

MAURY ORCHESTRA PARENTS ASSOCIATION

BY LAWS

I. NAME

The name of this organization shall be Maury Orchestra Parents Association (MOPA).

II. PURPOSE

The purpose of this association is to support the orchestral music program at Maury High School.

III. OBJECTIVES

A. *To raise funds for the Maury High School Orchestra for equipment, supplies and events that are beyond the resources of the Norfolk Public School System or individual students, and to assist students with fundraising for orchestra travel. Examples of existing fundraisers include:*

1. Yard sales
2. Car washes
3. T-shirt and dvd/cd sales
4. Holiday wreath sales
5. Cheesecake sales
6. Program ad campaigns

B. *To facilitate communication between the orchestra and parents. Effective communication will be achieved through:*

1. Regular emails from the MOPA president
2. Maury Orchestra website

C. To acknowledge and reward individual accomplishments of Maury Orchestra students by:

1. Providing financial assistance to support the end of year Banquet and end of year Awards
2. Funding college scholarships through the Friends of the Maury Orchestra permanent standing committee

IV. MEMBERSHIP

All parents and guardians of students enrolled in the Maury High School Orchestra are considered members of MOPA. Others interested in the support and furtherance of the orchestra program are also welcome to join. Membership is voluntary and shall be made available without regard to age, color, religion, gender or national origin. No dues are charged for membership in MOPA.

Friends of the Maury Orchestra (FOMO), is a permanent standing committee within MOPA which extends membership to the larger Maury community. Membership in FOMO requires a financial contribution to its annual scholarship fund.

V. OFFICERS AND DUTIES

Offices and standing committee positions will be held by members of the association. The association's elected offices will be PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, TREASURER, SECRETARY and FOMO COORDINATOR. These officers will be known as the EXECUTIVE BOARD. The ORCHESTRA DIRECTOR is a non-elected member of the Executive Board. A quorum is defined as three quarters of the Executive Board membership, and all motions must be passed by a simple majority.

A. Executive Board shall:

1. Support standing committees and create any new committees necessary to meet the objectives of MOPA;
2. Approve any new fundraising;
3. Include one at-large member from each grade.

B. The President shall:

1. Preside at all association meetings and all Executive Board meetings;
2. Call a meeting of the Executive Board at any time deemed necessary and must call an Executive Board meeting at the request of three Executive Board members. Unless otherwise agreed upon, a minimum of forty-eight hours notice must be given;
3. Sign tax forms required for the organization, including sales and use tax exemption certificates.

C. The First Vice President shall:

1. Oversee all fundraising activities with the exception of the ad campaign;
2. Develop a fundraising calendar and solicit fundraiser chairpersons in consultation with the Orchestra Director;
3. Maintain a spreadsheet detailing individual student account credits associated with fundraisers, as well as MOPA's portion of the proceeds;
4. Submit monthly reports to the Executive Board of all fundraising activities and coordinate with the Treasurer regarding revenues and expenses;
5. Preside over Executive Board meetings in the absence of the President.

D. The Second Vice President shall:

1. Act as chairperson of the concert program ad campaign;
2. Assist the Orchestra Director in preparing the concert programs;
3. Maintain a spreadsheet detailing individual student account credits associated with the ad campaign, as well as MOPA's portion of the proceeds;
4. Report to the board monthly on aggregate sales.

E. The Treasurer shall:

1. Maintain an accurate ledger of income and expenses of MOPA;
2. Maintain a spreadsheet for monies raised by students for their individual orchestra accounts and, when used for travel, coordinate the transfer of these funds with the Orchestra Director;
3. Report these tallies to the membership at the regular meetings and make those records (excepting individual student accounts) available to all members;
4. Arrange for an annual independent audit of the MOPA and FOMO books. Audit findings will be reported to the general membership;
5. Complete any necessary tax returns.

F. The Secretary shall:

1. Keep accurate records of the proceedings of the meetings of MOPA and the Executive Board;
2. Be responsible for all official correspondence of the MOPA including ensuring the execution of necessary thank you letters;
3. Maintain a current membership list for the organization, and an archive of by-laws and meeting minutes.

G. The Coordinator, FRIENDS OF THE MAURY ORCHESTRA (FOMO) shall:

1. Raise funds for college scholarships;
2. Make monthly reports to the board on the status of the scholarship fund;
3. Maintain financial records of all contributions for the MOPA treasurer;

4. Ask 1-3 members (depending on the number of applicants) of the arts community to judge the scholarship applications and announce the winners at the annual banquet;
5. Ensure that all FOMO-generated funds (but a nominal amount to keep the account open) will be disbursed as scholarships each year.

H. The Orchestra Director shall:

1. Attend all meetings of the Executive Board and the general MOPA membership;
2. Keep the executive Board apprised of all orchestra issues requiring input or assistance from MOPA;
3. Make recommendations but cannot vote unless it is to break a tie.

VI. MEETINGS

The MOPA general membership will meet a minimum of twice during the regular school year with at least one meeting in the fall and one meeting in the spring.

Any motions brought before the general membership will be passed by a simple majority of those present.

VII. ELECTIONS

- A. Nominations: Thirty days prior to the election of officers, the President will appoint a committee from among the board to nominate candidates for office for the following school year. The slate will be presented at the final general membership meeting for the year, and nominations will also be taken from the floor. Candidates must have a student enrolled in the orchestra program during the year in which they serve.*
- B. Elections will take place during the final general meeting of the school year.*
- C. Terms of office will run from July 1 to June 30. Vacancies that occur during the year will be filled through selection by the board.*

VIII. FINANCES

MOPA and FOMO will maintain separate ledger and banking accounts. Funds raised by students for their individual travel accounts will be by check to Maury High School via the orchestra director. All accounts will be audited annually by a person or persons not currently associated with MOPA, FOMO or the Maury orchestra.

MOPA disbursements in excess of \$100 must be countersigned by the President and Treasurer.

The fiscal year for MOPA and FOMO shall begin on July 1 and end on June 30.

IX. AMENDMENTS

These bylaws may be amended at any time by the affirmative vote of three quarters of the general membership present at any MOPA meeting. Written notice of any amendment proposal must be provided to the membership a minimum of five days prior to the vote.

X. DISSOLUTION

The Maury Orchestra Parents Association may be dissolved with an affirmative vote of three quarters of the general membership present at any MOPA meeting. Written notice of any amendment proposal must be provided to the membership a minimum of thirty days prior to the vote. Upon dissolution, all outstanding invoices and/or liabilities will be settled and any remaining MOPA assets will be conveyed to the Maury High School orchestra department. Funds designated for the FOMO scholarship fund must be used solely for that purpose.