**BYLAWS of**

**Hamburg Area Music Association**

**ARTICLE I – NAME & PURPOSE**

**Section 1: Name** – Hamburg Area Music Association, hereafter referred to as HAMA.

**Section 2: Purpose and Objectives** –To promote and cultivate greater interest, support, and cooperation between parents, guardians, faculty, staff, students, and the community, in the development, operation, and presentation of the Hamburg Area School District Music Programs.

**ARTICLE II - MEMBERSHIP**

**Section 1: Membership-** Any parent, guardian, or relative of a Hamburg Area School district student, plus all staff and faculty of the school district shall be eligible for membership. There are no membership dues.

**Section 2: Non compensation-** No Member or Officer shall receive compensation for any service rendered to the organization.

**ARTICLE III – OFFICERS and ELECTIONS**

**Section 1:** **Officers -** The Officer positions shall be President, Vice President, Secretary, and Treasurer. These Officers shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by HAMA.

**Section 2: Executive Board-**The Executive Board shall consist of the President, Vice President, Secretary and Treasurer. The School Principals and Music Directors are considered ex-officio members of the Executive Board.

**Section 3: Term of Office**– Officers shall be elected for a one (1) year term, beginning on July 1 and ending on June 30th. No member shall hold more than one office at a time, and no members shall be eligible to serve more than three (3) consecutive terms. If necessary, an extension or sharing of an office may be granted until such time as the office can be filled.

**Section 4: Qualifications** – Any member in good standing, who is a parent or guardian of a student participating in any Hamburg Area School District music program, may hold office.

**Section 5: Elections –** A nominating committee of three (3) shall be sought and selected by the President at the February meeting. Names of consenting nominees shall be presented to the members at the March meeting, at which time nominations are then closed. Election of officers shall be by ballot and held at the annual meeting in April.

**Section 6: Duties –**

**Executive Board** – The Executive Board shall have general supervision of the affairs of HAMA between its general meetings, to fix the hour and place of meetings, make recommendations to HAMA membership, and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of HAMA majority votes, and none of its acts shall conflict with majority actions prescribed by HAMA.

Develop the HAMA annual budget, establish and oversee committees to conduct the work of HAMA, establish fundraising programs, Unbudgeted emergency expenditures of no more than $100.00 may be approved by a written, documented, majority vote of the Board.

**President** – Propose the agenda and preside at general meetings and Executive Board meetings, serve as the official representative of HAMA. Seek and appoint committee Chairs.

**Vice President** – Assist the President and chair meetings in the absence of the President.

**Secretary** – Record and distribute minutes of all Executive Board meetings and all General meetings, hold historical records for HAMA. Manage communications including, but not limited to newsletters, email broadcasts, etc.

**Treasurer** – Serve as custodian of HAMA finances, collect revenue and make timely deposits, pay authorized expenses in a timely manner, maintain, balance and report financial activity every month, prepare fiscal year-end financial report, facilitate an annual audit, and hold all financial records.

**Section 7: Vacancy** – If there is a vacancy in the office of the President, the Vice-President will become the President. Any other office shall be filled by the nomination committee, or the executive board, seeking a nominee, who shall be presented at the next regular meeting and must be approved by a majority vote of 2/3 of members at the meeting.

**Section 6: REMOVAL** – An Officer can be removed from office for failure to fulfill his/her duties, or for conduct detrimental to the organization, after reasonable notice, by a majority vote of the Executive Board.

**ARTICLE 1V – MEETINGS**

**Section 1: GENERAL MEETINGS** – General meetings shall be held to conduct the business of HAMA. Meetings shall be held monthly during the school year or at the discretion of the Executive Board, at a date, time and place determined by the Executive Board, with appropriate notice to the members*.* The Executive Board may decide to cancel a scheduled meeting, with as much advance notice as possible, if it is determined that there is no business to address or due to adverse weather conditions.

**Section 2: Voting** – Each member in attendance at the meeting is eligible to vote, one vote per household. Absentee or proxy votes are not allowed.

**Section 3 – Quorum** – Eight (8) members present constitute a quorum for the purpose of voting. If a quorum is not present at two consecutive meetings, a vote shall be taken at the second meeting and the vote will be official with the outcome decided by the majority of those members present. It is noted that, according to Roberts Rules of order, the President should remain impartial and not vote, but may vote to break a tie, or may abstain and allow the motion to remain a tie and thus fail. The president may vote in a ballot vote, but may then not break a tie because that would be a double vote.

**Section 4-** **Special Meetings** – Special meetings may be called by the President, Executive Board, or upon the written request of ten (10) percent of the voting members to consider specified subjects, with previous notice of 15 (fifteen) days.

**Section 5: Board Meetings –** The Executive Board shall meet at least once a quarter during the school year, or at the discretion of the President or upon request of any board member.

**Section 6: Annual meeting-** The April meeting shall be known as the Annual Meeting and shall be for the purpose of, but not limited to: holding Officer Elections and receiving reports of Officers and Committees.

**ARTICLE VI – FINANCIAL POLICIES**

**Section 1: FISCAL YEAR** - The fiscal year begins July 1 and ends June 30 of the following year.

**Section 2: BANKING** - All funds shall be kept in an account(s) requiring two signatures of the Executive Board and held at a local financial institution.

**Section 3: REPORTING** - All financial activity shall be recorded in a manual or computer-based accounting system. The Treasurer shall reconcile the account(s) monthly and report all financial activity monthly. An audit of all financial records must be conducted each year.

(Also see treasurer duties and audit committee.)

**Section 4: Audit Committee-** An Audit committee of three (3) members shall be appointed by the President at the March meeting, whose duty it shall be to audit the Treasurer’s records and all accounts at the close of the fiscal year*.* Upon completion, this committee’s signed report shall be submitted to the Executive Board for review and then released at the first general meeting of the next school year.

**Section 4: ENDING BALANCE** - The organization shall leave a minimum of $2,000.00 in the treasury at the end of each fiscal year.

**Section 5: CONTRACTS** - Contract signing authority is limited to the President or the President’s designee.

**ARTICLE VII – BYLAW AMENDMENTS**

Bylaw amendments presented and discussed at a HAMA meeting shall be considered for vote at the next regular meeting providing- that the amendment has been submitted in writing and entered into the minutes, and those minutes have been posted for a minimum of 25 days. A 2/3 majority vote of all members present is required to adopt an amendment to the By-laws

**ARTICLE VIII - DISSOLUTION**

In the event of dissolution of HAMA, any funds and assets remaining after satisfying all liabilities, a final audit, and closure of all accounts, shall be donated, divided equally among all of Hamburg Area School District music and drama programs.

**ARTICLE IX - PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of “Robert’s Rules of Order, Newly Revised” shall govern HAMA in all cases to which they are applicable, and in which they are not inconsistent with these by-laws and/or any special rules of order HAMA may adopt.

**These bylaws were adopted on February 17, 2015.**