

Skyview High School Vocal Music Parents Association
By-Laws
Revised January 6, 2015

ARTICLE I— NAME & OBJECTIVE

Section 1. The legal name of this organization shall be Skyview High School Vocal Music Parents Association also doing business as Skyview Vocal Music Performing Arts (SVMPA) and shall be comprised of parents and/or legal guardians of enrolled Skyview Vocal Music and Orchestra students.

Section 2. The objectives of this organization shall be to promote interest in, provide support for, assist and to foster the Skyview High School Choir and Orchestra Programs.

Section 3. SVMPA is a "non-profit", "tax exempt" organization registered with the IRS and the State of Washington.

- a. The organization's Federal Identification Number is 31-1758275.
- b. The IRS recognized the organization as a tax-exempt organization under Section 501c3 effective October 2001.

ARTICLE II — MEMBERSHIP

Section 1. All parents/and or legal guardians of students enrolled in the Skyview Choir and Orchestra Programs, shall be considered members with voting privileges at general membership meetings.

ARTICLE III — NOMINATING COMMITTEE

Section 1. The nominating committee shall consist of at least three (3) members and be elected by the general membership at a general membership meeting preceding the election of officers. The designated number of candidates receiving the highest number of votes shall be declared the nominating committee.

Section 2. The members of the nominating committee shall have been in good standing and actively participated in the program for at least thirty (30) days preceding their election and are current on all fees.

Section 3. No person shall be eligible to serve two (2) consecutive years on this committee. The president is not eligible to be elected or to serve on the nominating committee.

ARTICLE IV — EXECUTIVE COMMITTEE & ELECTIONS

Section 1. The Executive Committee shall consist of at least five (5) elected officers: President, Vice-President, Secretary, Treasurer, and Assistant Treasurer. Co-officers shall be allowed.

Section 2. The officers shall be elected prior to June 30th at the general membership meeting from a slate presented by the nominating committee. No person shall serve in the same office for more than two (2) consecutive terms. An officer having served six (6) months or more shall be considered to have served a full term. Officers shall assume their offices on July 1.

Section 3. The nominating committee shall consist of at least three members from the general membership.

Section 4. The officers-elect shall take office on July 1. If a vacancy occurs in an office, the Executive Committee may elect an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with consent of the nominee. A Quorum being present, a majority of all votes cast is necessary to elect.

Section 5. The Board of Directors shall consist of the Executive Committee and chairpersons of the standing committees:

Section 6. The president shall appoint the chairpersons of the standing committees with approval of the Executive Committee. Standing Committees of this organization may include, but not be limited to, Volunteer Coordinators, Fundraising, Uniform Coordinators, Concessions, Auction Committee, etc.

Section 7. Any officer may be removed from office involuntarily by a majority vote at a general membership meeting, after a quorum has been established. Reasons from removal of office include but are not limited to breach of common law duties to the organization: 1) duty of obedience; 2) duty of care; or 3) a duty of loyalty and/or breach of statutory or fiduciary duties as stated in the Revised Code of Washington.

Section 8. The Vice President shall preside in the absence of the President.

Section 9. The Secretary shall keep minutes of Board of Directors, and General Membership meetings of this organization and provide copies thereof.

Section 10. The Treasurer shall receive all income and shall deposit said income in the name of the SVMPA in such bank as the Executive Committee shall approve. Funds shall be disbursed according to the approved proposed budget or on approval of the Board of Directors, or on the vote of the General Membership.

Section 11. A proposed budget shall be presented annually to the membership at a general meeting for approval. In emergency situations, the board shall have authority to reallocate funds as necessary.

Section 12. An officer or chair position shall be held no longer than two consecutive years by the same member without a one year break in the same office/position. If no one comes forward to fill said position, then an exception may be considered.

Section 13. The Assistant Treasurer shall assume all Article V duties of the Treasurer in the absence of the Treasurer.

ARTICLE V — DUTIES OF OFFICERS

Section 1. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for the "approved budget." All books, funds, and supplies belonging to the organization shall be relinquished to the new officers by retiring officers immediately upon leaving office.

Section 2. All binding agreements shall require two (2) signatures. All checks over \$500 will require two signatures. Only elected officers shall have the authority to sign.

Section 3. In the event two (2) or more members of the same household hold office, only one (1) shall co-sign financial matters.

Section 4. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

Section 5. The Assistant Treasurer cannot co-sign for any financial matters whereby the Treasurer has also signed.

President.

The President shall:

1. Preside at all meetings.
2. Make appointments to positions and committees with approval of the Executive Committee, for a term of one (1) year. No person shall serve in the same position for more than two (2) consecutive terms.
3. Be an ex-officio member of all committees except the Nominating Committee.
4. May co-sign all binding agreements.

Vice President

The Vice President shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.
2. Preside over all meetings in the absence or inability of the President to serve, and shall assist the President when called upon. In the case of vacancy in the office of President, the Vice President shall temporarily assume the duties until the vacancy is filled.
3. Oversees the coordination and maintenance of all uniforms and equipment.
4. May co-sign all binding agreements.

Secretary

The Secretary shall:

1. Attend all Executive, Board of Directors, and General Membership meetings and keep accurate records of all meetings.
2. Notify the president of any unfinished business.
3. Be responsible for correspondence as designated by the President.
4. Keep a complete roster of the membership and of all standing and special committees.
5. Provide copies of minutes to those in attendance of previous Executive, Board of Directors, and General Membership at each meeting.
6. Maintains a complete and organized file of all correspondence, minutes, financial reports, budgets, by-laws, standing rules and other material associated with the regular function of the organization.
7. May co-sign all binding agreements.

Treasurer

The Treasurer shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.
2. Serve as the chairman of the Budget Committee; present the budget to the membership; keep accurate records at all times; receive, issue receipts for, and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.

3. Present a written financial statement at each regular meeting and such other times as required by the President; provide all financial records if requested by the President or Board of Directors' members; close the books prior to July 30 and submit the books and records for audit to an Audit Committee of no fewer than three (3) members of the General Membership appointed by the Executive Board. The Audit Committee shall not include any person authorized to sign on the Bank Account for the period being audited or assisted in the preparation of the books.
4. Shall present all necessary tax and financial documents in a timely manner to tax preparer. Our fiscal year shall end on June 30.
5. File annual report to the Washington Secretary of State prior to due date established by the State of Washington.
6. Perform such other duties as may be provided for in the standing rules.
7. May co-sign all binding agreements.

Assistant Treasurer

The Assistant Treasurer shall:

1. Attend all Executive, Board of Directors, and General Membership meetings.
2. Assist Treasurer in all Article V duties
3. Serve as a Member of the Budget Committee
4. Perform such other duties as may be provided for in the standing rules.
5. May co-sign all binding agreements, other than when Treasurer has already co-signed.

ARTICLE VI — BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of the Executive Committee and appointed Committee Chairpersons.

Section 2. The President shall appoint the chairpersons of the standing committees with the approval of the Executive Committee.

ARTICLE VII — MEETINGS

Section 1. The General Membership meetings of this organization shall be held at least quarterly September through June to conduct business; adopt the budget, elect the Nominating Committee

Section 2. Special meetings, as needed, may be called by the President.

Section 3. A special meeting may be called by the President or by a majority of the Board of Directors as needed for specific emergency situations. Notice of an emergency meeting stating the date, time, place or purpose should be mailed (including e-mail), by phone, or personally delivered to all members of the board at least one (1) day prior to the special meeting. Otherwise, all business should be conducted at regularly scheduled Board of Directors' meeting and/or General Membership meeting.

ARTICLE VIII — QUORUM

Section 1. A majority of the members of the Board of Directors shall constitute a quorum.

Section 2. Ten (10) members of the general membership shall constitute a quorum at the general membership meetings.


ARTICLE IX — AMMENDMENTS TO THE BY-LAWS

Section 1. Proposed amendments(s) must be submitted in writing to the General Membership prior to action being taken. These by-laws may be amended at any general membership meeting by a two-thirds (2/3) vote of the General Membership in attendance after a quorum has been established.

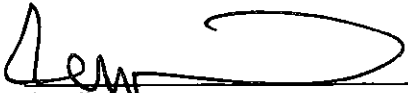
ARTICLE X — PARLIAMENTARY AUTHORITY

The current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these by-laws, the IRS, or the Washington Nonprofit Corporation Act.


We, the Undersigned, do agree to the above mentioned articles.



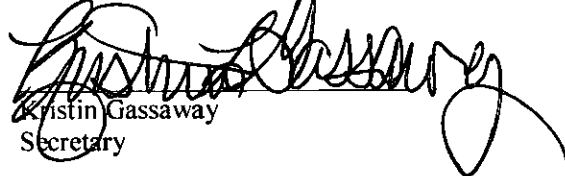
Jeff Koller
President



Cyndi Ackerman
Brian Ackerman
Co-Vice Presidents, Choir



Chris Miller
Treasurer



Kristin Gassaway
Secretary

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