

# **Skyview High School Vocal Music Parents Association By-Laws**

## **ARTICLE 1 – NAME & OBJECTIVE**

**Section 1.** The name of this organization shall be Skyview High School Vocal Music Parents Association and shall be comprised of parents and/or legal guardians of enrolled Skyview Vocal Music students.

**Section 2.** The objectives of this organization shall be to promote interest in, provide support for, assist and to foster the Skyview High School Choir Program.

**Section 3.** The Skyview High School Vocal Music Parents Association is a “non-profit”, “tax exempt” organization registered with the IRS and the State of Washington.

- a. The organization’s Federal Identification Number is 31-1758275.
- b. The IRS recognized the organization as a tax-exempt organization under Section 501c3 effective October 2001.

## **ARTICLE II – MEMBERSHIP**

**Section 1.** All parents/and or legal guardians of students enrolled in the Skyview Choir Program, shall be considered members with voting privileges at general membership meetings. There shall be no membership dues charged or collected.

**Section 2.** Friends of Skyview High School Choir program membership. This limited membership can be made available to individuals or businesses who wish to support the objectives of the Skyview High School Vocal Music Parents Association. Such members will have no voice or vote in the ongoing business of the organization and may not hold office or official position with the exemption of the Officer Emeritus (Article IV Section 9).

## **ARTICLE III – NOMINATING COMMITTEE**

**Section 1.** The nominating committee shall consist of at least three (3) members and be elected by the general membership at a general membership meeting preceding the election of officers. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee.

**Section 2.** The members of the nominating committee shall have been in good standing for at least thirty (30) days preceding their election and have attended 50% of meetings and are current on all fees.

**Section 3.** No person shall be eligible to serve two (2) consecutive years on this committee. The president is not eligible to be elected or to serve on the nominating committee.

## ARTICLE IV – EXECUTIVE COMMITTEE & ELECTIONS

**Section 1.** The Executive Committee shall consist of at least four (4) elected officers: President, Vice-President, Secretary, and Treasurer with one (1) additional appointed officer: Officer Emeritus. Co-officers shall be allowed and if such, will be further defined in the Standing Rules.

**Section 2.** The officers shall be elected prior to June 30th at the general membership meeting from a slate presented by the nominating committee with the exception of the Officer Emeritus which is to be nominated/elected by the Executive Committee and who shall be appointed/elected by the Executive Committee at the first meeting of the new Board term. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served six (6) months or more shall be considered to have served a full term. Officers shall assume their offices on August 1.

**Section 3.** The nominating committee shall consist of at least three members from the general membership.

**Section 4.** The officers-elect shall take office on July 1. If a vacancy occurs in an office, the Executive Committee may elect an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with consent of the nominee. A Quorum being present, a majority of all votes cast is necessary to elect.

**Section 5.** The Board of Directors shall consist of the Executive Committee and chairpersons of the standing committees:

The president shall appoint the chairpersons of the standing committees with approval of the Executive Committee. Standing Committees of this organization shall be specified in the Standing Rules and may include, but not be limited to, Ways & Means and Volunteer Coordinator. Ad Hoc committees of this organization, if such, shall be specified in the Standing Rules and may include, but not be limited to Uniforms, and Fund Raising coordinator.

Any officer may be removed from office involuntarily by a majority vote at a general membership meeting, after a quorum has been established. Reasons from removal of office include but are not limited to breach of common law duties to the organization: 1) duty of obedience; 2) duty of care; or 3) a duty of loyalty and/or breach of statutory or fiduciary duties as stated in the Revised Code of Washington.

**Section 6.** The Vice President shall preside in the absence of the President.

**Section 7.** The Secretary shall keep minutes of Executive Committee, Board of Directors, and General Membership meetings of this organization and provide copies thereof.

**Section 8.** The Treasurer shall receive all income and shall deposit said income in the name of the Skyview High School Vocal Music Parents Association in such bank as the Executive Committee shall approve. Funds shall be disbursed according to the approved proposed budget or on approval of the Board of Directors, or on the vote of the General Membership.

**Section 9.** The Officer Emeritus shall attend all Executive Committee and General Membership meetings. This position is to be filled by a General Membership Member who no longer has a student involved in the Skyview High School Choir program but who was an active member in good standing while their student was involved in the Choir—this position solely, is exempt from Article II Section 2 of these By-Laws. The purpose of this position is to provide the Executive Committee continuity from year to year.

**Section 10.** A proposed budget shall be presented to the membership at a general meeting for approval. In emergency situations, the board shall have authority to reallocate funds as necessary.

**Section 11.** An officer or chair position shall be held no longer than two consecutive years by the same member without a one year break in the same office/position. If no one comes forward to fill said position, then an exception may be considered.

## **ARTICLE V – DUTIES OF OFFICERS**

**Section 1.** General. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for the “approved budget.” All books, funds, and supplies belonging to the organization shall be relinquished to the new officers by retiring officers immediately upon leaving office.

**Section 2.** All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.

**Section 3.** In the event two (2) or more members of the same household hold office, only one (1) shall co-sign financial matters.

**Section 4.** An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

### **President.**

The President shall:

1. Preside at all meetings.
2. Make appointments to positions and committees as designated in the standing rules, with approval of the Executive Committee, for a term of one (1) year. No person shall serve in the same position for more than two (2) consecutive terms.
3. Be an ex-officio member of all committees except the Nominating Committee.
4. May co-sign all binding agreements.

### **Vice President**

The Vice President shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.
2. Preside over all meetings in the absence or inability of the President to serve, and shall assist the President when called upon. In the case of vacancy in the office of

President, the Vice President shall temporarily assume the duties until the vacancy is filled.

3. Oversees the coordination and maintenance of all uniforms and equipment.
4. May co-sign all binding agreements.

### **Secretary**

The Secretary shall:

1. Attend all Executive, Board of Directors, and General Membership meetings and keep accurate records of all meetings.
2. Notify the president of any unfinished business.
3. Be responsible for correspondence as designated by the President.
4. Keep a complete roster of the membership and of all standing and special committees.
5. Provide copies of minutes to those in attendance of previous Executive, Board of Directors, and General Membership at each meeting.
6. Maintains a complete and organized file of all correspondence, minutes, financial reports, budgets, by-laws, standing rules and other material associated with the regular function of the organization.
7. May co-sign all binding agreements.

### **Treasurer**

The Treasurer shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.
2. Server as the chairman of the Budget Committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts for, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.
3. insure all financial transaction are reviewed and verified by another board member prior member prior to depositing money in organ acct
4. Present a written financial statement at each regular meeting and such other times as required by the President; provide all financial records if requested by the President or Board of Directors' members; close the books prior to June 30 and submit the books and records for audit to an Audit Committee of no fewer than three (3) members of the General Membership appointed by the Executive Board. The Audit Committee shall not include any person authorized to sign on the Bank Account for the period being audited or assisted in the preparation of the books.
5. Shall present all necessary tax and financial documents in a timely manner to tax preparer.
6. File annual report to the Washington Secretary of State prior to due date established by the State of Washington.
7. Perform such other duties as may be provided for in the standing rules.
8. May co-sign all binding agreements.

### **Officer Emeritus**

The Officer Emeritus shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.

2. Provide continuity to the Executive Committee from one elected year to the next.
3. Be a standing member of the Budget Committee
4. Be a standing member of the Nominating Committee
5. Perform such other duties as may be provided for in the standing rules.
6. May not co-sign all binding agreements
7. May not sign or co-sign checks for disbursement of funds thereby allowing this position to Chair the Audit Committee.

## **ARTICLE VI – BOARD OF DIRECTORS**

**Section 1.** The Board of Directors shall consist of the Executive Committee and appointed Committee Chairperson(s) as specified in the standing rules.

**Section 2.** The President shall appoint the chairpersons of the standing committees with the approval of the Executive Committee.

## **ARTICLE VII – MEETINGS**

**Section 1.** The General Membership meetings of this organization shall be held at least quarterly September through June on the day and time specified in the Standing Rules to conduct business; adopt the budget, approved the Standing Rules; elect the Nominating Committee

**Section 2.** Special meetings, as needed, may be called by the President.

**Section 3.** A special meeting may be called by the President or by a majority of the Board of Directors as needed for specific emergency situations. Notice of an emergency meeting stating date, time, place or purpose should be mailed (including e-mail), by phone, or personally delivered to all members of the board at least one (1) day prior to the special meeting. Otherwise, all business should be conducted at regularly scheduled Board of Directors' meeting and/or General Membership meeting.

## **ARTICLE VIII – QUORUM**

**Section 1.** A majority of the members of the Board of Directors shall constitute a quorum.

**Section 2.** Ten (10) members of the general membership shall constitute a quorum at the general membership meetings.

## **ARTICLE IX – STANDING RULES**

**Section 1.** Standing Rules, which are in accordance with these by-laws and govern this organization, shall be reviewed on an annual basis and revisions made thereto, if necessary, by and presented to the General Membership at a General Membership meeting for approval. Revisions to the Standing Rules may be made by a two-thirds (2/3) vote of the General Membership in attendance after a quorum as been established.

**Section 2.** Standing Rules shall not be in conflict with these by-laws.

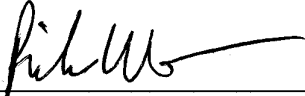
## **ARTICLE X – AMMENDMENTS TO THE BY-LAWS**

**Section 1.** Proposed amendments(s) must be submitted in writing to the General Membership prior to action being taken. These by-laws may be amended at any general membership meeting by a two-thirds (2/3) vote of the General Membership in attendance after a quorum as been established.

## **ARTICLE XI – PARLIAMENTARY AUTHORITY**

The current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws, the IRS, or the Washington Nonprofit Corporation Act.

We, the Undersigned, do agree to the above mentioned articles.



Rick Warner  
President



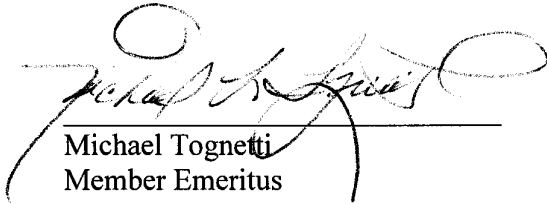
Kristin Baldwin  
Vice President



Lynn Schedler  
Secretary



Pearl Tweedie  
Treasurer



Michael Tognetti  
Member Emeritus

Dated May 13, 2008

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