**CHIEF PEGUIS MUSICAL ARTS ASSOCIATION CONSTITUTION Revised April 13, 2015**

1. **NAME**
   1. Chief Peguis Musical Arts Association (CPMAA)
2. **AIMS AND OBJECTIVES**

It shall be the purpose of the CPMAA to promote and to support activities of interest and benefit to the musical arts program and to encourage support from the community for these

activities within the framework of the music program at Chief Peguis School.

1. **MEMBERSHIP**

Membership of this Association shall not be limited. Anyone interested in the music program at Chief Peguis Junior High School is eligible for membership. Parents of students in the Chief Peguis music program are to be considered active members.

1. **OFFICES OF THE ASSOCIATION**

Chair

Co-chair

Secretary

Treasurer

Fundraising Coordinator

Student Trusts Coordinator

Pizza Lunch Coordinator

School Representatives - Band Instructor & School Administrator/Teacher

2 Members at Large

1. **MEETINGS**

General meetings are to be held once a month from September to June inclusive unless cancellation is mutually agreed to by the CPMAA Chair and school administration. Executive meetings are to be held as deemed necessary.

1. **RULES OF PROCEDURE**

Any issues at General meetings or Executive meetings shall be passed by simple majority except in cases where the Executive or General membership deems it necessary to use a secret ballot. Quorum at an Executive meeting shall consist of a simple majority of the Executive.

1. **POWERS OF THE EXECUTIVE**

The affairs of the Association shall be managed and administered by the Executive and assisted by committees as deemed necessary.

A cheque requisition form, used to request a cheque, shall be completed according to a motion of the CPMAA approving said expenditure. The cheque requisition form shall be signed by any two (2) of the following: Chair, Co-Chair, Administration or the Band Instructor.

1. **NOMINATIONS AND ELECTIONS**

Elections shall take place at a General meeting held within the last two months of each school year. Nominations and/or volunteers shall be forthcoming from the floor at that meeting.

1. **STUDENT TRUSTS**
   1. All monies raised through CPMAA fundraising is placed in the general fund
   2. Student trusts are accumulated through fundraising efforts of that student
   3. A percentage of the total monies raised by the student for each individual fundraising event will be transferred to the student trust account to be used for band related activities to offset parental costs for band activities.
   4. Percentage amounts will be determined by the CPMAA.
   5. Any monies left over in the student trust can be used for siblings in the following year.
   6. In the event that a student is leaving the school all monies in the trust will be merged with the CPMAA general fund.
   7. There shall be no direct donations into student trusts. Any persons requesting direct donations will be notified that the donation can be made to the CPMAA general fund for use by all students.
2. **POLICY FOR BAND TRIPS**
3. Policy for Trip Refunds
4. There will be a non-refundable deposit collected for each student. The amount will be determined by school administration.
5. Profits from student fundraising will be recorded on the Student’s Trusts by CPMAA to be used to defray trip costs. In the event that a student fundraises more than the actual cost of the trip, the excess will remain in the student’s trust to carry over to the following year.
6. Refunds are to be made only after consideration on an individual basis, for such cases as sickness. Refunds will be limited to funds already paid by the student, not including the non-refundable deposit.
7. Any pre-payment for band activities by parent or guardians will be refunded if there is sufficient amounts in the student trust prior to the trip.
8. Policy for Trip Chaperones
   1. CPJH administration will determine if there is a need for additional chaperones based on RETSD policy. If it is determined that there is a need for additional chaperones, CPJH administration will work with the CPMAA Executive to identify an appropriate CPMAA chaperone based on factors including gender ratio, first aid or medical experience and child abuse registry check.
9. **FUNDRAISING:**
10. Band student trusts will be administered by the Student Trust Coordinator. 100 per cent of the fundraising profits will be directed to each students' trust for the sole purpose of band trips.
11. Pizza Days are a key fundraiser for the CPMAA and operated by parent volunteers. Parents volunteering at a pizza lunch will earn a credit of $8.50 each time for their child's student trust.
12. The General Fund is primarily funded by the CPMAA Music Fee and Pizza Days.  There may also be funds deposited as a result of excess funds from concert ticket admissions and/or the left-over balance from student trusts when there is no sibling to which to pass it on.
13. The CPMAA introduced a Music Fee in 2012 to provide a stable source of funding for the General Fund and to offer all CPJH band students the opportunity to begin fundraising for their own trusts in their first year of the band program.
14. The Music Fee is determined by the CPMAA in consultation with CPJH administration. The Music Fee may fluctuate depending on factors including the year-end balance of the General Fund and anticipated program costs.  Any changes to the fee will be voted on at the Annual General meeting in June.
15. The Music Fee beginning 2014/2015 school year will be $20 per family.
16. **AMENDMENTS**
    1. This constitution shall be reviewed as required at any meeting of the CPMAA by a majority vote of the members. Recommendations for alterations and amendments shall be received, in writing, from any member at least two weeks prior to any monthly meeting (amended 2014).
    2. Amendment made to reflect new terminology March 2015. The formerly known student accounts will now be referred to as student trusts from here on in. All constitutional changes made April 13, 2015