

9 May 2001

The Manhattan School of Music
Parents Association
Precollege Division

The Constitution and By-laws

CONSTITUTION

Article I - Name The name of this organization shall be the Parents Association (hereinafter called the Association) of the Manhattan School of Music, (hereinafter called the School), Precollege Division.

Article II - Objective The objectives of the Association shall be: To promote good will, cooperation and understanding between faculty, students and parents, to the end that the work of the School may be of lasting value to the Students; To Aid the School in raising funds for scholarship purposes and events applicable to the School; To aid the faculty in the production of musical events, as applicable to the students of the School; To support the goals of the School and provide enrichment programs for the School.

Article III - Meetings Regular meetings of the Association are scheduled by the officers in cooperation with the School. All parents are encouraged to attend, and faculty and administrators are welcome to attend these meetings. Notice of the Regular meetings are mailed to parents and guardians at the beginning of the school year, periodically throughout the school year, subject to schedule changes. Meeting time and place shall also be posted in the main entrance of the School.

The Agenda of each meeting is determined in advance by the officers of the Association and is distributed at the meeting Parents and guardians are encouraged to provide agenda items to the President or Co-Presidents at least two (2) days prior to the meeting However, new topics may be introduced and discussed during the "new business" portion of the meeting

Article IV - Officers The Officers of the Association may consist of a President or CO-Presidents, Vice Presidents or CO- Vice Presidents, Treasurer and Secretary. As these are volunteer positions and dependent upon parent involvement, the number of officers can be as few as four, consisting of a President, Vice President, Treasurer and Secretary, who shall be elected at an annual meeting in the manner and form prescribed by the by-laws The Director (or Director's Representative) of the Precollege Division shall be a non-voting member of the Board.

Article V - By-laws The Association shall be governed by the provision of the code of by-laws and Robert's Rules of Order.

Article VI -Amendments The Constitution may be amended, altered, or repealed by a two-thirds vote of those present eligible voters and voting at a special meeting called for such purpose, provided notice of such amendment, alteration, or repeal, with the text thereof, has been filed with the Secretary not less than fourteen (14) days before the meeting at which the said proposed amendment, alteration or repeal is to be considered, and notice duly given by the Secretary to all members of the pendency of such proposed amendment, alteration or repeal of the official organ of the Association not less than fourteen (14) days preceding such meeting; and such amendment, alteration or repeal shall take effect immediately after its adoption by a two-thirds vote of those present eligible voters and voting thereon.

BY-LAWS

Section I. Membership All the parents and guardians of the students of the School shall be members of the Association. Each family will have a maximum *of* 2 votes. Voting members must be present to vote, except where special sealed ballots are provided.

Section 2. Dues The voluntary annual dues shall be \$25.00 per family, unless otherwise provided by resolution adopted by a majority vote of the Association members present at a regular meeting of the association. Dues shall be used for the purposes of the Association, as determined by the officers of the Association.

Section 3. Officers All officers shall be elected by ballot and by a majority vote of those present and entitled to vote at the annual meeting, and shall hold office from the date of their election and for the terms specified as follows:

- The President or CO-Presidents and Vice President or CO-Vice Presidents shall be elected for two (2) year terms.
- The Treasurer and Secretary shall be elected for two (2) year terms.
- All other appointed or elected officers shall hold office for two (2) year terms.
- All officers shall hold equal voting privileges.

Section 4. President or Co-Presidents The President or CO-Presidents shall preside at all meetings of the Association. All authority not otherwise vested shall be exercised by the President or CO-Presidents. They shall appoint committees and their chairperson, and fill vacancies occurring in any committee or office for the remainder of the time for which such committee person or officer may have been appointed or elected. They shall perform such other duties as shall be required from time to time by vote of the Association.

Section 5. Vice President or Co- Vice Presidents The Vice President or CO- Vice Presidents shall assist the President in conduction the business of the Association. In the case of absence of the President(s) the Vice Presidents) shall perform all the duties of the President and conduct general meetings of the Association and Board of Directors.

Section 6. Treasurer

The Treasurer shall receive all funds collected on behalf of the Association, and shall deposit such funds in a proper depository in the name of and to the credit of the Association. The officer or committee member collecting the funds will be responsible for the recording in a log the amount turned over to the Treasurer for reconciliation with the financial statement. The funds of the Association shall be disbursed only upon vouchers fully authenticated by two signatures from either the Presidents(s), Vice President(s), Treasurer or the Director of the Precollege Division. The Treasurer shall keep an accurate record of all moneys received and disbursed by the Association in such manner and form as may be prescribed by the Board of Directors and shall submit to the board upon request, statements showing the financial condition of the Association. At the end of the School year, all funds in excess of \$2,000.00 shall be transferred to MSM Precolloge¹ programs that benefit the students or into investments for further use.

Section 7. Secretary

The Secretary shall be the Secretary of the Association. They shall have and keep all official acts taken at said meeting and keep an accurate record of all official acts taken at said meetings. They shall have and keep all books of record and other papers, documents and files belonging to the Association, except as otherwise herein provided. They shall perform such other duties as are usually incident to the office of Secretary and as the Association or Board of Directors may from time to time require.

Section 8. Elections

Nomination of Officers of the Association shall be submitted to the outgoing President(s) at the first March Meeting of the Association. The Officers or the Nominating Committee shall develop a slate of the officers which it presents to the Association two (2) weeks prior to the election. A biannual election meeting of the Association shall be held on the first April meeting of each year or the second Saturday following the presentation of the slate of officers.

Section 9. Amendment and By-laws Revisions

The officers of the Association shall designate a by-laws committee. Members of the Association may propose changes to the by-laws. A change(s) will be presented with the proposed language to be entered into the by-laws. By-laws shall be deemed amended if approved by a majority of the eligible voters present at that meeting.

The Constitution and By-laws were approved by unanimous vote of the Parent Association Meeting at Manhattan School of Music on 21 April 2001.

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