

BYLAWS OF Southern Lehigh Music Parents

Article I – Name

1.01 Name

The name of the organization shall be Southern Lehigh Music Parents (hereinafter referred to as “SLMP”).

Article II – Purpose and Legal Powers

2.01 Purpose

SLMP is a nonprofit corporation organized exclusively for charitable purposes permitted under Section 501(c)(3) of the Internal Revenue Code, as amended or the corresponding section of any future federal tax code (the “Code”), including, but not limited to, the music education and related activities of students and/or the community in the Southern Lehigh School District (“District”).

2.02 Exempt Activities Limitation

No director, officer, employee, member, or representative of SLMP shall perform any actions or activities on behalf of SLMP that are not permitted by an organization exempt from the Code.

No part of the net earnings of SLMP shall benefit or be distributable to any director, officer, member, or representative of the organization.

Article III – Members

3.01 Members

SLMP will have one or more classes of members. Members of SLMP may be: (i) any parent, guardian, or other adult standing in loco parentis who is 18 years of age or older for a student enrolled in the District (“Class I Members”), or (ii) any alumni of the district who is 18 years of age or older (“Class II Members”) (collectively, the “Members”). A principal, assistant principal and any teacher employed by the District who otherwise qualifies as a Member may join as an SLMP Member and have voting rights. No full-time teacher, assistant principal, principal, or school board member of the District shall hold a Board or officer position (as defined in Article IV) of SLMP.

3.02 Rights of Members

Members have the right to attend and participate in all membership meetings and activities of the SLMP and to hold office. Class I Members are eligible to elect officers and to vote on all issues before the membership, provided they are present at a scheduled membership meeting to cast a vote in person. No votes by proxy are permitted.

No Member will be denied membership due to race, color, religion, sex, sexual orientation, age, marital status, national or ethnic origin, any reason prohibited by law, or inability to financially contribute in any way.

Article IV – Officers and Elections

4.01 Board of Directors and Officers

The Officers of SLMP shall consist of the following:

4.01.1 Board of Directors (collectively, “the Board”)

President

- Creates agendas for and presides over meetings of the SLMP and Executive Board, serves as the primary contact to the Southern Lehigh School District, Administration and high school teachers.
- Shall represent the SLMP at meetings outside the SLMP, serves as an ex officio member of all committees except the nominating committee, and coordinates the work of all the officers and committees so the SLMP's purpose is served.
- Reviews and edits all shared SLMP organizational lists for officers and committee chairs, along with detailed event task lists for individual event planning.
- President or one other SLMP Board member shall approve all forms of communication to parents/group distribution lists.
- Coordinates with the Treasurer to present budget and results at the annual meeting.
- Tracks upcoming events and creates game plans for accomplishing events and activities of the organization. Delegate to parent volunteers effectively.
- With the Vice President, determines annually how many Board Members at Large are needed to effectively carry out the work of the Board in supporting the mission of the SLMP.
- Attends District informational meetings, occasional School Board Meetings, and attends Superintendent Advisory Council meetings with other parent group/booster club leaders.

Vice President:

- Stands in, as needed, to perform President's functions, supports President's duties and efforts, committees, and SLMP general communications, as needed.
- Creates and updates organizational lists for officers and chairs, as needed, along with detailed event task lists for event planning.
- Assists with membership meetings and attending District meetings for which the President is not available.
- Updates and changes bylaws as needed with officer approvals and submits to the Secretary for distribution to the Membership.
- Oversees all fundraising and shall support all efforts related to fundraising for the SLMP, including assisting the board in developing and supporting committees as needed to support the SLMP organization.
- Shall be responsible for researching and identifying fundraising goals, opportunities and programs and coordinate annual fundraising programs that are in place at time of taking office.
- With the President, determines annually how many Board Members at Large are needed to effectively carry out the work of the Board in supporting the mission of the SLMP.
- Evaluates the success of fundraising programs and reports to the SLMP executive team and membership at the end of each event.
- For each fundraiser, reports on participation by each school in the District, provides a year-over-year assessment of success, and coordinates financial results with Treasurer to provide information and input for annual reporting.

Secretary

- Takes and records minutes at membership meetings and the board meetings and files these in the appropriate SLMP Google Drive or other approved storage location.
- Keeps the minutes, bylaws, rules (if any) and other SLMP organizational documents and brings these items to meetings.
- Shall be responsible for membership records, to include contact information; membership organization and email communication, as applicable, including notices of membership meetings; to reserve district facilities and other equipment needed for events and meetings; and performs various administrative tasks and duties, as needs dictate, to support the group.
- Keeps the SLMP internal and public-facing calendars current with all football games, band camps, concerts, practices, special events, meetings, etc.
- SLMP email inbox management, filing and assigning emails to the Board and responding to general inquiries as needed.

- It is preferred but not necessary that the Secretary have experience with google drive, google mail, google contacts, google sheets, etc.

Treasurer

- Receives all funds of the SLMP, keeps an accurate record of receipts and expenditures,
- Maintains the SLMP's bank account and pays out funds in accordance with necessary approvals of the President.
- Presents a financial statement at every membership meeting and all other times of the year when requested by the Executive Board and makes a full report at the end of the year.
- Shall be responsible with the President for the creation of the annual budget.
- Monitors and moves funds from all electronic financial platforms to bank account(s).
- It is preferred but not necessary that the Treasurer have bookkeeping experience.

Outreach & Events Chair

- Shall be responsible for creating all graphic opportunities for SLMP
- Coordinates with other booster boards (including, but not limited to football and cheerleading) to accumulate information for student recognition
- Coordinates social media communication of events and social media posts (pictures and videos) related to given events.
- Designs and purchases all promotional items (i.e., marching band baseball hat, t-shirts, and other promo items).
- Designs all promotional communications related to concerts, fundraisers, and miscellaneous other special events.
- Responsible for updating and publishing the website and creating needed links to any external payment programs as needed.
- Coordinates (with committees, as necessary) all special student events (ex. end of season marching band celebration and annual SLMP banquet).
- It is preferred but not necessary that the Outreach & Events Chair have some type of marketing background and, if possible, should have graphic design experience and have some understanding of graphic design programs and website management.

Board Members at Large

- Contribute time, effort and knowledge to advance the objectives of the Board and attain the goals of the organization.
- Participate in online, conference call, and face-to-face Board discussions.
- Act as a Board representative for assigned committees – communicating Board actions to committee chairs and committee feedback to Board.
- Assist the Board with the selection of committee members and chairs, as requested.
- Give input to the Board and make decisions on behalf of the membership.
- Participate in decision making of the Board, including voting on motions as needed.
- Complete other duties as assigned by the President, or the Vice President in the President's absence.
- Serve as voting member of the Board.

4.01.2 Additional Officers

Additional officers shall participate in and provide input on decision-making discussions but will not have voting rights as part of the Board. Additional officers will vote on initiatives as Members on issues before the membership,

Middle School ("MS") Liaison

- Shall be an officer who has close ties to teachers at the MS and preferably has a student in the music program at the MS.

- Communicates with MS music teachers on a regular basis to report to the Board their needs in terms of financial and volunteer support.
- Oversees volunteer efforts and music program related activities for MS as requested by music staff

Intermediate School (“IS”) Liaison

- Shall be an officer who has close ties to teachers at the IS and preferably has a student in the music program at the IS.
- Communicate with IS music teachers on a regular basis to report to the Board their needs in terms of financial and volunteer support.
- Oversees volunteer efforts and music program related activities for IS as requested by music staff

Elected officers shall also serve as the Board of Directors for SLMP (the “Board”). The Board may also create additional officer positions as, in its judgment, are necessary to conduct the affairs of SLMP.

4.02 Powers

All legal powers of SLMP shall be exercised by or under the authority of the Board, and the affairs of SLMP shall be managed under the direction of the Board, except as otherwise provided by law.

4.03 Nominations and Elections

The Board shall be elected by the membership no later than June 15 of each school year, or as needed to fill open positions. If there is more than one candidate for any open Board position, a slate must be provided to the membership a minimum of one week prior to elections. At the election meeting, nominations for positions with no candidates may also be made from the floor. Voting shall be by voice except if a slate is presented a ballot vote shall be taken.

4.04 Eligibility

Members are eligible for office if they are eligible for membership in SLMP during the fiscal year in which their term will commence.

4.05 Terms of Office

Members of the Board shall be elected for terms of two years. All Board members shall serve no more than two consecutive terms in the same office unless they sooner resign, are removed from office, or otherwise become disqualified to serve. To ensure continuity, Board members are encouraged to serve on the board for a minimum of two years, and may transition between roles on the Board during their tenure to support the completion of their service.

4.06 Vacancies

If there is a vacancy in any office, Members will fill the vacancy through an election at the next membership meeting. If the Board determines an election must occur sooner than the next scheduled membership meeting, a Special Meeting may be called in accordance with Section 5.03 of these bylaws.

4.07 Removal and Resignation

Officers can be removed from office with or without cause by a majority vote of the SLMP Board of Directors. Before any meeting during which a vote on removal will occur, the officer in question shall be provided with written notification of the Board’s intention to discuss their case and shall be given the opportunity to be heard at the meeting during which the vote will occur.

An officer may resign at any time by giving written notice of their resignation to the President of SLMP. Any resignation shall take effect upon receipt of the notice or upon any later time specified in the notice. Acceptance of the resignation shall not be necessary to make it effective.

4.08 Compensation

Officers shall serve without compensation.

Article V – Meetings of Members

5.01 Membership Meetings

At least three general membership meetings of the SLMP shall be held annually. Place, day, and hour of each general membership meeting shall be communicated a minimum of three business days in advance. A minimum of one day's notice of a change of meeting date or time shall be given to the membership. An annual meeting will be conducted in May or June for electing officers and conducting other business that should arise. Executive meetings for officers only may be called at the discretion of the SLMP President or other SLMP officers, as needed.

5.02 Board Meetings

The Board shall hold a minimum of four officer meetings each year at times and places determined by the Board. Board meetings are not required to be made available for attendance by Members, however, the minutes of any Board meeting shall be made available to any Member upon written request.

5.03 Special Meetings

Special Meetings of SLMP Members may be called by the President or majority of Board members with one day's notice to members. The purpose of the meeting need not be specified in advance.

5.04 Quorum

The minimum number of Members present at a meeting to consider the meeting valid for the Board to take subsequent actions shall be five for a general membership meeting, or four voting Board Members for any Board or Special Meeting.

5.05 Hung Decisions

If either the Members or the Board are unable to make a decision on a matter based on a tied number of votes, then the President (or the Vice President, in the President's absence) shall have the power to swing the vote based on their discretion.

Article VI – Committees

6.01 Membership

Committees may consist of members of the Board with the President acting as an ex officio member of all SLMP committees. At least one SLMP Board member shall be a member of each committee.

6.02 Standing Committees

Standing committees shall be determined annually. If necessary, the Board shall set the budgeted amount of expenditures and revenues expected for each committee. No committee work shall be undertaken without the consent of the SLMP Board of Directors

6.03 Special Committees

The Board may create special committees designated with a specific time frame and task to be completed.

Article VII – Finances

7.01 Books and Records

SLMP shall keep correct and complete books and records of account and shall keep minutes of all General Meetings, Board Meetings, and Special Meetings, to include a record of actions taken by the Board and any committees. In addition, SLMP shall keep a copy of its Articles of Incorporation and Bylaws as amended.

7.02 Annual Budget and Statement

A tentative annual budget for the following school year shall be proposed to the Board by the treasurer no later than June 1 and approved by a majority vote of the Board no later than the last day of the fiscal year. The

treasurer shall also prepare a year-end financial statement to be reviewed by the Board no later than the last day of the month following the end of the fiscal year.

7.03 Expenses

The SLMP Board of Directors shall be made aware of all purchases, expenses, and expenditures to be made on behalf of the SLMP. Receipts are required for all expenditures and shall be provided to the Treasurer within two weeks of the purchase date and kept as a record.

7.04 Contracts, Banking, and Signatures

Any contracts or other agreements made by or on behalf of SLMP shall be executed by either the President or Treasurer. Two signatures are not required on contracts or other agreements, but the non-signing officer must provide written approval for the document to be signed for SLMP's records.

Both the SLMP President and Treasurer shall act as the authorized owners of any SLMP bank account(s). All checks of \$500 or greater shall be reviewed and approved by at least two members of the SLMP Board of Directors, and all checks of \$1,000 or greater require dual authorized signatures on the check by the Treasurer and President.

7.05 Fiscal Year

SLMP's fiscal year shall July 1-June 30.

Article VIII – Amendments

8.01 Bylaws

These Bylaws may be amended at any time provided that written notice of any proposed amendment will be given to all Members no less than seven days prior to a the Board voting on any amendment. Notice may be given by (a) hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by electronic communication (with receipt of confirmation of successful transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient, or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid.

Article IX – Miscellaneous

9.01 Conflict of Interest

Whenever an officer has a financial or personal interest in any matter coming before the Board, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested officers determine that it is in the best interest of SLMP to proceed.

9.02 Dissolution

Upon dissolution of SLMP, any assets and resources lawfully available for distribution shall be provided to another nonprofit organization selected by a majority of the Board and through a vote by the Members.

9.03 Transparency and Accountability

9.03.1 Organization Records

SLMP shall provide its applicable Internal Revenue forms, bylaws, meeting minutes, and financial statements available to the general public for inspection free of charge either on its website at slmusicparents.org or upon written request to slmusicparents@gmail.com.

9.03.2 Donor Records

No donor records shall be made available to any person outside of the Board except to authorized government agencies to comply with applicable law.

9.04 Code of Conduct

The Board and any additional officers agree that they will conduct business in accordance with the letter and spirit of all relevant laws; refrain from any illegal, dishonest, or unethical conduct; and act in a professional, businesslike manner when interacting with other members of the Board, the SLMP membership, school district employees, and the community, regardless of whether or not such interactions are in an individual or Board capacity.

In dedication to carrying out the mission of SLMP, all Board members and officers agree to the following:

1. Recognize that the chief function of SLMP is to serve the best interests of all Southern Lehigh music students and programs.
2. Conduct themselves with integrity, accountability, impartiality, and transparency.
3. Represent the organization in a positive and supportive manner.
4. Respect the structure and responsibilities of the Board, provide them with facts and advice as a basis for making policy decisions.
5. Uphold, support, and implement policies adopted by the board, even if they personally disagree with majority vote outcomes.
6. Make decisions based on merit and the best interests of the organization, not personal gain or biases.
7. Promptly disclose any conflicts of interest that may arise.
8. Attend all board and committee meetings and as many functions, such as special events, as possible.
 - a. This includes, but is not limited to, taking a leadership role at a minimum of two to three home football games depending on the season schedule.
9. Keep the community informed about SLMP activities and respectfully advocate for the support of SLMP and those served by the organization.
10. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
11. Respect and protect personal or sensitive information which may be accessed in the course of official SLMP duties.
12. Refrain from engaging in any public activities (this includes online activities such as social media) in their Board capacity that could be construed as endorsing or opposing political candidates, viewpoints, or specific parties.
 - a. While board members can engage in political activities as individuals, they must clearly distinguish their personal views from the organization's stance. Any endorsements or statements of support for a candidate should not be made in their capacity as a board member or using organizational resources.
13. Strive for personal and professional excellence and encourage the professional development of others.
14. Faithfully abide by the organization's Articles of Incorporation, bylaws, and policies.

Should a Board member or officer fail to uphold any part of this Code of Conduct, the Board reserves the right to initiate a vote for removal in accordance with Section 4.07 above.