

TAYLOR ORCHESTRA PARENT ASSOCIATION

BYLAWS

ARTICLE I: MEMBERSHIP AND DUES

Section 1. Membership shall be open to all parents/guardians of students participating in the James E. Taylor High School Orchestra upon payment of membership dues.

Section 2. The Board of Directors shall determine the amount of membership dues.

Section 3. Each current paid member of Taylor Orchestra Parent Association (hereafter known as TOPA) shall be entitled to one vote in any matter under consideration at a TOPA meeting.

ARTICLE II: MEETINGS

Section 1. The Board of Directors shall meet monthly during the school year. Additional meetings may be called upon the discretion of the President. The President shall set the time and place of the meeting.

Section 2. There shall be a minimum of one general membership meeting held each school semester.

ARTICLE III: OFFICERS AND ELECTIONS

Section 1. Officers

a. The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.

b. The Executive Board shall make recommendations on TOPA business to the Board of Directors for approval.

c. The Board of Directors shall consist of the Executive Board, the Orchestra Director, and as many additional board members as is deemed necessary. Board members shall be appointed by the President, with the approval of the Executive Board.

d. The Board of Directors shall be responsible for conducting the business of TOPA.

e. Student officers of the orchestra shall include President, Vice President, Secretary, Treasurer, Librarian, Historian, and as many additional representatives as the student officers or Orchestra Director deem necessary. Student officers shall be ex-officio, non-voting members of TOPA.

Section 2. Nominations

a. The Board of Directors shall appoint a nominating committee, consisting of a minimum of three TOPA members, no later than two months prior to the installation of officers.

b. The nominating committee shall present its slate of nominees at the regularly scheduled Board meeting one month prior to the installation of officers.

c. The nominating committee shall present its slate of nominees to the general membership in the spring. Additional nominations shall be accepted from the regular membership. Only persons who have signified their consent to serve can be nominated.

Section 3. Elections

a. The Executive Board shall be elected annually in the spring. If there is only one nominee for any office, election for that office shall be made by voice vote. If there are two or more nominees for an office, the election shall be by ballot.

b. Officers must have a student currently enrolled in the James E. Taylor High School orchestra and be current in the payment of their membership dues.

c. No officer shall be eligible to serve in the same office for more than two consecutive terms. A person who has served in one office for more than six months of a term shall be considered to have served one full year.

Section 4. Vacancies, resignations

a. Resignation from the Board of Directors shall be in writing and submitted to the Executive Board.

a. In the event of a vacancy occurring during the term, the Board of Directors shall either elect a new officer by a vote or elect to leave the vacancy unfilled. Vacancies will be filled only to the end of the particular Board member's term. A vacancy in the position of President or Treasurer must be filled.

b. Any officer or Board of Directors member shall be removed from office upon the approval of a majority vote of the Board of Directors.

ARTICLE IV: FINANCIAL POLICIES

Section 1. The fiscal year of the organization shall begin on July 1 and end on June 30.

Section 2. The Board of Directors shall appoint the members of the audit committee. The audit committee shall report the results of its annual audit to the Board of Directors in the fall.

Section 3. The Board of Directors shall be authorized to spend funds of TOPA whenever the purpose of the expenditure agrees with the stated purpose of the organization. The Board of Directors shall, at the first meeting of the fiscal year, determine an appropriate maximum level of expenditure that will not require Board preapproval.

Section 4. The signing authority for TOPA bank account shall be any two of the TOPA Executive Board officers.

ARTICLE V: AMENDMENTS

The Bylaws may be amended at any meeting; upon obtaining the approval of a majority of the membership present, provided a quorum is established and written notice of the proposed changes has been distributed at least ten days prior to the meeting.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules of parliamentary practice contained in the current edition of Robert's Rules of Order Newly Revised shall govern all proceedings of the Taylor Orchestra Parent Association except where inconsistent with these Bylaws.

These Bylaws were approved at a meeting of the Board of Directors of Taylor Orchestra Parent Association on December 8, 2003.