

# **STEINERT MARCHING UNIT PARENTS ASSOCIATION INC. BYLAWS**

## **ARTICLE I**

### ***NAME***

1. This Association shall be called the Steinert Marching Unit Parents Association Inc.
2. This group will be comprised of Parents/Guardians of the members of the Steinert Marching Unit which include:
  - a. Band Proper (Musicians)
  - b. Color Guard
  - c. Drum Major(s)

## **ARTICLE II**

### ***OBJECTIVE***

1. The objectives of this Association shall be to promote the legitimate educational and musical goals of the Steinert High School Instrumental Music Program as well as its individual members. At no time, or in any manner, shall the Association interpose itself in the direction, management, administration or any of the activities of said Unit.
2. This Association shall, with the approval of the Steinert High School Instrumental Music Director and the Principal, achieve this objective by one or several of the following means:
  - a. Conducting fundraising activities that provide the financial support necessary to achieve the objectives of this organization as approved by the Steinert High School Instrumental Music Director and Principal.
  - b. Initiating, conducting and assisting in conducting, educational, musical and social activities of the Steinert High School Instrumental Program, which are not normally a regular part of the school program.
  - c. Establishing an award program or programs, for the benefit of senior members of the Marching Unit in good standing in their pursuit of higher education, when funding is available.

## **ARTICLE III**

### ***MEMBERSHIP***

1. Membership shall be defined in two categories: Active Membership, Honorary Membership.

2. Active Membership in this Association shall be open to all parents/guardians of the members of the Steinert High School Marching Unit who have met their dues obligations as defined in Article IX, number 1.
3. Honorary Membership shall be open to all former Executive Board members.
  - a. Honorary members may be named by the Executive Board, subject to approval of two-thirds vote of the members present. Written consideration shall be made to the current President by June 30th.
  - b. Honorary members shall be named annually at the first Executive Board meeting of the year.
  - c. The dues of honorary members shall be waived.
  - d. Honorary members shall be permitted to take part in all activities and discussions but shall not be permitted to make motions, vote or hold office.
4. Only active members who have met their dues obligations will have voting privileges.
5. The Steinert High School Instrumental Music Director and associated professional staff employed by the Hamilton Township Board of Education shall be ex officio members.
6. The Principal of the Steinert High School shall be an honorary member, ex officio.

## **ARTICLE IV**

## ***OFFICERS***

1. The officers of this Association shall be President, Vice President, Secretary, and Treasurer.
2. Qualifications for office:
  - a. In order to serve in the office of President or Treasurer, the candidate must have served on the Executive Board for at least one academic year and be amenable/available to serve in that position.
  - b. In order to serve in the office of Vice President or Secretary, the preferred candidate will have served on the Executive Board for at least one academic year and be amenable/available to serve in that position.
    - i. In the event that there is no one who has served on the Executive Board for at least one academic year amenable and/or available to serve in the position of Vice President or Secretary, the nominee for office may be a current Executive Board member who has served for less than one academic year.
    - ii. In the event that there is no one on the Executive Board amenable and/or available to serve in the position of Vice President or Secretary, the nominee for office may be a current member of the organization.

3. Each officer shall be elected for a one-year term by a majority of the voting members present at the May general meeting of the Association.
4. The President shall preside at all meetings at which he/she is present, shall exercise general supervision over all activities of the Association, and shall serve as a member, ex officio, of all standing committees.
5. The Vice President shall assume the duties of the President during his/her absence. The Vice President shall also be responsible for coordinating and overseeing all fundraising activities (excluding MIM) for the Association. The Vice President will provide monthly fundraising reports to the Executive Board and General Membership.
6. The Secretary shall keep the minutes of all meetings of this Association and the Executive Board, which shall be accurate and official records of all business transacted; and shall be the custodian of all Association records. The minutes should be posted to the website. The secretary's responsibilities will encompass the roll of communications of the association as defined in Article VII.8.b.
7. The Treasurer shall maintain, and be custodian of, all Association accounts; shall receive all Association funds, which shall be deposited in a bank or repository selected or approved by the Executive Board; and shall only pay out funds budgeted or those approved by the Executive Board. All checks shall require the signature of any two of the following officers: President, Vice President, Treasurer, or Secretary. He/she shall present a Balance sheet at each general meeting. The Treasurer's accounts shall be audited annually by the Audit Committee, a standing committee of the Association, which shall submit its audit report at the first general meeting each academic year.
8. In the event that the position of President becomes vacant during his/her term of office due to resignation or inability to serve, the Vice President of the organization will assume the position of President. In the event that one of the remaining officer positions becomes vacant during that officer's term of office due to resignation or inability to serve, the Executive Board will appoint a replacement to complete the unexpired term. If no candidate who meets the criteria for Treasurer is available/amenable to serve, the Executive Board may appoint the most qualified volunteer.
9. Two or more officers of this Association cannot be members of the same family. Family members are defined as spouse, child, sibling, parent, grandparent, grandchild, stepparents, stepchildren, stepsiblings, adoptive relationships and/or a relative of any degree residing in the same household as the officer.
10. Executive Committee
  - a. The officers of the organization, and the procedure and chairperson of the finance committee shall comprise the Executive Committee. A majority of those serving shall constitute a quorum.
  - b. The duties of the Executive Committee are:
    - i. To create standing committees.
    - ii. To elect/appoint chairmen of the standing committees.

- iii. To conduct time sensitive organization business between the June and September meetings and provide a full report to the Executive Board at the September meeting of any such business conducted.
- iv. To meet in emergency situations to direct inter-organization difficulties and report to the Executive Board with conclusions.

## **ARTICLE V**

## **EXECUTIVE BOARD**

1. The Executive Board shall be organized as follows:
  - a. There shall be elected at the May general meeting from among active members in good standing of the Association, a representation (if possible) from all segments of the Unit, not to exceed 15 individuals or 20% of the size of SMU (whichever is larger) who shall meet with the officers, the Instrumental Musical Director, Professional Staff and Principal of Steinert High School to formulate plans and procedures of the Association. These elected members, the Instrumental Musical Director and Professional Staff, together with the officers named in ARTICLE IV shall constitute the Executive Board. Elected members shall serve a one-year term, terminating at the end of the following school year.
  - b. A minimum of band and one color guard first year members shall be elected at the September meeting with additional members elected to fill vacant positions until the maximum Executive Board members is met. Announcement of these positions and the scope of responsibilities will be distributed at the June orientation meeting for new member's parents/guardians and will be posted to the website. Interested candidates shall submit their names in writing to the President no later than the last day of band camp in August. A list of the candidates will be announced on the website prior to the general membership vote at the general September meeting. Upon election, the first year members will serve for one year, terminating at the end of the current school year. These positions will carry the same conditions and responsibilities as all other Executive Board members.
  - c. Mid-year vacancies will be announced to the general membership via the website and/or email. Applications will be accepted until the following month's Executive Board Meeting or until the position is filled. Vacancies within the Executive Board may be filled, for the unexpired terms only, by election of the Executive Board.
2. Removal: from Office: An officer or Executive Board Member may be removed from office by a three quarters majority vote via secret ballot of the Executive Board.
  - a. Reasons for removal from office include but are not limited to: gross negligence; alleged criminal misconduct; participation in activities which reflect unfavorably upon or result in discredit to the Association; behavior considered disruptive to the orderly conduct of the Association; incapacitation to the degree that he/she is incapable of performing the official functions required of the position or office held; failure to attend required meetings, training or other activities related or

essential to the proper conduct of that person's office or position; willful violation of the Association By-laws and/or Articles of Incorporation.

b. Procedure for Removal:

- i. Allegations of circumstances/conduct which appear to meet criteria for removal will be reported to the President in writing or to the Vice President if the allegation is about the President.
- ii. The President/Vice President will notify members of the executive committee in writing within forty-eight hours of receipt of a report of alleged miss conduct/incapacitation. If a member of the Executive Committee is the subject of the report of alleged misconduct, he/she will be excluded from this notification.
- iii. A letter signed by the President/Vice President advising the member that an allegation of misconduct has been received and that a committee will be formed to investigate the allegation will be sent via certified mail/return receipt requested within five (5) days of the receipt of the allegation. The letter will advise the member of the alleged violation and give the member the opportunity to voluntarily resign.
- iv. If the member in question fails to notify the President/Vice President of their intent to resign within two (2) days of receipt of this correspondence, a committee of three (3) executive board members, one (1) of whom shall be an officer, shall be appointed by the Executive Committee to initiate an investigation into the alleged violation.
  1. The investigation shall commence immediately following the appointment of the committee.
  2. Although it is in the best interest of the organization for all executive board/general members to provide information to the committee, no member will be compelled to do so.
  3. If the President or the Treasurer is the focus of the investigation, he/she shall be relieved of his/her duties until the investigation is concluded. Members serving in other positions will be removed at the discretion of the Executive Committee. See article IV.8.
- v. The committee will keep the President/Vice President apprised of the progress of the investigation. All information gathered, however, will remain confidential until such time as the investigation is concluded. The failure of any committee member to maintain confidentiality during the investigative process will be grounds for immediate dismissal from the Executive Board.
- vi. Once the committee has concluded its investigation, the members will determine by vote, based on the evidence, whether the member in question has met the criteria for removal or whether the allegation is unfounded.

1. The determination of the committee will be reported to the President/Vice President immediately in writing. The President/Vice President will immediately notify the members of the Executive Committee.
  2. The member in question will be notified in writing within two (2) business days of the committee's conclusion in correspondence signed by the President/Vice President.
- vii. If it is determined that the member meets the criteria for removal, he/she shall be given the opportunity to meet with the members of the committee to present any information/evidence supporting his/her continued membership on the executive board.
1. The meeting shall occur within two (2) business days of a request for a meeting.
  2. The President/Vice President shall be notified in writing within one (1) day following this meeting whether the committee stands by its original determination that the member should be removed and share this information with the Executive Committee.
  3. If the committee determines that the member should not be removed, the member shall be so notified in writing in correspondence signed by the President/Vice President within (3) days following the decision.
- viii. If the committee stands by its original determination that the member should be removed.
1. The member will be notified in writing in correspondence signed by the President/Vice President within three (3) days following the decision that a vote for removal will occur at the next Executive Board meeting. The member will be afforded the opportunity to resign in this correspondence.
  2. If the member fails to notify the President/Vice President of his/her intent to resign prior to the next Executive Board meeting,
    - a. The determination that the member should be removed will be reported by the President/Vice President to the Board members present at the meeting.
    - b. The nature of the violation will be disclosed to those present, the member will be permitted to present information in their defense and the committee will present only such information as is necessary to defend their conclusion.
    - c. The Board will vote via secret ballot on the matter.
    - d. Upon the vote of the Board to remove the member, the member will immediately surrender all materials related to Association business to the President/Vice President.

## **ARTICLE VI**

## **MEETINGS**

1. The Association shall meet monthly, September through May. A December meeting shall be optional, based on the needs of the Association. A decision regarding the need for a December meeting shall be announced no later than the November general meeting.
2. The Executive Board shall meet prior to each general meeting.
3. A New Member Meeting shall be held by the Association each June.
4. An emergency meeting of the Executive Board or the General Membership may be called at the discretion of the President, three (3) business days' notice being given. The purpose of the meeting shall be specified in the call.
5. Robert's Rules of Order Newly Revised shall be the parliamentary authority of the Association.

## **ARTICLE VII**

## **COMMITTEES**

1. Each Executive Board member shall chair a minimum of one committee.
2. The Committees shall include the Audit Committee, Nominating Committee, Finance Committee, Fundraising Committee and such other committees as determined by the Executive Committee.
3. The Audit Committee shall consist of 3 members, 2 from the Executive Board and 1 from the active membership. They shall be appointed by the President at the May general meeting and shall present their findings at the September general meeting. The audit committee will audit the records maintained by the treasurer at the close of each fiscal year and prepare the report of that audit for presentation at the September meeting.
4. The Nominating Committee shall consist of 5 members, 3 from the Executive Board and 2 from the active membership and one alternate. The alternate should be chosen from among members of the Executive Board. They shall be appointed by the President at the February general meeting and shall present a slate of officers no later than the May general meeting.
5. The Bylaws Review Committee shall be appointed every 2 school years at the November general meeting. The Committee must consist of 1 Officer, 2 Executive Board members and 2 active members to review the Association Bylaws. The committee shall present recommendations for Bylaws revision no later than the May general meeting.
6. The Finance Committee shall consist of a minimum of 7 members (3 from the Executive Board, 3 from the active membership and the Treasurer) ) in a Disney year and a minimum of 5 members (2 from the Executive Board, 2 from active membership and the Treasurer ) in a non-Disney year. They shall be appointed by the President at the May general meeting. The Finance committee shall review all contracts and expenses greater than \$1,000 prior to presentation to the Executive Board. Note that the Executive Board can fill

vacant General Membership spots with an E-Board member should a General membership position remain vacant by the October Executive Board meeting.

7. The Fundraising Committee shall help with the brainstorming and executing of fundraising activities and shall report to the Vice President of SMUPA. The Finance Chair will be an active member to advice on matters related to the budget. Games of Chance: Submitting licensing applications to the State of NJ and Township of Hamilton in a timely manner, overseeing the conduct of all legalized games of chance at SMUPA events to ensure that they are conducted in compliance with applicable regulations, completing SMUPA documentation for those events and submitting all required reports to the Township of Hamilton and/or State of New Jersey.
8. Other Committees will consist of the following, chaired by an Executive Board member (with some exceptions\*), with additional committees formed as necessary based on the needs of the Association:  
\*those committees where money collection is needed will be chaired by an Executive Board member; other committees can be chaired by general membership.
  - a) Band Store – Responsible for sales and inventory management of SMU merchandise and spirit wear, to be sold throughout the year. : Assist with design of show theme tee shirt, placing orders with chosen vendor for SMU merchandise, inventory management of SMU merchandise and spirit wear.
  - b) Communications – Responsible for website overview, coordination of communication to the general membership and management of the Facebook Account.
  - c) Field Crew – Responsible for on field support and logistics related to all marching unit performances. Participation with Field Crew will not fulfill the requirement of more than one Executive Board member’s responsibility.
  - d) Membership – Responsible for tracking all membership payments and student information such as medical forms, release forms and the like and notifying those who are not up to date via mail or email.
  - e) Music in Motion – Responsible for overall project management and appointment of chairpersons for subcommittees.
  - f) Showtime Supper— Responsible for overall project management and appointment of chairpersons for subcommittees.
  - g) Band Banquet - Responsible for overall project management and appointment of chairpersons for subcommittees. Chairpersons oversees finalization of menu with caterer, arranging for printing of the program book (created by staff), purchase of any supplies for table decorations, table arrangement in banquet hall, selection of DJ for the event, creation of invitations (flyers), collection of responses, submission of deposits/check requests to treasurer and provision of initial & final head count to caterer. Chairpersons will contact Music Director regarding student creation/participation of end of year video.
  - h) Sunshine – Responsible for SMUPA correspondence, to past and current membership relations.
  - i) Uniforms – Responsible for assignment and tracking of uniforms per student.
  - j) Away Events-This committee is in charge of obtaining and maintaining bus chaperones, ensuring the availability of supplies needed by each bus, purchase/inventory control of bus snacks and communicating with the Music Director regarding the possible need to arrange for lunch at the high school in the event a practice is necessary immediately preceding an away event.



- k) Band Camp Lunch: Contact with chosen vendor; reviewing/revising lunch order form as necessary and providing to president for inclusion in the band packet; collecting/tracking lunch orders; purchase of ice/soda/water/snacks; attending band camp (or arranging for an alternate) to oversee distribution of lunches during band camp, arranging for volunteers to assist in distributing lunches and arranging for the pizza lunch which is provided by SMUPA to all band camp attendees on the last day of band camp.
  - l) Band Camp: Organize volunteers to assist in the daily operations of summer band camp. Water, cooling tent, lunch distribution, uniform distribution, etc.
  - m) Home Events: Assist in selling of food items at the SMU concession stand near bleachers. Aid in set-up and break-down as well.
  - n) Scrips: Assist in setting deadline dates for orders to be submitted and delivery dates for cards, coordinate with treasurer to ensure all orders were submitted with payments, order the cards via the website, sort and organize cards by family for delivery, and report credits by band member to the Treasurer prior to each general meeting.
  - o) Spirit Week: Chick Fil A sponsors a "Spirit" Week contest between Steinert and West. SMUPA drives this for Steinert; although in the past both Football and Cheer have also participated. Contact Chick Fil A regarding the event, volunteer to assist with decorating & clean up, coordinating decorating for the event and coordinating clean up after the event.
9. The chairpersons of all standing committees shall present plans of work to the Executive Board and no committee work shall be undertaken without the approval of the Executive Board.

## **ARTICLE VIII**

## ***AMENDMENTS***

1. Proposals to amend these Bylaws may be submitted in writing at any general meeting of the Association. Such proposed amendments must be signed by 10% of the active members of the Association and shall be read at that meeting by the Secretary. After such reading, the proposed amendment shall be posted on the Association's web site within five days and voted upon at the next meeting of the Association. They shall become a part of the Bylaws immediately upon approval by two thirds of the active membership present.

## **ARTICLE IX**

## ***DUES, AWARDS, SCHOLARSHIPS***

1. Membership dues shall be \$20 per year per student member, capped at \$40 per family with payment due no later than the Thanksgiving Day Game.
2. In order to be eligible for a SMUPA award, the student's family must be an active member of the Association each year of the student's unit involvement (as defined in Article III, number 2).
3. "SMUPAship"- A scholarship application is used for SMU members who need financial assistance to participate in SMU or SMU related activities. An applicant's family must be an active SMUPA member in good standing. Applications are reviewed anonymously with the applicant being known only to the Music Director. NOTE: This scholarship is a work in progress and not currently available to members.

**ARTICLE X**

***ADOPTION***

- 1. These Bylaws shall become effective immediately upon adoption.

**ARTICLE XI**

***BANKING***

- 1. The Association savings account shall only be used for emergency purposes as determined by the Executive Board. Use of these funds requires approval of 75% vote of the Executive Board.
- 2. Any credits remaining in a student's account, upon their separation from the unit, shall revert 50/50 to both the SMUPA Savings account and the SMUPAship account or transferred to the account of a family member who is currently a member of the Unit. If there is a rising SMUPA family member coming into Steinert High School Marching Unit, a written notification may be sent to the President asking SMUPA to transfer the remaining credits from one family member to another.
- 3. Any expense from checking greater than \$1,000 requires review and recommendation by the Finance Committee to the Executive Board for voting, as defined in Article VII, number 6.

**ARTICLE XII**

***DISSOLUTION***

- 1. The Association may be dissolved at any May meeting by two-thirds vote of the members present. Upon such dissolution, after all debts have been fully paid or provided for, in conjunction with the Instrumental Music Director every effort must be made to spend remaining funds to benefit the instrumental music program prior to the dissolution of the organization.
- 2. Any remaining assets shall be donated to Steinert High School for use in financing the activities of the Steinert High School Instrumental Music Program as the Principal shall deem desirable.

**Amended: 5/9/16**  
 Amended: 12/8/14  
 Amended: 11/10/14  
 Amended: 5/12/14

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