

**BYLAWS
OF THE
LACKAWANNA TRAIL FRIENDS OF MUSIC**

ARTICLE I ~ NAME

The name of this organization shall be the Lackawanna Trail Friends of Music.

ARTICLE II ~ PURPOSE

The purpose of this organization shall be to encourage, as well as promote music programs as an integral part of education and life-long learning. The organization also assists in the funding of tours and supports in any way the efforts of the Lackawanna Trail Music Department including instrumental, choral, and competition programs.

ARTICLE III ~ MEMBERSHIP

Membership of this organization shall be open to all school district employees as well as any individual in the Lackawanna Trail community. The sole intent of membership is to promote the purpose of this organization. Each member shall have one vote and such voting may not be done by proxy.

ARTICLE IV ~ OFFICERS

Section 1: **Personnel.** The officers shall be President, Vice President, Secretary, and Treasurer. In case of a vacancy in the office of President, the Vice President shall serve for the unexpired term. If the Vice President is unable to serve, or in case of a vacancy in other offices, a general election shall be held to fill the position until the end of the term.

Section 2: **Eligibility.** Any member of the organization in good standing shall be eligible to serve as an officer. A member shall hold only one office at a time.

Section 3: **Election.** Officers shall be nominated at the April meeting and election shall be held at the following meeting. The term of office shall begin with the following meeting. If there is only one candidate for an office, election shall be by voice. If there is more than one candidate for an office, election shall be by secret ballot. A majority vote shall elect.

Section 4: **Duties**

(a) **President.** The President shall preside at all general meetings. He/she shall appoint all committee chairs, subject to the approval of majority present, and shall be ex officio member of all standing committees.

(b) **Vice President.** In the absence of the President or in case of a vacancy in the office, the Vice President shall perform the duties of the President.

(c) **Secretary.** The Secretary shall keep a correct record of the proceedings of all meetings of the organization. He/she shall be responsible for all correspondence and perform other duties assigned by the President, membership roster maintenance.

(d) **Treasurer.** The Treasurer shall be the custodian of all monies, with the exception of the Concession Stand account, of the organization. He/she shall maintain correct accounts of all monies and shall make deposits and payments.

(e) **Additional Officers.** *Additional Officers may be added, by majority vote of members present at an election meeting. The number of officers added, titles, and scope of position is at the discretion of that majority membership.*

ARTICLE V ~ COMMITTEES

Section 1: **Definition.** The committees shall consist of members from the general assembly. The President shall have the power to establish special committees for specific assignments from time to time throughout the year.

Section 2: **Committee chair.** The President shall appoint the chair for each committee, with the approval of the majority present. Any organization member shall be eligible to serve as a committee chair.

Section 3: **Duties and Records.** Each chair shall have general supervision of committee. The chair shall conduct business incident to the title of the committee, hold meetings when necessary, and submit reports periodically to the general assembly.

ARTICLE VI ~ FISCAL POLICIES

Section 1: **Fiscal Year.** The fiscal year shall be from August 1 to July 31.

Section 2: **Bank Accounts.** Bank accounts shall be established in the name of the Lackawanna Trail Friends of Music for the deposit of all monies collected. The Treasurer is authorized to make deposits and payments from these accounts and has accountability for recording all transactions, All checks require the signatures of both President and Treasurer.

Section 3: **Fiscal Reports.** *Written treasurer's reports shall be prepared and presented to the membership of the organization at the general meetings.*

Section 4: **Audit.** Accounts shall be audited yearly *(by a certified public accountant or)* by a committee of more than one person elected or appointed by the organization. *(Written audit report shall be prepared and presented to the membership of the organization at the September general meeting.)*

Section 5: **Fundraising.** Fundraisers are to be conducted on an as-needed basis and must be approved by the membership as an agenda item in advance. Any fundraiser that is an annual event should be listed as such and will be approved at inception and maintained without approval in subsequent years. All fundraisers will be overseen by a director of the music department. All monies will be deposited with the director overseeing the fundraiser, without exception. Directors will maintain records for all fundraisers. A report of fundraising income must be supplied to the Treasurer at the completion of the fundraiser.

ARTICLE VII ~ MEETINGS

Section 1: **General and Special Meetings.** General meeting shall be held the third Monday of the month unless a conflict with the school district schedule is present. Meetings may be cancelled or rescheduled due to inclement weather or emergency. Special meetings may be called by the President at any time. Public notice shall be made of all general meetings at least seven (7) days in advance of the meeting date.

Section 2: **Quorum.** At least two officers must be present to constitute a quorum. The secretary or designate shall keep a record of all members present at the meeting and report attendance on meeting minutes.

ARTICLE VIII ~ AMENDMENTS AND RULES OF ORDER

The Bylaws may be amended by a two-thirds vote of the members present and voting at any general meeting, provided the proposed amendment has been read at the previous general meeting. Robert's Rules of Order, Newly Revised shall be the parliamentary authority for all matters of procedure not specifically covered by the Bylaws.