

## **SOLON MUSIC PARENTS CLUB BYLAWS**

### **ARTICLE I: NAME**

The name of this organization shall be the SOLON MUSIC PARENTS CLUB.

### **ARTICLE II: OBJECTIVES**

The objectives of the Solon Music Parents Club shall be to promote and maintain an enthusiastic interest in the various programs of the Music Departments of the Solon City Schools and to lend all possible support, both moral and/or financial, to the music program including the Band, Orchestra, Choir/MIM and Starlettes.

The club is a 501C(3) organization under IRS regulations and shall operate consistent with those requirements. Fundraising for the benefit of individual students is not allowed under these regulations.

### **ARTICLE III: MEMBERSHIP**

The membership of this club shall be open to families with a student in the Music Department of the Solon City Schools. Although not entitled to vote at executive board meetings, club members are encouraged to attend and participate in these meetings.

### **ARTICLE IV: OFFICERS**

The officers of this club shall consist of a President, Vice President of Purchasing, Vice President of Fundraising, Vice President of Communications, Secretary, Treasurer, Vice Treasurer and one representative from Band, Choir/MIM, Orchestra and Starlettes. Assistant officer positions are accepted; however, the assistant must be approved by the executive board. The assistant is a non-voting position.

All of the officers shall be nominated and elected on an annual (beginning June 1) basis. The President and Treasurer shall not serve for more than three consecutive years. Each officer and committee chair shall maintain historical documents relating to their activities and operational procedures to aid future officers.

### **ARTICLE V: DUTIES OF OFFICERS**

#### **Section 1. President**

- (a.) The President shall preside at all meetings of the Club and the Executive Board.
- (b.) The President shall oversee the appointment of all committee chairpersons.
- (c.) The President shall appoint annually, at the May Meeting, a committee consisting of 3 non-executive board members to audit the books of the Treasurer during July. The Treasurer and the President shall be present as an ex-officio member. The treasury

review committee shall report its (findings and conclusion at the September general membership meeting.

- (d.) The President shall be an ex-officio member of all committees but cannot appoint him/herself as chairperson of any committee.
- (e.) The President, with majority executive board approval, shall appoint persons to fill any vacancies on the executive board.
- (f.) The President shall be a co-signer on checks over \$1000. Checks must be requested 1 week in advance.
- (g.) The Immediate Past President shall serve as an advisor to the Club's officers and the board.
- (h.) The President serves as administrator on all social media sites.

#### Section 2. Vice President of Purchasing

- (a.) The Vice President of Purchasing shall assume all duties of the President in his/her absence.
- (b.) The Vice President of Purchasing will oversee the concession stand manager, trainer and volunteer coordinators
- (c.) The Vice President of Purchasing shall oversee all purchasing for and operations of the concession stands for all regular and special events.

#### Section 3. Vice President of Fundraising

- (a.) The Vice President of Fundraising shall oversee all fundraising events.
- (b.) The Vice President of Fundraising shall appoint committee chairpersons for each fundraiser with the exception of the concession stands.

#### Section 4. Vice President of Communication

- (a.) The President or President's designee shall approve all communications on behalf of the Solon Music Parents Club, written or electronic.
- (b.) The Vice President of Communication will serve as administrator on all social media sites.
- (c.) The Vice President of Communication will update the SMP calendar on the website with all SMP events.
- (d.) The Vice President of Communication will create a newsletter with information about all music programs in Solon schools.

#### Section 5. Secretary

- (a.) The Secretary shall keep the minutes of all meetings and present them at the next scheduled meeting.
- (b.) The Secretary shall serve as the chairperson of the Nominating Committee.
- (c.) The Secretary shall serve as club historian and maintain yearly records.

#### Section 6. Treasurer

- (a.) The Treasurer shall be responsible for a full and accurate accounting of all money of the Club, for the payment of bills, and for other disbursements of club money under the direction of the Executive Board.

- (b.) The Treasurer shall show all receipts and disbursements of each club activity separately and publish a budget report to be presented at each executive board meeting.
- (c.) At the fall meeting (September) of the Club, the Treasurer shall present a written report covering the past fiscal year.
- (d.) At the beginning of the new fiscal year (July 1), the newly elected Treasurer shall notify the bank that he/she and the newly elected president have been authorized by the Club to withdraw club funds and obtain any other signatures as directed by the bank's rules.
- (e.) The Treasurer shall serve as chairperson of the Budget Committee, the initial meeting shall be scheduled during June, consisting of the President, in-coming President (if appropriate), Incoming Treasurer and Vice Treasurer (if appropriate), Director of Bands (representing the interests of both the band and orchestras), Choir Director and Starlette Advisor. The proposed budget will be presented and approved at the fall general membership meeting.
- (f.) At the close of the fiscal year (July 1-June 30), the Treasurer shall complete and file the Club's annual income tax return no later than November 15. If not qualified to complete tax return, the Treasurer shall seek the advice of a qualified professional.
- (g.) The club is a 501C(3) organization under IRS regulations and shall operate consistent with those requirements. The Treasurer shall verify compliance with these requirements.
- (h.) The Treasurer shall be responsible for adhering to the Solon Music Parents Financial Policies protocol on an annual basis and communication of the policies to the Executive Board members and committee chairpersons. The Treasurer shall review the policies annually and present revisions to the executive board for approval.

#### Section 7. Vice Treasurer

- (a.) Assists the Treasurer in all monetary duties.
- (b.) The Assistant Treasurer will not be the signer on the club band account.

#### Section 8. Representatives to Band/Choir/Orchestra/Starlette

- (a.) The representative will be nominated by their group then voted on by the SMP.
- (b.) The elected representative will be representative of their group and will be the liaison between the Executive Board and their group.
- (c.) The Representatives will work with the director of their organization. They will assist in coordinating all activities outside of the classroom. They may oversee committees to assist with any additional responsibilities of their group. They may have.
- (d.) The Representatives are responsible for appointing their committee chairs.
- (e.) Solon Middle School and Orchard Middle School representatives will be appointment by the President. These representatives are to be an liaison between SMP and their middle school group.

## ARTICLE VI: EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the President, Vice President of Purchasing, Vice President of Fundraising, and Vice President of Communication, Secretary, Treasurer, Vice Treasurer and one club representative (member at large) from each of the Band, Choir, Orchestra, and Starlettes to be elected.

Section 1a. The Directors of Band, Orchestra, Choir and Starlette Advisor will be non voting executive board members and are invited to attend Executive and SMP meetings, provide a report and serve as advisors to the group.

Section 2. The Executive Board shall have the power to act on all affairs concerning the best interest of The Solon Music Parents Club.

Section 3. The Executive Board shall meet on the first Tuesday of each month during the school year (August-June) and at the direction of the President. The President may change the meeting schedule due to school conflicts.

Section 4. The Executive Board shall not conduct any official business unless a quorum of board members (5) are present. A majority of members of the Executive Board shall constitute a quorum and voting by proxy permitted.

Section 5. All board members shall comply with the Solon Music Parents Financial Policies and Appendix A to these by-laws.

## ARTICLE VII: COMMITTEE CHAIRPERSONS

Each committee chair shall be responsible for conducting regular meetings, spending within their budget, and complying with Solon Music Parents Financial Policies. Each committee chairperson shall supervise and coordinate the work of the committee and shall report budget and plans prior to the event to the treasurer.

## ARTICLE VIII: GENERAL MEMBERSHIP MEETINGS

Section 1. The general membership meetings of the Club shall be held in the fall (August) through the spring (June) on the first Tuesday of the month unless changed due to a school conflict. Notification of the change of date or time of these meetings must be made at least two weeks in advance of the scheduled meeting.

Section 2. Special general membership meetings may be called by the President.

Section 3. Approval of the proposed budget shall be by majority vote of the members present at the fall general membership meeting (September).

## ARTICLE IX: DUES

There are no dues for membership in the Solon Music Parents Club. However, the Friends of Solon Music Parents is open to all supporters of the Solon Music Program. The funds generated will go toward scholarships.

## ARTICLE X: ELECTION

Section 1. A nominating committee, chaired by the Secretary, shall consist of at least three additional members and a director who shall be appointed by the President at the January executive board meeting. The committee shall present their slate for executive board

nominees at the March (board) meeting. Nominations from the floor will be taken at the April (board) meeting after which nominations will be closed and elections will take place.

Section 2. The annual election of officers and executive board members shall take place during the general membership meeting in the spring (May). The nominating committee chairperson shall present the slate of nominees.

Section 3. Officers and executive board members (remove - elected at the general membership meeting in the spring May) shall take office on June July 1 and serve for a period of one year.

Section 4. The election of officers and executive board members shall be by majority vote of the members present.

#### ARTICLE XI: AUTHORITY

All meetings shall be conducted according to *Robert's Rules of Order, Revised*.

#### ARTICLE XII: UNIFORM FUND

Section 1. The Solon Music Parents Club shall establish, maintain, and annually contribute funds to a separate account to be used solely for the major replacement of uniforms for the Solon High School Band, Orchestra, Choir and Starlettes. The annual contribution will be determined by the Executive Board as part of the budget process. All interest earned from the uniform fund shall accrue to it.

Section 2. Incidental replacement uniforms consisting of single purchases under \$2500 shall be made from general funds.

#### ARTICLE XIII: AMENDMENTS

Section 1. The bylaws shall be reviewed annually by the current President. If the President believes amendments to the bylaws are required, the President may appoint a review committee. Otherwise, formal review of the bylaws by an appointed review committee shall be completed every three (3) years. Changes shall be approved by the Executive Board prior to submitting them to the membership for approval.

Section 2. The bylaws may be amended by a majority vote of the members present at a general meeting of the Club with members being given a minimum of two weeks notice prior to such meeting.

#### Appendix A

The approved budget shall stand as the limit of expenditures for the year unless otherwise approved by the executive board. Unbudgeted expenses must receive prior approval by the executive board.

All fundraising activities must be accounted for on tracking worksheets approved by the Treasurer. Funds from these activities must be transferred to the Treasurer or Treasurer's designate within 7 days of receipt.

The President shall be authorized to sign checks should the treasurer not be available to do so.

#### **BYLAWS APPROVAL and AMENDMENT APPROVALS**

Approved: November 6, 1967  
Amended: March 4, 1971  
January 24, 1977  
April 24, 1979  
May 6, 1982  
May 12, 1983  
May 15, 1984  
May 5, 1992  
May 3, 1995  
April 23, 1996  
May 3, 2005  
June 5, 2012  
October 2, 2018  
January 7, 2020

We hereby certify that the bylaws of the **Solon Music Parents Club** were last amended by a majority vote of the members present at the general membership meeting held on January 7, 2020.

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Jody Halley, President 12/7/2020  
Emily Johnson, Secretary 12/7/2020  
Solon Music Parents Club