

# **NORTH PENN MUSIC AIDES, INC.**

**1340 Valley Forge Road  
Lansdale, Pa 19446**

## **BY - LAWS**

**Amended September 21, 2020**

**[www.northpennmusic.com](http://www.northpennmusic.com)**

**NORTH PENN MUSIC AIDES,  
INCORPORATED  
BY-LAWS  
AS AMENDED January 16, 2019**

**ARTICLE I NAME**

- Section 1 This organization shall be known as the North Penn Music Aides, Incorporated (NPMA). The name of the organization is also referred to as “NPMA”.
- Section 2 The principal office of the corporation shall be 1340 Valley Forge Road, Lansdale, Montgomery County, Pennsylvania 19446
- Section 3 The Corporation shall have a common seal that shall contain the name of the corporation, the year of its organization and the words, “Corporate Seal, Pennsylvania”
- Section 4 The NPMA is a 501(c)(3) organization with a fiscal year ending June 30.

**ARTICLE II PURPOSE**

- Section 1 The purpose of this corporation shall be to promote and financially support the programs and activities of the bands and related units (as defined in Article III, Section 1) of the middle schools and high school of the North Penn School District, with primary assistance to the high school bands. Bearing in mind that music is an integral part of the molding of future men and women, it shall be incumbent upon all Elected Officers of this organization to review the Article annually toward this purpose.
- Section 2 To demonstrate encouragement and support to North Penn students through active involvement in all programs and activities of the bands and related units.
- Section 3 To promote and encourage community support of the North Penn bands and related units with the following objectives:
- A. To stimulate student and community appreciation of interest in the band programs.
  - B. To encourage participation in the activities of the North Penn Music Aides, Inc.
- Section 4 To provide financial assistance to bands and band related unit activities not financed by North Penn School District in order to permit the bands to participate in competitions and other music or unit activities.
- Section 5 To keep parents of bands and related unit members and alumni informed of activities and projects.
- Section 6 To publicize any bands or related unit activity sponsored by NPMA.
- Section 7 To provide bands and related unit members with necessary items that are not provided by the North Penn School District.
- Section 8 To raise funds to meet the organization’s objectives in support of the bands and related units.
- Section 9 To assist the North Penn High School Director of Bands in bands and related unit activities.

### ARTICLE III    BANDS AND RELATED UNITS

- Section 1        The bands and related units consist of only the following extracurricular activities:
- A. The North Penn Marching Knights including instrumentalists, percussion and color guard;
  - B. Columbia and Navy Jazz Bands;
  - C. North Penn Visual Ensemble (NPVE) and Knight Vision Indoor Guard;
  - D. North Penn Winter Percussion (NPWP) Indoor Percussion Ensemble.
- Section 2        Support and financial assistance by NPMA to the bands and band related units requires notification to the Director of Bands and NPMA Executive Board of the need for financial and/or volunteer support.

### ARTICLE IV    MEMBERSHIP

- Section 1        Membership is open to any parent, guardian, or sole caregiver of a student involved in any of the North Penn School District Music programs, any Alumni that have participated previously in the North Penn Music Programs, as well as the general public.
- Section 2        Members are required to pay the yearly membership dues.
- Section 3        Members eligible to vote in an election are defined as those who have paid their annual dues and who have attended a minimum of three (3) General Membership Meetings in the past 12 months.
- Section 4        Membership dues shall be determined yearly by the Executive Board and announced at the annual meeting in June.
- Section 5        The membership year shall run from July 1 through June 30.
- Section 6        All voting members will be given a copy of the By-Laws upon request.
- Section 7        All paid membership dues will be directed towards Senior Awards, which support North Penn senior students. Any excess funds will be redirected to the general capital replacement fund and/or Knights in Need Hardship fund at the discretion of the Executive Board.
- Section 8        Dues are not refundable and are not pro-rateable.

### ARTICLE V        Under the provisions specified in the By-Laws, this organization shall be governed by:

- Section 1        **The Membership**, in cooperation with the North Penn High School Director of Bands.
- Section 2        **Executive Board**
- A. The Executive Board shall consist of Elected Officers and Elected Chairpersons of the organization.
  - B. The Executive Board shall transact routine business, recommend policies to the organization, and act for the organization in case of an emergency.
  - C. The purpose of the Executive Board shall be to:
    - 1. Facilitate business at the General Membership Meetings.
    - 2. Review the plan of the Fundraising committee for fundraising projects and approve appropriate projects.
    - 3. Review and approve the plans and activities of the various committees.
    - 4. Recommend to the Membership expenditures necessary for the operation of the organization or for the benefit of the bands and related units.

5. Approve all non-elected chairpersons recommended by the Nominating Committee.
  6. Maintain a balanced budget with no deficit spending.
- D. The Executive Board shall have the power to authorize non-budgeted expenditures not to exceed \$1,000.00.
- E. The Director of Bands and assistant(s) may participate in an advisory capacity to the Executive Board and the General Membership.
- F. The Executive Board shall act as a cohesive unit. Issues and concerns amongst Executive Board Members should be discussed among Executive Board Members only. Privileged information or matters discussed at Executive Board Meetings, especially during executive sessions, shall not be discussed with the General Membership.
- G. Qualifications of Executive Board Members
1. All Executive Board Members must be dues paying members within thirty (30) days of beginning their term and have a student in the bands or related units.
  2. Executive Board Members must be in good financial standing with the organization.
  3. In order to be nominated, Executive Board Members should have volunteered a minimum of ten (10) hours to the organization or chaired a fundraising event. If no other member desires nomination to the office, the volunteer hours/fundraising event chair requirement will be waived.
  4. Executive Board Members may not serve more than two (2) consecutive terms in the same office except by recommendation of the Executive Board to the Nominating Committee, and only if no other member desires nomination to the office.
  5. Executive Board Members must maintain active attendance at all Executive Board Meetings and General Membership Meetings. Elected Officers missing more than two (2) regularly scheduled Executive Board Meetings or two (2) General Meetings can be removed from office. The President can excuse an absence in the case of illness or other mitigating circumstances.
  6. In the event that an individual cannot be found to assume the duties of an Executive Board position, two (2) members may be elected to share the position as co-officers or co-chairs. Should this occur, co-officer and co-chair positions shall count as only one (1) vote when voting is required by the Executive Board. Should a co-chair or co-officer be unavailable for a vote, the remaining co-chair or co-officer's vote shall count as one (1) vote.
- H. Nomination of Executive Board Members
1. The Nominating Committee, chaired by the Second Vice President, shall be established at the General Membership Meeting in January or February.
  2. The candidates must be present at the General Membership Meeting in March. In cases of emergency, this may be waived by the President.
  3. Nominations may be made from the floor at the April General Membership meeting. Nominations made from the floor must be seconded and the nominated party must be present to accept the nomination prior to placing their name on the ballot.
- I. Election of Executive Board Members
1. If there is only one (1) candidate nominated for an Executive Board position, election shall be by voice vote of voting members.
  2. If there is more than one (1) candidate nominated for an Executive Board position, election shall be by secret ballot of voting members.
    - a. The Student Financials Coordinator and Recording Secretary will be responsible for providing a membership roll that includes all voting members that have met the requirements to vote in an election.
    - b. Members will be responsible for checking in with the Student Financials Coordinator and the Second Vice President at the beginning of the meeting and will receive a voting coupon.
    - c. At the time the election is held, the voting coupon will be exchanged for a ballot.
    - d. Ballots will be collected and tabulated by the Second Vice President.
    - e. One (1) representative for each candidate may witness the tabulation.

3. A majority vote of the voting members present at the meeting, provided a quorum is present, shall constitute an election.
  4. Election of new Executive Board Members shall take place at the conclusion of the new business agenda item for the General Membership Meeting in April and the Elected Officers shall assume their duties on July 1.
  5. Elected Executive Board Members shall serve a one-year term beginning July 1 and ending June 30 of the following year.
  6. No person shall hold more than one Executive Board position at a time.
  7. Each member has one vote and no proxy votes will be accepted.
  8. Newly elected Executive Board Members are encouraged to attend any remaining Executive Board Meetings prior to the commencement of their formal term.
  9. Special Election – The General Membership will be notified of the need for a Special Election with a minimum of three (3) days notice via a posting on the website and/or via e-mail. Nominations to fill the vacancy will be taken from the floor at the time of the Special Election. In addition, the Executive Board may make a recommendation to fill the vacancy. The nominees must be present at the General Membership Meeting and agree to serve, if elected.
- J. In the event that an Executive Board Member does not perform his or her duties, he or she may be removed by a two-thirds (2/3) vote of the sitting Executive Board. Notice must be provided to the Executive Board Member to be removed and a Special Executive Board hearing convened to address the matter. An Executive Board Member may also be removed by a majority vote of the General Membership at the next General Membership Meeting.
- K. Should a vacancy occur in the Executive Board that is not specifically addressed in Article VI, Section 2, Paragraph B, the unexpired term shall be filled through a Special Election, as defined in Article V, Section 2, Paragraph I, Item 9.

## **ARTICLE VI      ELECTED OFFICERS**

Section 1      **The Elected Officers** of the organization shall be President, First Vice President, Second Vice President, Treasurer, Assistant Treasurer, Recording Secretary and Corresponding Secretary.

### Section 2      **Status of Elected Officers**

- A. The Elected Officers of this organization shall serve without compensation.
- B. Vacancies
  1. The First Vice President shall automatically become President if the President is unable to serve. If the First Vice President is unable to serve as President, a Special Election, according to Article V, Section 2, Paragraph I, Item 9, will be held to fill the position of President.
  2. The Second Vice President shall automatically become First Vice President, if the First Vice President is unable to serve. If the Second Vice President is unable to serve as the First Vice President, a Special Election, according to Article V, Section 2, Paragraph I, Item 9, will be held to fill the position of First Vice President.
  3. If both Vice President positions are vacant, the Executive Board may re-assign those duties deemed necessary to fulfill the business and activities of the organization to the appropriate Executive Board member(s) until a Special Election, according to Article V, Section 2, Paragraph I, Item 9, can be held to fill the position(s) of Vice President.
- C. The Executive Board may secure a fiduciary bond for any or all Elected Officers.
- D. Any two (2) Elected Officers can authorize emergency expenditures of up to \$500.00 for items required by the Director of Bands. A report must be submitted to the Treasurer in writing of any and all emergency expenditures within twenty-four (24) hours of authorizing such an Expenditure. Notification should also be made to the Executive Board within 24 hours of such an action being taken.

Section 3 **Duties of Elected Officers**

<p>President</p>	<ol style="list-style-type: none"> <li>1. Shall have supervision over the business affairs of the organization.</li> <li>2. Shall direct the Recording Secretary to call special meetings of the organization or have the power to do so him/herself.</li> <li>3. Shall appoint all special committees deemed necessary to fulfill the business and activities of the organization subject to the approval of the Executive Board.</li> <li>4. Shall serve as an ex-officio member on all committees.</li> <li>5. Shall prepare an agenda for the General Membership and Executive Board Meetings.</li> <li>6. Shall represent the organization, or arrange for representation at any outside meeting as requested by/for the organization.</li> <li>7. Shall serve as the primary liaison between the NPMA and the school's administration, to include but not limited to, the North Penn High School Director of Bands, North Penn High School Principal, and North Penn School District School Board.</li> <li>8. Shall secure all permits to reserve a room for all meetings.</li> <li>9. Shall, along with the Director of Bands and NPMA Treasurer, be responsible for developing and presenting the annual budget including the determination of the Student Operating fee to the Executive Board for review and adoption at the August General Membership Meeting.</li> <li>10. Shall be authorized to co-sign along with the Treasurer all NPMA checks.</li> <li>11. Shall along with the Director of Bands, NPMA Treasurer and Student Financial Coordinator have discretion to determine and disburse individual student hardship funds. Hardship status will be kept in strict confidence and must be documented on the Student Hardship Application form.</li> <li>12. Shall execute, along with the Recording Secretary, all professional staff contracts for those hired by the Director of Bands on behalf of NPMA utilizing the approved NPMA Contract template.</li> <li>13. Shall execute other contracts on behalf of NPMA with Executive Board approval.</li> <li>14. Shall verify the continuation of liability and bonding insurance provided by the school district at adequate levels. If adequate insurance is not provided by the school district, then the President shall be authorized to obtain coverage through outside organizations or independent sources upon approval of the Executive Board.</li> <li>15. Shall appoint members to serve on the Audit Committee prior to the June General Membership Meeting. In lieu of an Audit Committee, the President shall recommend an independent auditor for approval by the Executive Board.</li> <li>16. Shall provide counsel and advice to the succeeding President.</li> </ol>
<p>First Vice President</p>	<ol style="list-style-type: none"> <li>1. Shall assist the President in the organization's administration</li> <li>2. Shall be authorized to co-sign with the Treasurer all NPMA checks</li> <li>3. Shall act as Chairperson of the Fundraising Committee</li> <li>4. Shall oversee and coordinate all fundraising committees and secure all necessary permits including approval from all required North Penn School District Administrators, e.g. North Penn High School Principal.</li> <li>5. Shall appoint a chairperson for each fundraiser. If a chairperson is not found, the First Vice President will facilitate the scheduled fundraiser.</li> <li>6. Shall provide a written report to the Executive Board and General Membership of the results of each fundraiser on the Fundraiser Summary document.</li> <li>7. Shall determine the calendar of fundraising events, and submit pricing and potential income to the Executive Board for approval.</li> </ol>
<p>Second Vice President</p>	<ol style="list-style-type: none"> <li>1. Shall chair the Publicity Committee</li> <li>2. Shall chair the By-Laws Committee.</li> </ol>

	<ol style="list-style-type: none"> <li>3. Shall chair the Nominating Committee</li> <li>4. Shall be the organization Parliamentarian (rule advisor).</li> <li>5. Shall be responsible for submitting pictures and content to the yearbook.</li> <li>6. Shall be the administrator of social media accounts (e.g., Facebook, Twitter).</li> <li>7. Shall be responsible for ensuring compliance with all royalty and copyright laws for pictures, video and audio file posting.</li> </ol>
Recording Secretary	<ol style="list-style-type: none"> <li>1. Shall record and distribute minutes for the Executive Board and General Membership Meetings.</li> <li>2. Shall maintain the NPMA Parent Handbook and coordinate updates with Executive Board Members.</li> <li>3. Shall maintain a file of all recordings, communications, flyers, etc. for future reference.</li> <li>4. Shall attend to all correspondence of the organization in the absence of the Corresponding Secretary.</li> <li>5. Shall execute, along with the President, all professional staff contracts for those hired by the Director of Bands on behalf of NPMA utilizing the approved NPMA Contract template.</li> <li>6. Shall take attendance at Executive Board and General Membership Meetings.</li> </ol>
Corresponding Secretary	<ol style="list-style-type: none"> <li>1. Shall, upon instruction from the President, Executive Board, or the Director of Bands, conduct all general membership correspondence for the organization including writing Thank You notes.</li> <li>2. Shall ensure a quorum of voting members is present before business is conducted.</li> <li>3. Shall develop and maintain a current roster of all members of the bands and related units and provide a copy to the members of the Executive Board.</li> <li>4. Shall collect, edit, publish and distribute information to all students, parents/guardians, staff, Executive Board and alumni coordinators via e-mail newsletter on a weekly or as-needed basis.</li> <li>5. Shall coordinate email newsletter with Alumni Coordinator.</li> <li>6. Shall coordinate with the Webmaster to ensure that the website information is kept up to date, including the calendar.</li> <li>7. Shall, in the absence of the Recording Secretary, attend Executive Board or General Membership Meetings and act as the clerk of the meetings.</li> <li>8. Shall be responsible for reporting on, and responding to, all communications with the Pennsylvania Music Educators Association/Music Booster Affiliates (PMEA/MBA).</li> </ol>
Treasurer	<ol style="list-style-type: none"> <li>1. Shall, along with the Budget Committee, be responsible for developing and presenting the annual budget including the determination of the Student Operating Fee to the Executive Board for review and adoption at the August General Membership Meeting.</li> <li>2. Shall maintain and keep an accurate accounting of funds, receipts and expenditures of NPMA in designated accounts, recording the same in an electronic ledger.</li> <li>3. Shall be responsible for maintaining proper signature cards for all accounts for the organization.</li> <li>4. Shall maintain the funds of the NPMA in separate accounts which shall be identified as General Fund and Reserve Account (e.g., Student Credit, Director's Fund, Hardship and Equipment Replacement).</li> <li>5. Shall be responsible for filing on time all Federal and State tax forms and other financial reports as required by law.</li> <li>6. Shall be responsible for providing paperwork to the Public Accounting firm that files the organization's taxes forty-five (45) days after the close of the fiscal year, which ends on June 30<sup>th</sup>, and the taxes will be post- marked on or before the due date required by the IRS each</li> <li>7. Shall present to the Executive Board, for review and approval, a list of accounting firms/auditors necessary to complete annual filings, etc.</li> <li>8. Shall coordinate a yearly audit or financial review as recommended by GAAP or IRS requirements with an independent auditor approved by the Audit Committee.</li> <li>9. Shall be bonded for an amount to be determined by the Executive Board.</li> <li>10. Shall be authorized to co-sign, with the President or First Vice President in the absence of the President, all NPMA checks.</li> <li>11. Shall present all bills that are not contracted, budgeted or pre-approved as reimbursable for approval to the Executive Board. The Treasurer may pay bills that must be paid before the next Executive Board meeting provided the Treasurer presents an accounting of all paid bills for ratification. All disbursements and all deposits will be in the name of</li> </ol>

	<p>North Penn Music Aides, Inc.</p> <ol style="list-style-type: none"> <li>12. Shall not handle any cash or deposits of the organization.</li> <li>13. Shall monitor and make payment to all independent contractors providing services to NPMA. Provide annual 1099 MISC forms for these contractors as required by IRS regulations.</li> <li>14. Shall submit a written report at all Executive Board and General Membership meetings, to the President and Recording Secretary a Budget -vs- Actual Profit and Loss Statement. Release of such written report is available to the General Membership at the monthly General Membership Meeting.</li> <li>15. Shall submit a check register report to the Executive Board at each Executive Board Meeting.</li> <li>16. Shall prepare a financial summary at the end of the fiscal year for Executive Board review and approval prior to submission to the independent auditor, which shall then be made available to all organization members. Included in this report shall be an itemization of expenses and profiles from each fundraising activity as provided by the First Vice President.</li> </ol>
Assistant Treasurer	<ol style="list-style-type: none"> <li>1. Shall assist the Treasurer in any way deemed necessary by the Treasurer with the exception of signing checks.</li> <li>2. Shall be responsible for making deposits into the appropriate accounts.</li> <li>3. Shall provide a detailed report of all deposits, within forty-eight (48) hours, to the Treasurer.</li> <li>4. Shall fulfill responsibilities of the Treasurer in the absence or resignation of the Treasurer.</li> <li>5. Shall be responsible for the cash boxes of the organization.</li> <li>6. Shall be bonded for an amount to be determined by the Executive Board.</li> </ol>
All Elected Officers	<ol style="list-style-type: none"> <li>1. Shall perform the duties prescribed in the parliamentary authority of Robert's Rules of Order in addition to those outlined in these By-Laws and those assigned from time to time.</li> <li>2. Shall coordinate activities of the organization within their area of responsibility with the Director of Bands or his/her designee as may be required.</li> <li>3. Shall establish policy and procedures for NPMA supported activities.</li> <li>4. Shall communicate pertinent information to the General Membership.</li> <li>5. Shall transfer to their successors all books, papers, and other property of the North Penn Music Aides, Inc. in their possession, after the June meeting and prior to the July Executive Board Meeting, as appropriate for each position.</li> <li>6. Shall, prior to July 1, have a transition meeting with their successor.</li> <li>7. Shall prepare final written reports of all activities and shall submit the same to the President upon completion of the term of office.</li> <li>8. Shall perform such other responsibilities as may be delegated to such person by the Executive Board from time to time.</li> </ol>

**ARTICLE VII ELECTED CHAIRPERSON POSITIONS REPORTING TO THE EXECUTIVE BOARD**

**Section 1**      **The Chairpersons** of the following committees are elected positions reporting to the Executive Board. These committees are:

Quartermaster	<ol style="list-style-type: none"> <li>1. Shall organize volunteers for the operation of all field equipment and North Penn School District vehicles.</li> <li>2. Shall, at the direction of the Director of Bands or his/her designee, purchase with Executive Board approval, construct and coordinate any necessary show props for outdoor and indoor programs.</li> <li>3. Shall transport all band equipment to band events.</li> <li>4. Shall work within the budget established by the Executive Board.</li> <li>5. Shall coordinate all activities including transport, loading/unloading of equipment, and repairs with the Director of Bands or his/her designee.</li> <li>6. Shall obtain directions and other special instructions for the various band events.</li> </ol>
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Refreshments	<ol style="list-style-type: none"> <li>1. Shall be responsible for operating various concession stands for fundraising purposes.</li> <li>2. Shall organize refreshments for various functions of the band organization as directed by the Executive Board, e.g., host refreshments for special concert or anniversary celebration.</li> <li>3. Shall purchase refreshments and food supplies to enable operation of the concession facilities while achieving the highest profit level for the organization.</li> </ol>
Sewing/Uniforms	<ol style="list-style-type: none"> <li>1. Shall maintain, fit, distribute, and keep records of, but not limited to band uniforms, band front (guard) uniforms and visual accoutrements for both indoor and outdoor seasons.</li> <li>2. Shall assist in the production of, but not limited to, custom uniform parts, band front (guard) uniforms, visual accoutrements and the memory quilt or pillows.</li> <li>3. Shall maintain all equipment used in the production of aforementioned items.</li> <li>4. Shall purchase materials necessary for the production of uniforms and visual accoutrements for both indoor and outdoor seasons.</li> <li>5. Shall liaise with the Volunteer Coordinator/Chaperones chairperson to ensure extra uniforms and accessories are available for events.</li> </ol>
Student Financials	<ol style="list-style-type: none"> <li>1. Shall report to and assist the Treasurer by maintaining all records of student finances including fees and credits.</li> <li>2. Shall promptly credit fee payments and contributions earned through fundraising activities to individual student accounts.</li> <li>3. Shall provide this information to the Treasurer on a monthly basis.</li> <li>4. Shall inform all students of the balance in their accounts through CHARMS or similar electronic format.</li> <li>5. Shall maintain records of outstanding fees owed to the organization and provide this information to the President on a monthly basis.</li> <li>6. Shall assist in collecting any outstanding fees at the request of the Executive Board.</li> <li>7. The Chairperson of the Committee shall, along with the Director of Bands and President, have discretion to determine individual student hardship funds and to disburse the funds in coordination with the Treasurer. Hardships will be kept in strict confidence and will be documented on the Student Hardship Application form.</li> <li>8. Shall be responsible for tracking Student Credit as reported by committee chairpersons.</li> <li>9. Shall resolve any questions or discrepancies concerning a student's balance in their Student Credit account.</li> </ol>

Section 2

**General Expectations**

- A. Submit a written report of activities to the Executive Board.
- B. Obtain pre-approval of any spending requests or expenses.
- C. Write and send Thank You notes.
- D. Shall work within the budget established by the Executive Board.
- E. Shall turn over to the Treasurer all receipts in a timely manner.
- F. Shall turn over to the Assistant Treasurer all money collected.

Section 3

**General**

- A. Any committee may be given a monetary advance to set up a project by majority action of the Executive Board.
- B. Committees engaging in money raising projects or entering into contracts must have approval through majority action of the Executive Board before the organization's name may be used for any financial obligation.
- C. All bills must be approved by the committee chairperson and forwarded with proper documentation to the Treasurer for payment within ten (10) business days.
- D. Non-elected committee chairpersons shall be nominated and approved by the Executive Board.

Section 4

**Chairperson's duties include:**

- A. Shall serve for a term of one (1) year covering July 1 to June 30.
- B. May serve for more than one (1) consecutive term upon recommendation of the Nominating Committee.
- C. Shall be a voting parent member in good financial standing.

- D. Shall oversee the work of the committee.
- E. Shall hold meetings and conduct business when necessary in support of the committee charter.
- F. Shall act as a temporary custodian of all monies associated with the committee and keep a recording of all financial transactions.
  
- G. Shall submit a report to the Executive Board detailing the end results with recommendations for the following year, including the need for continuation of the committee.
- H. Shall submit a report, as appropriate, at General Membership meetings as well as a final written report at the annual meeting.
- I. Treasurer and Assistant Treasurer cannot chair any committees where funds are received.
- J. Shall perform the duties prescribed in the parliamentary authority in addition to those outlined in these By-Laws and those assigned from time to time.
- K. Shall coordinate activities of the organization within their area of responsibility with the Director of Bands or his/her designee as may be required.
- L. Shall establish policy and procedures for NPMA supported activities.
- M. Shall communicate pertinent information to the General Membership.
- N. Shall transfer to their successors all books, papers, and other property of the North Penn Music Aides, Inc. in their possession, after the June meeting and prior to the July Executive Board Meeting, as appropriate for each position.
- O. Shall, prior to July 1, have a transition meeting with their successor.
- P. P. Shall prepare final written reports of all activities and shall submit the same to the President upon completion of the term of office.

**ARTICLE VIII COMMITTEES**

Section 1            **Committees** are established to address organizational needs throughout the year or on an as needed basis. These committees are:

Alumni Coordinator	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the Corresponding Secretary.</li> <li>2. Shall communicate via email to all North Penn music alumni and encourage their active participation in music events, fundraising activities, individual donations and sponsorships.</li> <li>3. Shall provide the Webmaster updates to alumni section of the North Penn Music website</li> </ol>
Audit	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President.</li> <li>2. Shall be comprised of three (3) voting members from the General Membership, excluding members of the current Executive Board. Members should have a background in accounting or auditing or experience with non-profit organizational financial records to ensure that the audit will have value.</li> <li>3. Shall audit the treasury following the close of the fiscal year and make a report at a General Membership Meeting.</li> <li>4. In lieu of an Audit Committee, the President can appoint an independent outside auditor to perform an audit of the organization treasury.</li> </ol>
Band Banquet	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President.</li> <li>2. Shall arrange the annual band banquet including the menu, location, senior recognition, and any other arrangements.</li> </ol>
Band Meals	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President</li> <li>2. Shall arrange meals for the band for special needs such as band camp, football games, competitions, or other requested events per the Director of Bands by soliciting local businesses, purchasing required food and coordinating use of NPHS cafeteria and kitchen and any other arrangements.</li> <li>3. Shall coordinate all arrangements with the Director of Bands.</li> </ol>

Budget	<ol style="list-style-type: none"> <li>1. Shall consist of the President, Treasurer and the Student Financials Coordinator and shall include input from the Director of Bands.</li> <li>2. A proposed budget shall be approved by the Executive Board prior to submission to the General Membership for adoption at the August General Membership Meeting.</li> </ol>
By-Laws	<ol style="list-style-type: none"> <li>1. Chairperson shall be the Second Vice President.</li> <li>2. Committee shall consist of at least two (2) other members. Committee shall review the most recently modified By-laws for revisions, updates, and reorganization on a bi-annual basis, at minimum.</li> <li>3. Any proposed changes will be submitted to the Executive Board for approval.</li> <li>4. Upon Executive Board approval, shall follow the process outlined in Article XIV Amendments.</li> </ol>
Championship Meal	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President.</li> <li>2. Shall make the necessary arrangements for the Championship Meal, including location, menu, publicity, information on the event and any other necessary arrangements</li> </ol>
Chaperones/Volunteer Coordinator	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President.</li> <li>2. Shall act as a liaison to the NPSD Human Resources Department to obtain an up-to-date list of volunteers with state clearances.</li> <li>3. Shall distribute aforementioned list to NPMA Board Members and Committee Chairs, as needed, for activities to assure compliance with Pennsylvania state clearance laws.</li> <li>4. Shall coordinate and arrange for chaperones for events.</li> <li>5. Shall coordinate and arrange for nursing staff for events.</li> <li>6. Shall provide, maintain and secure an adequate quantity of medical and miscellaneous chaperone supplies for events.</li> <li>7. Shall liaise with the Sewing/Uniform chairperson to ensure extra uniforms and accessories are available for events.</li> <li>8. Shall coordinate with Quartermaster to obtain driving directions to events.</li> </ol>
Community Knight	<ol style="list-style-type: none"> <li>1. Chairperson shall report to President.</li> <li>2. Shall make the necessary arrangements for Community Knight, including location, senior recognition, publicity and any other necessary arrangements.</li> </ol>
Fundraising Events	<ol style="list-style-type: none"> <li>1. Chairperson of each event shall report to the First Vice President.</li> <li>2. Shall coordinate and execute their approved fundraising activities.</li> <li>3. Shall keep detailed records of all funds received, expenses, net profit and Student Credit monies earned for their event.</li> </ol>
Fundries	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the First Vice President.</li> <li>2. Shall be responsible for purchasing and selling North Penn Marching Knights apparel and souvenir items as approved by the Executive Board.</li> <li>3. Shall provide the First Vice President and Treasurer a detailed inventory of all fundries at least twice per year.</li> <li>4. Shall develop NPMA apparel order form and/or work with the vendor for on- line ordering of apparel and souvenir items.to post on the North Penn Music website and to distribute to the General Membership.</li> <li>5. Shall coordinate with the Webmaster to promote fundries and communicate ordering information, as necessary.</li> <li>6. Shall participate in the close of the fiscal year inventory audit, as needed.</li> </ol>

Grants and Sponsorships	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President.</li> <li>2. Shall be responsible for soliciting corporate and individual sponsorships and grants.</li> <li>3. Shall follow NPMA corporate and individual sponsorship guidelines.</li> <li>4. Shall investigate, recommend and prepare grant applications for Executive Board approval</li> </ol>
Hospitality Knight	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the Refreshment Committee Chairperson.</li> <li>2. Shall act as host at Hospitality Knight.</li> <li>3. Shall solicit volunteer parent members for committee, if necessary.</li> <li>4. Shall make the necessary arrangements for the Parent Dessert &amp; Get Together, including location, menu and any other necessary arrangements for this event, which typically occurs in August.</li> </ol>
Indoor Guard & Percussion Show	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President and liaise with the Treasurer for budget and expenses.</li> <li>2. Shall make the necessary arrangements for the Indoor Guard &amp; Percussion Show, including venue, judging, concessions, logistics, publicity and any other necessary arrangements.</li> </ol>
Knight of Jazz	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President and liaise with the Treasurer for budget and expenses.</li> <li>2. Shall make the necessary arrangements for the Knight of Jazz, including location, concessions, judging, publicity, logistics and any other necessary arrangements.</li> </ol>
Knight of Sound	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the President and liaise with the Treasurer for budget and expenses.</li> <li>2. Shall make the necessary arrangements for the Knight of Sound, including location, concessions, judging, publicity, logistics and any other necessary arrangements.</li> </ol>
Membership	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the Corresponding Secretary.</li> <li>2. Shall promote and collect membership dues from band families.</li> <li>3. Shall maintain current membership roster and provide a copy to the President, Recording Secretary and Corresponding Secretary for attendance tracking and voting purposes.</li> </ol>
Nominating	<ol style="list-style-type: none"> <li>1. Chairperson shall be the Second Vice President. The Chairperson, along with two (2) or more voting members, shall comprise the Nominating Committee.</li> <li>2. Members of the committee shall be voting parent members not actively seeking a position on the Executive Board when they volunteer to serve. However, service on this committee shall not preclude them from accepting a nomination to any position.</li> <li>3. The Nominating Committee shall present a slate of nominees for Elected Officers and elected committee chairpersons at the March General membership meeting. Notification will then be sent to all members by email listing the proposed slate of candidates for the Executive Board election.</li> </ol>
North Penn School Board Liaison	<ol style="list-style-type: none"> <li>1. Liaison reports to the President.</li> <li>2. Shall represent the General Membership of the NPMA at public North Penn School Board meetings at the request of the NPMA Executive Board.</li> <li>3. Shall report to the Executive Board any North Penn School Board discussions, proposals and actions of concern to the NPMA and the North Penn Music Department.</li> </ol>

Photography/ Videotaping	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the Second Vice President.</li> <li>2. Shall be responsible for photographing or videotaping activities performed by any group supported by the NPMA.</li> <li>3. Shall post pictures, in an organized manner, on the North Penn Music Program website (www.northpennmusic.com).</li> <li>4. Shall ensure that all royalty and copyright laws are followed for pictures, video and audio files posting.</li> <li>5. Shall ensure extraneous commentary is not included in the media prior to posting.</li> </ol>
Publicity	<ol style="list-style-type: none"> <li>1. Chairperson shall be the Second Vice President.</li> <li>2. Shall make public through media outlets, all activities, events, functions, shows and awards.</li> <li>3. Shall document and label photographs from all sources that document band activities.</li> <li>4. Shall solicit copies of photographs taken by others.</li> </ol>
Web Design & Maintenance	<ol style="list-style-type: none"> <li>1. Chairperson shall report to the Corresponding Secretary.</li> <li>2. Shall coordinate changes to the North Penn Music Program website as directed by the Executive Board and/or the Director of Bands or his/her designee.</li> <li>3. Shall work with the photographer to create archives of the band programs.</li> <li>4. Shall ensure governance and administrator rights are maintained for the website.</li> </ol>

Any of these committees may be chaired by more than one (1) individual, if necessary, to accomplish committee goals. Not all committees may be required each year.

Section 2

**General Expectations**

- A. Submit a written report of activities to the Executive Board.
- B. Obtain pre approval of any spending requests or expenses.
- C. Write and send Thank You notes.
- D. Shall work within the budget established by the Executive Board.
- E. Shall turn over to the Treasurer all receipts in a timely manner.
- F. Shall turn over to the Assistant Treasurer all money collected.

Section 3

**Special Committees:** The President, with Executive Board approval, may establish additional committees for specific assignments throughout the year. These committees:

- A. Shall report to a member of the Executive Board
- B. Shall have a drafted charter upon being created that defines the committee's expected role and time period for existence.
- C. Shall work within the budget established by the Executive Board.

Section 4

**General**

- A. Any committee may be given a monetary advance to set up a project by majority action of the Executive Board.
- B. Committees engaging in money raising projects or entering into contracts must have approval through majority action of the Executive Board before the organization's name may be used for any financial obligation.
- C. All bills must be approved by the committee chairperson and forwarded with proper documentation to the Treasurer for payment within ten (10) business days.
- D. Non-elected committee chairpersons shall be nominated and approved by the Executive Board.

Section 5

**Chairperson's** duties include:

- A. Shall serve for a term of one (1) year covering July 1 to June 30.

- B. May serve for more than one (1) consecutive term upon recommendation of the Nominating Committee.
- C. Shall be a voting parent member in good financial standing.
- D. Shall oversee the work of the committee.
- E. Shall hold meetings and conduct business when necessary in support of the committee charter.
- F. Shall act as a temporary custodian of all monies associated with the committee and keep a recording of all financial transactions.
- G. Shall submit a report to the Executive Board detailing the end results with recommendations for the following year, including the need for continuation of the committee.
- H. Shall submit a report, as appropriate, at General Membership Meetings as well as a final written report at the Annual Meeting.
- I. Treasurer and Assistant Treasurer cannot chair any committees where funds are received.

## ARTICLE IX STUDENT FINANCIALS

### Section 1

#### **Accounting and Disbursement of Student Financials**

- A. A separate Student Financials account shall be established for the purpose of tracking funds (referred to as “student credit”) raised by an individual student from participation in various fundraising activities.
- B. Student credit is defined as a **non-cash** rebate earned through various fundraising activities of NPMA.
- C. Student credit earned through fundraising activities are the property of NPMA.
- D. Student credit can be used by the student for band and band related unit program expenses including miscellaneous required uniform needs, such as shoes, gloves and attire approved by the Director of Bands.
- E. Any NPMA bank account interest earned by the Student Financials account will be made available to help students with financial hardships.
- F. The cost of a student’s participation in the program shall be defined as any associated activity fees, admissions, tickets, lodging, food, transportation, trip fees and banquet admission for the student ONLY.
- G. Student credit in the Student Financials account may not be used for any purpose other than paying for the costs of the student’s participation in the Band or Related Units, except as noted in items J and K.
- H. The student may not run a negative balance in their Student Financials account. If their Student Financials account does not contain sufficient funds to cover the cost of a fee, the student must promptly pay the remaining balance.
- I. The Student Financials officer has the right at any time to transfer any student credit to any outstanding payments due to NPMA.
- J. Any student credits that remain in a student financials account after the student no longer participates in the Band or Related Units may be disbursed upon written request to:
  1. Hardship Fund
  2. A sibling or other student in the Band or Related Units who is planning to participate within twenty-four (24) months. In the event the student does not participate in the bands and related units, the student credit will be moved to the hardship fund
  3. Director’s Fund
  4. Instrument Replacement Fund
  5. Scholarship Fund
  6. Reimbursed for qualified expenses in which they have not been reimbursed

in

K. Graduating seniors may choose to designate remaining monetary funds and/or student credit

their account as follows:

1. Hardship Fund
2. A sibling or other student in the Band or Related Units who is planning to participate within twenty-four (24) months. In the event the student does not participate in the bands and related units, the student credit will be moved to the hardship fund
3. Director's Fund
4. Instrument Replacement Fund
5. Scholarship Fund
6. Reimbursed for qualified expenses for which they have not been reimbursed

L. Direct payments made payable to NPMA by check or money order shall qualify for reimbursement **only** within the NPMA fiscal year the payment is made.

M. For additional guidelines regarding student credit reference the [Individual Fundraising Accounts document](#) provided by [The National Booster Club Training Council](#).

## **ARTICLE X    MEETINGS**

### Section 1        **General Membership Meeting**

- A. The General Membership meeting is generally held on the third Monday of each month at 6:30 pm, unless otherwise designated.
- B. Dates are established and distributed via the North Penn Music website and the North Penn School District calendar.
- C. The meeting date may be subject to change provided adequate notice is given to the General Membership. Minimum notification shall be seventy-two (72) hours, except in the case of emergencies (e.g. inclement weather, power outage).
- D. The General Membership Meeting shall be held at such a place as the Executive Board determines.
- E. Written notice shall not be required for General Membership and Executive Board meetings, but may be given at the discretion of the Executive Board, President or Corresponding Secretary.
- F. General Membership Meetings shall be open to the general public.
- G. All business shall take place at duly authorized meetings.

### Section 2        **Executive Board Meetings**

- A. Shall be held once a month, generally on the second Thursday of each month (unless otherwise designated), prior to the General Membership Meeting at such place as a majority of the Executive Board appoint, or may be designated in a notice to the Executive Board members calling the meeting, or by resolution placed upon the minutes of the Executive Board.
- B. A report of business transacted at each Executive Board meeting shall be made available by the President at the following General Membership Meeting.
- C. Any committee Chairperson may be invited to attend the Executive Board meeting for discussion of committee business
- D. Additional meetings of the Executive Board shall be called by the President upon written request of at least three (3) Executive Board members or at the discretion of the President, with due notice to the Executive Board members
- E. Conducting business via email, including electronic voting, shall be permitted for a single time-sensitive matter.

1. Such vote shall be recorded in the next meeting minutes as having occurred electronically. If electronic voting is used, a single email to all Executive Board members shall be sent stating the purpose for consideration; detail of the issue; and a request for all members to respond electronically with "YES", "NO" or abstention.
2. Executive Board members will be provided twenty-four (24) hours to respond.
3. Discussion is encouraged with all Executive Board members copied on all such discussion.
4. Any Executive Board member may call the question and ask for a special meeting to address the proposal.

Section 3      **Special General Membership Meetings**

- A. Special General Membership Meetings may be called by the President, the Executive Board, or upon written request of ten (10) voting members of the organization. The purpose of the meeting shall be stated in the call. Except in case of emergency, at least seventy-two (72) hours' notice shall be given
- B. Business transacted at all special meetings shall be confined to the objective stated in the call and matter related thereto.

Section 4      **Annual Meetings**

- A. The last meeting of the fiscal year shall be known as the Annual Meeting.
- B. The purpose of the meeting shall be to receive summary or final reports of Elected Officers and committee chairs and for any other business that may arise.
- C. A written notice of the Annual meeting of members shall be given to all voting members by email and notification on the North Penn Music website at least seven (7) days prior to the Annual meeting.

Section 5      **Quorum**

- A. Executive Board Meeting: a simple majority of voting members of the Executive Board shall constitute a quorum.
- B. General Membership Meeting: at least ten (10), voting members present shall constitute a quorum of the membership.
- C. Special Meetings: at least ten (10) voting members present will constitute a quorum.
- D. Any meeting of members duly called shall not be organized for the transaction of business unless a quorum is present.
- E. The members present at a duly organized meeting can continue to do business until adjournment unless withdrawal of enough members leaves less than a quorum.
- F. A simple majority of the voting members present and voting shall be sufficient to carry a motion.

**ARTICLE XI ANNUAL REPORT OF EXECUTIVE COMMITTEE OR OTHER BODY**

Section 1      The Executive Board or other body shall present annually to the members a report showing in appropriate detail the following:

- A. The assets and liabilities, including the trust funds, of the corporation at the end of the fiscal year immediately preceding the date of the report.
- B. The principal changes in assets and liabilities including trust funds during the year immediately preceding the date of the report.
- C. The revenue or receipts of the corporation, both unrestricted and restricted to particular purpose, for the year immediately preceding the date of the report, including separate date with respect to each trust fund held by or for the corporation.



- D. The expense or disbursement of the corporation, for both general restricted purpose during the year immediately preceding the date of the report, including separate date with respect to each trust fund held by or for the corporation.
- E. The number of members of the corporation as of the date of the report, together with a statement of increase or decrease in such number during the year immediately preceding the date of the report, and a statement of the place where the names and addresses of current members may be found.

Section 2           The Annual Report of the Executive Board or other body shall be filed with the minutes of the General Membership meeting.

**ARTICLE XII DISSOLUTION**

Section 1           The organization may dissolve voluntarily by the appropriate motion and two-thirds (2/3) vote of the voting members present and voting at a subsequent regular meeting, provided written notice of the vote to dissolve shall have been given to every member at least fifteen (15) calendar days in advance of the latter meeting.

Section 2           Involuntary dissolution shall occur whenever it becomes evident to the Executive Board that it is no longer possible or practical to continue the organization. Such action by the Executive Board may occur only after failure to achieve a quorum at three (3) successive regular monthly General Membership meetings, with at least two (2) of those meetings being other than June, July or August, and only after written notice to the members of intent to dissolve at least fifteen (15) days prior to the announced date for the proposed final action.

Section 3           Upon the dissolution of the corporation or the organization, the Executive Board or governing staff shall, after paying or making provision for the payment of all of the liabilities of the corporation or organization, dispose of all the assets of the corporation or organization in such manner, or to such organization(s) organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization(s) under section 501(c)(3) of the Internal Revenue code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the Executive Board or governing staff shall determine. Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the county in which the principal office of the corporation or organization is then located, exclusively for such purposes as said Court shall determine, which are organized and operated exclusively for such purposes.

**ARTICLE XIII LIMITATIONS**

recognizes           While being a valuable asset and tool in the development of a superior music program, NPMA  
choice                that they are to function within the framework of the NPSD Board Policy and be consistent with the current goals and objectives of the North Penn secondary music program. Attempts to influence the  
of music, choice of personnel, style of uniforms, or mode of operation are considered beyond the scope and purpose of this organization.

**ARTICLE XIV AMENDMENTS**

- Section 1 These By-Laws may be amended at any regular meeting of the organization by two-thirds (2/3) vote of the voting members present, provided that the proposed amendment has been submitted in writing and posted to the voting membership at the preceding General Membership meeting.
- Section 2 Approved changes to the By-Laws will take effect immediately or according to the proposed effective date of such change in the motion to change the by-law.
- Section 3 If no changes are proposed during the year, the By-Laws will not be revised and will serve as the standard for NPMA until such time as changes are reviewed and approved.

#### **ARTICLE XV RULES OF ORDER**

Robert's Rule of Order, Current Edition, shall govern the proceedings of all meetings except where Robert's Rule conflict with the By-Laws, in which case the By-Laws shall take precedence.

#### **ARTICLE XVI FISCAL**

The organization shall not incur or cause to be incurred any liability or obligation which shall be subject to liability of any other organization, subdivision, group of persons or other individuals or corporations. For example, the organization shall not co-sign a loan.

#### **ARTICLE XVII PERSONAL LIABILITY AND/OR INDEMNIFICATION OF NORTH PENN MUSIC AIDES, INC EXECUTIVE BOARD**

- Section 1 When acting as an Executive Board member, an Executive Board member shall not become personally liable for any damages for such actions so long as said actions do not constitute self-dealing, willful misconduct, and/or recklessness. The limitations on liability do not apply to criminal activities for payment of taxes.
- Section 2 To the fullest extent under applicable law, the organization does hereby indemnify all Executive Board members against any suits, causes of action, or claims arising out of an action taken, or any failure to take any action, while serving as an Executive Board member of the organization. This indemnification shall apply in the event of any threatened, pending or contemplated suit or cause of action; and the organization shall pay the expenses incurred by the Executive Board member in connection with such suit or cause of action. This indemnification shall continue even after the person ceases to be a member of the Executive Board. However, it will not apply if the action or inaction of the Executive Board member would constitute willful misconduct or recklessness.

