committee appointed by the President and will submit its report to the Executive ~~Committee Board for presentation to the General Membership~~. Additionally, the Treasurer will be responsible for obtaining the gaming license and filing an income tax report to the IRS, if necessary. The treasurer shall also file Charitable Registration and Annual Incorporation documents required by Federal or State agencies.

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Commented [NT12]: Standardizing the language and making the audit findings available to the membership

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

ARTICLE X: **ELECTIONS**

SECTION I: The President shall appoint the Nomination & Election Committee in February to include three (3) Full Members in Good Standing of the General Membership and ~~two (2) Ma m~~ members in Good Standing of the Executive ~~Committee Board~~(Officers, Chairs and CoChairs). A Member in Good Standing is one who is a paid member of the NMUPA for at least 15 days.

SECTION II: The eligibility requirements to be an elected official of the NMUPA ~~is that one must be a Member in good standing of the Association at the time of Nomination and for the year in which they will serve. NMUPA officers to be elected for a one year term are President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary. Each officer may serve a maximum of three consecutive terms in the same officer position~~are per Article III, Section VI of these Bylaws.

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

SECTION IV: Voting shall be by Members in good standing and will take place during the General Membership Meeting in May. ~~No person may cast more than one vote.~~

- A. Each candidate will be afforded no more than 5 minutes to make a statement to the Association on their behalf.
- B. No person may cast more than one vote. There is no voting by proxy.
- C. The preferred method for voting shall be voting by ballot. If this is not possible, the use of electronic voting shall be announced at least three days before the election and preferably at the April General Meeting. Any electronic voting method used shall ensure that only Full members can vote.
- D. The counting of ballots will be overseen by the Nomination & Election Committee. The candidate receiving the most votes will be declared the winner.

~~There will be no voting proxy. Each candidate will be afforded no more than 5 minutes to make a statement to the Association on their behalf. All voting will be by paper ballot, and voting will take place immediately following Candidate statements. The~~

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~~counting of ballots will be overseen by the Nomination & Election Committee. The candidate receiving the most votes will be declared the winner.~~

- SECTION V:** The elected Officers shall assume their duties following the close of the General Membership Meeting ~~in May no later than June 1~~, except for the Treasurer who will assume their duties after the annual audit is conducted. Said audit should take place by July 15th.
- SECTION VI:** All officers, except the Treasurer, shall deliver to their successors all official material not later than 10 days following the close of the General Membership meeting in May, or immediately in the case of resignation.
- SECTION VII:** The Treasurer shall deliver all official materials to his/her successor upon completion of the annual audit. ~~Where practical the Treasurer shall provide a copy of any records needed to build the upcoming budget within 10 days following the close of the General Membership meeting in May.~~
- SECTION VIII:** ~~The Executive Board (Chairs and Co-Chairs) shall be appointed by the elected officers for the term in which the Chair or Co-Chair shall serve and said appointments shall be made known at the General Membership Meeting in June. The outgoing Executive Board shall represent the Association at all end of year activities such as Senior Awards.~~
- SECTION IX:** ~~All committee Chairs and Co-Chairs shall deliver to their successors all official material no later than 10 days following the close of the General Membership meeting in June, or immediately in the case of resignation.~~
- SECTION X:** In the event of a resignation of an elected Officer, Nominations and Elections shall take place at the General Membership meeting immediately following the resignation of said Officer. Notice of such resignation and subsequent election should be made known to all members of the Association by one of the following officers (in this order) the Corresponding Secretary; President; Vice President; Recording Secretary. Said notice should be issued ~~as soon as is practical, but~~ no later than 5 calendar days prior to the General Membership meeting in which the election will take place. ~~Nominations may be collected electronically prior to this meeting. Any nominated candidates for the vacated position only need to be members of the Association for the term in which they will serve and need not be a member of the Association at the time of their nomination. Exceptions to the notice rule may be made in the event of a resignation over the summer, as the Association is in transition.~~

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ARTICLE XI: ~~STANDING COMMITTEES AND SPECIAL COMMITTEES~~

SECTION I: Voting members, ~~and honorary, alumni and ex-officio~~ members will be able to serve as members of committees.

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

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

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

ARTICLE XII: FISCAL YEAR

SECTION I: The fiscal year of NMUPA shall begin on July 1 and end on June 30. The 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, 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)