



**John W. Gunn
Music Parents Association**

CONSTITUTION



John W. Gunn Music Parents Association

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The name of the organization shall be John W. Gunn Music Parents Association, hereinafter referred to as the “Association”.

The Association shall consist of all Music Parents Programs of John W. Gunn Middle School hereinafter referred to as the “Programs”.

1. General Purpose

The purpose and function of the organization shall be to achieve the Association’s objectives and that it shall not be for profit.

2. Objectives

- To promote and support the Programs at John W. Gunn within the framework of all related activities.
- To advise the parents and residents of the school community of the benefits of the Programs.
- To develop and implement new ideas and approaches for supporting the Programs, activities, festival participation i.e. travel expenses, uniforms, etc.

3. Members

Parents or Guardians of a Band student shall automatically be a regular member of the Association.

If any Party who is interested in the purpose of the Association may be considered as a candidate for Associative Membership subject to Executive Board approval. Associative Membership carries the privilege of speaking at meetings but no voting privileges.

4. Business Year

The business year shall be September 1 through to August 31 with its annual meeting being held in May.

5. **Governance**

The Association will be governed by an Executive Board, hereinafter referred to as the “Executives”, acting upon the direction of its members. The Executives must be regular members of the Association as defined herein.

I. ***Executive Board (“Executives”)***

The Executives shall consist of the Band Teacher and the following elected positions:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Past Chairperson
- Fundraising Coordinator

II. ***Signing Officers***

The Chairperson, Vice-Chairperson, Secretary, and Treasurer shall be the signing officers for the Association.

6. **Duties of the Elected Officers**

Chairperson — the Chairperson shall:

- preside at all meetings of the Association and the Executives and exercise general supervision over the affairs and work of the Association;
- be an ex-officio member of all committees except the Nominating Election Committee;
- represent or appoint alternative representatives on Association business; and
- prescribe a written annual report for the year’s activities to the Association at its annual meeting.

Vice-Chairperson — the Vice-Chairperson shall:

- assume the duties of the Chairperson during any absence or upon any inability to the Chairperson to serve; and
- perform any duties assigned by the Chairperson.

Secretary — the Secretary shall:

- be responsible for the files and records of the Association;
- record the minutes; and
- maintain the master membership roll.

Treasurer — the Treasurer shall:

- not need to be bonded;
- be responsible for the receipt and disbursement of Association funds;
- provide written financial statements at the end of the calendar year and at the annual meeting for auditing and approval by the Association.

Past-Chairperson — the Past-Chairperson shall:

- be a standing member of the Executives and advise the Association on business matters as required, particularly in the interpretation of the constitution.

Fundraising Coordinator — the Fundraising Coordinator shall:

- be responsible for coordination of all fundraising sub-committees.

Any executive member missing three (3) consecutive meetings without good reason, as decided by the Executives, shall forfeit their position on the Executive Board and a new Executive person shall be elected.

7. **Nominations and Elections**

The Past-Chairperson (if not vacant) or a three-member committee selected by the Executives of the Association shall nominate at least one candidate for each of the elective positions. Prior approval shall be obtained from the candidate.

The slate of candidates will be presented to the membership at the annual meeting. Additional nominations will be received from the floor during the meeting. The new Executives will be selected by plurality or acclamation if unopposed.

All regular members in attendance are eligible to cast one vote for each office.

8. **Term**

The term of office for the elected Executives shall be for the school year following the election and will hold a one-year term.

9. **Vacancy**

An Executive becomes ineligible to continue as an executive member upon the retirement of his/her student from all of the Programs.

When not otherwise specified, a vacancy shall be filled by an appointee of the Executive Board.

10. **Meetings**

I. ***Executive Meetings***

The Executives shall conduct its affairs in confirmation with the provision of this constitution. The Executives are authorized to act for the Association between meetings and shall report its interim actions to the members at the next monthly meeting. By a two-thirds vote, the membership may overrule any action taken by the Executives.

II. ***Monthly Meetings***

The Association meeting shall be held the first Wednesday of each month when the school is in operation to present Association business to the entire membership.

III. ***Quorum***

A quorum for the monthly meeting shall be seven (7), consisting of a minimum of three (3) executive members, 3 regular members and one (1) other person from either. If a quorum is not present at a scheduled monthly meeting all scheduled information will be presented at the following months meeting.

IV. ***Meeting Rules***

Order of business shall follow the agenda and any additional or new items shall be added at the discretion of the Executive.

V. ***Constitution***

The constitution shall be available for inspection during every meeting.

11. **Finances**

I. Students enrolled in the Programs shall pay an annual fee of \$25.00 to the Association by September 30.

II. The Association is to be financed with funds derived from the annual band student fees, contributions, special assessments and work projects. Such funds shall be received and disbursed by the Treasurer under the supervision of the Executives.

- III. All funds are to be deposited into the John W. Gunn Middle School's bank account, which is registered with a chartered bank or credit union. The banking records of the school will reflect all funds deposited on behalf of the Association. All disbursements shall be made by way of a cheque drawn on such account and shall require signatures from one of the authorized signing officers and the Principal of the school.
- IV. The Treasurer may reimburse Executives or other members for out-of-pocket expenditures made on behalf of the Association upon submission of approved receipts.
- V. No liability shall be incurred by the Association over one hundred dollars (\$100.00) unless authorized by the Executives.

12. **Fundraising and Disbursement of Funds**

- I. Band students who participate in fundraising will receive 100% of the profits.
- II. Each Band student will have an account set up with the Association in order to track the amount that individual has raised.
- III. The Treasurer is to provide each Band student with a balance of their fundraising account at the follows times:
 - (a) report cards;
 - (b) prior to any music trip or event; and
 - (c) upon request of a parent or legal guardian.
- IV. Funds may be transferred from the Band student's account to the Association for payment of the annual Programs fee of \$25.00. A transfer form will need to be completed by a parent or legal guardian. Transfer forms will be made available through the Band Teacher.
- V. Band students may use their fundraising money towards music events that require payment from the student.
- VI. Funds may not be withdrawn for personal use (i.e. spending money or for other school activities).

VII. If a Band student leaves the Programs their fundraising monies revert to the Association's general account, with the following exceptions:

- (a) if a student has a sibling in a school within the River East Transcona School Division who is participating in a music program the money from their account may be transferred to the sibling's fundraising account.
- (b) If a student transfers to another school in the River East Transcona School Division that has a Music Parents Association the money may be transferred to that group.
- (c) Written notification from a parent or legal guardian for transfer of funds must be made to the Treasurer by the end of the current school year in order for the transfer of the account balance to occur.

13. **Amendments**

The Constitution may be altered or amended by a majority vote of the regular members voting at the May meeting of the Association provided the details of such alterations have been submitted in print to all members at the April meeting.

14. **Disposition of Funds**

In the case of a dissolution of the Association, the disposition of the funds and property shall be transferred to the John W. Gunn's school music/band program.

This document supersedes all previous documents.

Adopted this 2nd day of May, 2012.

Chairperson

Secretary