

Uxbridge Friends of Music, Inc.

Bylaws:

Article 1: Organization

Section 1:

The name of the organization shall be the Uxbridge Friends of Music, Inc., hereto referred to as UFM.

Section 2: The address of the UFM shall be 120 Granite St. Uxbridge, MA 01569

Section 3: The UFM shall be a non-profit, volunteer organization.

Article 2: Purpose and Objectives

Section 1: Purpose

The purpose of UFM is to raise funds and provide support to the music teachers in the Uxbridge Public Schools in order to promote the best possible music education for all students enrolled in the Uxbridge Public Schools.

Section 2: Objectives

2.a To promote the best possible music education for all students.

2.b To broaden the cultural opportunities for all students

2.c To provide a means to sponsor other various activities in support of and at the discretion of the music faculty with approval by the Executive Board.

Article 3: Membership

Section 1: The membership of this organization shall not be limited. Anyone interested in the progress and development of music education in the Uxbridge Public Schools is eligible for membership. This includes, but is not limited to, parents and guardians of students enrolled in the music programs of the Uxbridge Public Schools.

Section 2: Termination of membership shall be by resignation or action of the Executive Board.

Section 3: All members are eligible to vote in the meetings of the full membership. This includes, but is not limited to, election of the Executive Board at the final meeting of the fiscal year.

Article 4: Duties and Responsibilities of the Executive Board:

Section 1: The Executive Board of the UFM shall consist of:

President

Vice President

Secretary

Treasurer

Member-at-Large

Music Faculty of the Uxbridge Public Schools (non-voting)

Section 2: The PRESIDENT shall provide overall leadership for the organization by performing the following duties:

- 2.a Call meetings as provided in the bylaws
- 2.b Set the meeting agenda and preside at all meetings
- 2.c Serve as the primary liason between the UFM and the music faculty.
- 2.d Assemble, as needed, committees to conduct the business of the organization
- 2.e Serve as an ex-officio member of all committees

Section 3: The VICE PRESIDENT shall assume all duties of the President in his/her absence and shall be a member, ex officio, of all committees.

Section 4: The SECRETARY shall:

- 4.a Record the minutes of all general, Executive Board, and special meetings involving the general membership
- 4.b Be responsible for the email distribution of all recorded minutes
- 4.c Be responsible for archival keeping of all recorded minutes
- 4.d Be responsible for maintaining all documents pertaining to the organizations operation, except for financial records that are the responsibility of the Treasurer.
- 4.e Be responsible for any correspondence or letters of acknowledgement for organization activities

Section 5: The TREASURER shall:

- 5.a Be responsible for all funds of the organization
- 5.b Keep accurate accounts and records pertaining to the financial business of the organization, including, but not limited to, all banking account records and receipts
- 5.c Report full at each meeting, and at any other point as requested by the UFM Executive Board, on the financial status of the organization.
- 5.d Submit accounts for audit on an annual basis, or at other times as requested by the UFM Executive Board
- 5.e Be responsible for ensuring that necessary “seed money” is available for all organization functions that require cash on hand
- 5.f Notify the bank of any changes in officers or authorized signatures on the account or accounts
- 5.g Receive and deposit in the name of the UFM in accounts approved by the Executive Board all of the organization's funds and shall issue receipts, make disbursements of all approved expenditures, and keep and current balance

Section 6: The MEMBER-AT-LARGE shall assist in decision making and expand the availability of the Executive Board to the general membership.

Section 7: These offices shall be elected annually for a term of one (1) year.

Section 8: The number of members- at-large may be increased by increments of two at any time by the majority vote of UFM.

Section 9: An officer may resign at any time by delivering written notice to the Executive Board.

Section 10: Any officer elected by the members may be removed at any time, with cause, by a vote of

the majority of the Executive Board.

Section 11: If vacancies occur in the Executive Board, the remaining officers may appoint a member to fill the vacancy until the next annual election.

Article 5: Standing Committees

Section 1: The President has the authority to appoint a chairperson to any committees subject to the approval of the Executive Board. Committees shall be created, as deemed necessary, to promote the objectives and carry on the work of the UFM.

Section 2: The chairperson of any fundraising committee shall submit their plans for raising funds to the Executive Board for their approval and must follow guidelines as set forth by the Executive Board.

Section 3: All monies shall be turned over to the Treasurer. No member shall hold monies in excess of \$100 for longer than one (1) week.

Article 6: Meetings

Section 1: The UFM shall meet not less frequently than once a month during the school year and at other times and places as shall be determined by the Executive Board as need arises.

Section 2: All general membership meetings shall be open meetings, and the date, time, and place of the meetings will be publicized in advance.

Section 3: A simple majority of those members present at said meetings shall govern, unless otherwise set forth in these bylaws.

Section 4: The voting members present at any meeting shall constitute a quorum for the transaction of business during a regular and/or special meeting of the UFM, except where otherwise noted in these bylaws.

Section 5: The Executive Board shall meet not less than 30 minutes prior to each scheduled general meeting, and may meet separately at other times as deemed necessary.

Section 6: At the end of the fiscal year a business-planning meeting will be held for the purpose of planning the projected revenues and expenses of the coming year. At this meeting, it is requested that the Executive Board representing the Music Department supply a list of projected expenditures for review by the Executive Board. The treasurer shall prepare and present a summary of the prior year income and expenses.

Section 7: The general membership meeting held in May shall include the election of new Executive Board members for the coming fiscal year.

Article 7: Authority

Section 1: The rules contained in "Robert's Rules of Order" shall govern this Organization and committees in all cases in which they do not conflict with the rules of the organization.

Article 8: Amendments

Section 1: Amendments to these bylaws may be voted at any regular or special meeting by a simple majority providing that a quorum exists and providing that the proposed amendments were presented at a previous regular or special meeting or were printed in a newsletter to the membership.

Article 9: Finance Operations

Section 1: The UFM fiscal year shall run from July 1 through June 30.

Section 2: A budget shall be compiled by the UFM Executive Board on the basis of needs for each fiscal year and submitted to the membership for final approval at the last general membership meeting of the fiscal year. Only those funds on hand and those reasonably assured may be budgeted.

Section 3: All expenses incurred by the UFM shall be defrayed by holding special fundraising projects throughout the year.

Section 4: Signature authority shall be limited to any two (2) of the following officers: President, Vice President, Secretary and Treasurer. Two signatures shall be required for all expenditures.

Section 5: All equipment and supplies above the value of \$200 purchased by the UFM for the exclusive use of Uxbridge Music student groups shall be offered as a donation to the Uxbridge Public Schools.

Section 6: Fundraising projects may serve two purposes. 1.) To bring monies into the general operating fund of the UFM and/or 2.) To allow parents to accrue funds in an account bearing the names of their children to be used to defray "out-of-pocket" expenses for approved music department activities.

Section 7: The expenditure of UFM funds in excess of \$300 shall require a majority vote of members present at any general meeting.

Section 8: Expenditures under \$300 shall require majority vote of the Executive Board. All records shall be kept and given to the Treasurer authorizing payment.

Section 9: No member shall receive compensation for any service(s) rendered to the UFM as a member; provided, however, that a member may be reimbursed for expenses incurred in the performance of duties as a member to the extent such expenses are approved by the Executive Board.

Section 10: All monies of the UFM shall be deposited in a depository having Federal Deposit Insurance.

Article 10: Dissolution

Section 1: The UFM may be dissolved at any time by a majority vote of its general membership or the majority of the Uxbridge Music Faculty and the administration of the Uxbridge Public Schools present at a meeting held specifically for the purpose of dissolution.

Section 2: In the event of dissolution of the UFM, all assets will be distributed in the following order of precedence:

- 1.) Any organization legally formed within six (6) months in support of the Uxbridge Public Schools Music Department.
- 2.) Uxbridge Public School District with the intent of only being used in support of the music programs throughout the district.