

## **CONSTITUTION of the EASTRIDGE PARENTS FOR MUSIC**

### Article I - NAME

The name of this organization shall be Eastridge Parents for Music (EPFM).

#### Section 1: Organization Type

EPFM is a tax-exempt organization exclusively for one or more of the purposes as specified in Section 501(c) (3) of the Internal Revenue Code of 1986 (the IRC), and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under IRC 501(c) (3) or corresponding provisions of any subsequent Federal tax laws.

### Article II - PURPOSE

The purpose of EPFM is to provide moral, logistical, and financial support through fundraising activities, acceptance of donations, and disbursement of funds for the benefit of the Music Department(s) of the Eastridge Senior High School and East Irondequoit Middle School (EIMS) in the East Irondequoit Central School District (EICSD) in the Town of Irondequoit, Monroe County, New York.

### Article III — MEMBERSHIPS

#### Section I: Classification of Members

##### A. Active Member

1. Shall be of the age of eighteen (18) or older.
2. Shall be a Voting member.
3. Shall pay annual dues.
4. Shall fill out an annual contact form.
5. Shall abide by and follow the EICSD Code of Conduct.

##### B. Non-Active Member (Event Volunteers)

1. Shall not be voting members.
2. Shall be the age of eighteen (18) or older.
3. Shall pay annual dues. (Insurance purposes)
4. Shall fill out an annual contact form.
5. Shall abide by and follow the EICSD Code of Conduct.

##### C. Instructional Member

1. Shall not be voting members.
2. Shall be the age of eighteen (18) or older.
3. Members of the instructional staff of the Lancer Marching Band, Drumline, Musicals and Vocal programs during their tenure as staff.
4. Shall fill out an annual contact form.
5. Shall abide by and follow the EICSD Code of Conduct.

## Article IV — ORGANIZATION

### Section 1: Structure

- A. The structure of the EPFM shall consist of:
  - 1. Elected officers.
  - 2. The membership.
  - 3. Committees.

## Article V - OFFICERS AND ELECTIONS

### Section 1: Officers

- A. The Table Officers of the EPFM shall include a:
  - 1. President
  - 2. Vice-president
  - 3. Secretary
  - 4. Treasurer

### Section 2: Elections and Appointments

- A. Officers shall be nominated at the May Membership meeting from nominations of the Nominating Committee and nominations from the floor.
- B. Elections of officers will be held at the Annual Organizational Meeting in June.
- C. Vacancies and Special Elections:
  - 1. In the event the office of president shall become vacant, the vice-president shall assume the duties of president until a special election can be held.
  - 2. In the event that any other office shall become vacant, a member shall be appointed by the president to fill the office temporarily.
  - 3. Vacancies shall be filled on a temporary basis, not to exceed three (3) regular meetings.
  - 4. Nominees for vacant offices shall come from the Nominating Committee and nominations from the floor.
  - 5. Special Elections to fill vacated office(s) shall take place at the next regular meeting after nominations have been presented. Nominations for vacated office(s) should be made as soon as qualified candidate(s) are identified, not to exceed three (3) regular meetings.

### Section 3: Terms of Office

- A. Officers shall commence their official duties on July 1st and shall serve for a term of one year.
- B. No officer should serve more than 2 consecutive terms in the same office.
- C. Officers elected to fill a vacancy via a special election shall complete the current term of office they are elected to. This will not count toward any term limits for that office.
- D. No person shall hold more than one office at the same time.

### Section 4: Qualifications of Office

- A. Any member has the right to hold office after being an Active Member for one year.
- B. Be an Active Member.
- C. Attendance at 50% of general membership meetings.

## Article VI — DUTIES OF OFFICERS

### A. The duties of the president shall include:

1. Presiding over all Membership meetings.
2. Serving as ex-officio<sup>1</sup> member of all committees.
3. Have a working knowledge of the Constitution and By-laws of the EPFM and address questions pertaining to the documents in regard to their meaning.
4. Enforcing the observation of the Constitution and By-laws of the EPFM.
5. Acting as a liaison between the EPFM and the Eastridge / EIMS school administration and staff.
6. Approving communications to be distributed to all EPFM members via a communication system to include telephone, e-mail and / or newsletter;
7. Performing other duties as are prescribed by the By-Laws.
8. The president may only cast a vote in a general election for table offices or to break a tie from a motion brought to the floor.

### B. The duties of the vice-president(s) shall include:

1. The Vice-President shall assist the President with the discharge of their duties and in the case of the President's absence or disability, shall perform them all.
2. Shall have on hand the Constitution and By-laws of the EPFM at all membership meetings.

### C. The duties of the Secretary shall include but not be limited to:

1. Recording and maintaining the minutes of all Membership, Table Officers, and Steering Committee meetings. Copies of the Table Officers and Steering Committee minutes will be made available to those members of the general membership requesting them.
2. Recording attendance at all Membership and Steering Committee meetings
3. Distributing the Minutes of the previous Membership meeting.
4. Preparing correspondence as directed by the president.
5. Notify affected members of meetings and cancellations, as necessary.
6. Maintaining all books, correspondence and papers pertaining to the Office of Secretary.
7. Maintaining and archiving current student rosters, contact information, and medical forms, as applicable.

### D. The duties of the Treasurer shall include but not be limited to:

1. Receiving and safely keeping all funds of the organization and depositing the same in an approved financial institution under the name of the EPFM.
2. Making payment of bills related to approved expenses of the EPFM.
3. Dispersal of all monies will be at the direction of the EPFM.
4. Maintaining and keeping an accurate and complete bookkeeping record of all receipts, disbursements, and financial transactions of the EPFM.
5. Coordinating preparation of an annual budget for the Membership meeting in May.
6. Presenting a financial report at all Membership meetings.
7. Work with an approved outside auditor annually to review the financial well-being of the EPFM.
8. Chair of the Finance Committee.

## Article VII— MEETINGS

1. A quorum shall consist of at least twenty percent (20%) of the Active Members of the EPFM in compliance with Article III, Section 1, Part A of this article.
2. No voting, actions, or transactions can occur at a regular or special meeting of the EPFM unless a quorum is present.
3. A majority vote of the quorum is sufficient to approve any action coming before the membership, except for amendments to these by-laws, which shall require a two-thirds majority vote.
4. Any action or transactions taken with relation to EPFM business, shall be binding on all members of the EPFM.

## Article VIII— DISSOLUTION

- A. In the event of dissolution, all of the remaining assets and property of the EPFM shall, after necessary expenses thereof, be distributed to another organization exempt under IRC 501 (c) (3), or corresponding provisions of any subsequent Federal tax laws, or to the Federal government, or state or local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of New York.
- B. In the unlikely event of dissolution of the organization, after paying or making provision for paying all liabilities of the organization, the residual assets of the organization shall be turned over to one or more organizations which themselves are exempt as organizations described in Section 501(c) (3) of the Internal Revenue Code of 1986, or correspondent sections of any prior or future Internal Revenue Code or to the Federal, State or Local government for exclusive public services.

## Article XI — PARLIAMENTARY AUTHORITY

The rules contained in Robert's Rules of Order shall govern the EPFM in all cases where they are not consistent with these By-Laws and any special rules the EPFM shall adopt.

## Article XII - SAVINGS CLAUSE

Any part or portion of the Constitution deemed unconstitutional or in violation of law shall be deemed null and void as if it had not been part of the Constitution, and the balance of the Constitution shall remain in force and effect as if the offending portion had not been part of this Constitution.

## Article X — AMENDMENTS

- A. Amendments to this Constitution 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 three (3) consecutive regular meetings.
  4. Approval by two-thirds of the Active Members voting at the third consecutive regular meeting following the initial reading.

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<sup>1</sup>ex-officio — by virtue of the office, the president is allowed to be a member of any EPFM committee or subcommittee.