

BY-LAWS of the EASTRIDGE PARENTS FOR MUSIC

Article I — MEMBERSHIPS

- A. Memberships can be obtained online at the EPFM website or from any member of the Membership Committee.
- B. All new members will receive a copy of the Constitution and By-Laws of the EPFM.
- C. Any renewing member can request a copy of the Constitution and By-Laws of the EPFM.
- D. The right to vote is limited to Active Members per the Constitution of the EPFM.
- E. All members will abide by the EICSD Code of Conduct as contained on the EPFM website.

Article II— MEETINGS

Section 1. Regular Meetings

- A. Meetings of the Membership of the EPFM shall be on a Tuesday or Thursday monthly to be determined by the membership at the June organizational meeting, except when changed by vote of the membership or due to extraordinary circumstances.
- B. An Annual Organizational Meeting of the EPFM will take place in June of each year. The general membership will be notified as far in advance as possible as to the time and place of the Annual meeting.
- C. In the event that an “in person” regular meeting is prohibited due to governmental and / or school order limiting attendance to numbers below our required quorum (Meetings per Article VII, Section 1 of the EPFM Constitution), a virtual meeting can be held following the same rules and regulations as provided for in the EPFM Constitution and By-Laws.
- D. Notification of the upcoming meetings will be made at every Membership meeting. Additional reminders for the upcoming meeting will occur from the Secretary of EPFM at a minimum of 1 week prior.
- E. A change of place and/or type (electronic meeting), will be announced to the membership as soon as the need arises.

Section 2. Special Meetings

- A. A special meeting may be held upon the call of the President of the EPFM. Notification of this type of meeting will include the time, place, and purpose, clearly stating the subject matter to be discussed. Notification of a special meeting shall be given at least forty-eight (48) hours in advance. These are in addition to and separate from the regular membership meetings.

Article III - OFFICES

Section 1. Election to Office:

- A. Election shall take place by use of written ballots, if there is a contest.

- B. Any voting member of the organization in good standing shall have the right to serve as officers.
- C. The Nominating Committee shall present its candidates for office, after which the floor shall be open for further nominations.

Section 2. Voting - General elections

- A. Only active members may vote.
- B. The Nominating Committee shall tabulate the results of the election. The Nominating Committee Chair shall be responsible for verifying the election results.
- C. The Nominating Committee Chair shall report the results of the election to membership.

Section 3. Absenteeism

- A. Any officer who is absent from three (3) consecutive Membership meetings without notifying the president of such absence, shall be automatically removed from that office.

Article IV — FINANCES

Section 1. Dues

- A. The annual dues shall be five dollars (\$5.00).
- B. Membership period shall run from July 1st to June 30th of each year.

Section 2. - Fiscal Policies

- A. All funds created under the sponsorship of EPFM shall be deposited by the treasurer in a financial institution approved by the Membership.
- B. The fiscal year of EPFM shall begin on the 1st day of July and end on the 30th day of June each year. A budget proposal shall be presented at the membership meeting in May of each year. The budget vote will take place at the Annual Organizational Meeting in June.
- C. All monies received by committees shall be turned over to the Treasurer. No committee shall hold monies for more than one (1) week.
- D. The president, vice president and the treasurer shall be authorized to sign checks, two (2) signatures per check.
- E. All bills of the organization shall be paid for by check or debit/credit cards.
- F. The debit/credit cards for the EPFM will be held by the treasurer and made available for purchases such as use during budgeted travel, event expenses, online purchases, and supplies. The debit/credit cards can be used by any member with authorization of the Treasurer. Receipts for any and all expenditures with the debit/credit cards shall be delivered to the treasurer at the conclusion of the event.
- G. Emergency expenses shall require approval of the Treasurer and/or at least one EICSD staff member, when expenditures are up to \$500. Any amount above \$500, the President will additionally be notified for approval. After the expense has occurred, the membership must be notified of the expense at the next meeting for approval.
- H. Tax-exempt forms are available from the treasurer or online from the EPFM website. Reimbursements will not be given for tax.
- I. Receipts from all purchases should be turned in to the treasurer within two (2) weeks of purchase.

Article V — TAX EXEMPT STATUS

No part of the net earnings of the Organization shall inure to the benefit of any member, trustee, director, officer of the Organization or any private individual (except that reasonable compensation may be paid for services rendered to or for the Organization), and no member, trustee, officer of the Organization or any private individual shall be entitled to share in the distribution of any of the Organization assets on dissolution of the Organization.

No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501(h)), and the Organization shall not participate in, or intervene in (including publication or distribution of statements), any political campaign on behalf of (or in opposition to) any candidate for public office.

The Organization shall neither have nor exercise any power, nor shall it engage directly or indirectly in any activity that would invalidate its status as:

(a) An organization which is exempt from federal income taxation as an organization described in Section 501(c)(3) of the Internal Revenue Code of 1986.

or

(b) An organization to which contributions are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1986.

Article VI — FINANCIAL REPORTS

The treasurer shall be required to present to the Membership a monthly statement of accounts and quarterly and annual line item financial reports. These reports shall become a part of the permanent records of the Organization.

Article VII— COMMITTEES

A. Committees are defined as Standing Committees or any other Committees.

1. Standing Committees are fixed/permanent committees that meet regularly and are integral to the business of the EPFM.
2. Other Committees are convened to perform a specific task and may be temporary.
 - a. Other committees can include, but are not limited to:
 - i. Rainbow of Stars
 - ii. Band Camp
 - iii. Rhythms on the Ridge
 - iv. Props
 - v. Pit Crew

B. General operations of Committees

1. Committees shall internally designate their own Chair, Secretary and Treasurer, where feasible.

2. The Chair shall conduct committee meetings, be the central contact for the committee and represent the committee as a member of the Steering committee.
3. The Secretary shall record and maintain the minutes of the committee, and prepare correspondence as directed by the committee.
4. The Treasurer shall pay all committee bills and shall keep a correct account of all receipts and disbursements.

Section 1 - STANDING COMMITTEES

A. Steering Committee:

The Steering Committee shall consist of:

1. Table Officers of the EPFM.
2. One chairperson or designee from each Committee.
3. Director(s) of the East Irondequoit music program(s) (i.e., Instrumental, Vocal, Musical).

The duties of the Steering Committee shall include:

1. To provide direction for the organization including, but not limited to, planning and recommending various activities presented by the standing committees.
2. To receive reports from all Committees.
3. To reference financial reports to maintain fiscal responsibility of the EPFM.

B. Fundraising Committee:

1. A minimum of two (2) Active Members (not holding office), with one designated Chair.

The duties of the Fundraising Committee shall include:

1. To provide fundraising activities, in compliance with the EICSD policies, to support the objectives of the EPFM.
2. To present a plan for raising funds to the Steering Committee for approval prior to submission to the Membership.

C. Membership Committee:

The Membership Committee shall consist of:

1. A minimum of two (2) Active Members (not holding office), with one designated Chair.

The duties of the Membership Committee shall include:

1. To bring in and maintain the membership roll of the EPFM.
2. Receive dues and obtain contact information via a contact form when enrolling new and existing members.
3. Obtain acknowledgement of the EICSD Code of Conduct from new members and returning members.
4. Provide a copy of the EPFM Constitution and By-Laws to all new members.
5. Provide upon request the EPFM Constitution and By-Laws to any member of the EPFM.

D. Finance Committee:

The Finance Committee shall consist of:

1. A minimum of two (2) Active Members (not holding office), with one designated Chair.

The duties of the Finance Committee shall be:

1. Shall review, monitor, and audit financial transactions performed by the EPFM on a monthly basis.
2. Shall prepare a budget for presentation at the May monthly Meeting.
3. Shall conduct an annual review of the financial records of the EPFM during December and to present its findings at the Membership meeting in January.
4. Shall recommend, for the membership's approval, an independent auditor to audit and review financial records, and to prepare an annual tax statement and other mandated documents.

E. Nominating Committee:

The Nominating Committee shall consist of:

1. A minimum of two (2) Active members (Not holding office), with one designated Chair.
2. The President shall appoint any replacements on an interim basis until the vacant position is filled.

The duties of the Nominating Committee shall include:

1. The creation of a slate of eligible candidates to run for office, to tabulate the votes and to report the election results to the Membership. (See Article III, Sections 1C, 2B, and 2C).
2. Committee members shall serve no more than three (3) consecutive years.

F. By-Laws Committee:

The By-Laws Committee shall consist of:

1. A minimum three (3) Active members (Not holding office), with one designated Chair.

The duties of the By-Laws Committee shall include:

1. Committee members shall serve no more than three (3) consecutive years.
2. Prior to membership vote, shall review any proposed amendments to the EPFM Constitution and By-Laws outside of formal periodic reviews.
3. Shall perform a periodic review of the EPFM Constitution and By-Laws every two (2) years.
4. Re-approval of By-Laws shall take place by two thirds vote of the Membership in attendance at the August meeting.

Article VIII — AMENDMENTS

A. Amendments to these By-Laws may be made in the following manner:

1. Any Active Member of the EPFM shall submit a draft proposal for review to the By-Laws Committee.
2. Following By-Law Committee review, the draft proposal is submitted to the Secretary of the EPFM by the Active Member in writing.

3. All amendments will be emailed to the Active Members of EPFM and read for two (2) consecutive membership meetings.
4. Approval by two-thirds of the Active Members voting at the second consecutive membership meeting following the initial reading.

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