

Sowers Music Parent Association By-Laws

ARTICLE I - NAME

The name of the organization shall be “SOWERS MUSIC PARENT ASSOCIATION” hereinafter referred to as “SMPA.”

ARTICLE II – PRINCIPAL LOCATION

The principal location for the transaction of the activities and affairs of SMPA is Sowers Middle School located at 9300 Indianapolis Ave, Huntington Beach, and Orange County, California 92646. The Executive Board may change the principal office from one location to another. Any permanent change of location shall be noted on these By-Laws.

ARTICLE III – MISSION STATEMENT and PURPOSE

The mission of Sowers Music Parent Association is to provide financial, physical, and moral support to the Sowers Middle School Music Program, to develop avenues of communication between the school and the community, and to foster a closer relationship between the school, parents and students.

Sowers Music Ensembles supported by SMPA include Band, Orchestra, Choir, and any other instrumental or singing group established at Sowers Middle School.

This Association is a non-profit association organized under California Corporations Code §21000, et. seq. and is organized exclusively for charitable and educational purposes pursuant to the provisions of Internal Revenue Code §501(c)(3). The purpose of this Association is to engage in any lawful act or activity for which an association may be organized under such law.

ARTICLE IV – MEMBERSHIP and MEETINGS

Membership in SMPA shall be open to any interested parent or guardians of students currently enrolled in the music program at Sowers Middle School. Additional categories of membership may be established by SMPA. Each Member Household has the right to cast ONE vote regardless of the number of students enrolled in the music program.

All members are encouraged to contribute 10 volunteer hours per family, per year, which can be fulfilled by participating in program activities such as performances, SMPA meetings, competitions, fundraisers, or other Board-approved activities. Donating to Sowers Middle School is a strictly voluntary opportunity as all students have access to music program regardless of ability/desire to donate.

ARTICLE V – FISCAL YEAR

SMPA fiscal year shall begin August 1 and ends July 31. The Internal Revenue Employee Identification Number (EIN) for SMPA is 47-3748186

Financial records shall be submitted for audit within thirty days after the end of the fiscal year. If an audit is requested by the Huntington Beach City School District, thirty days written notice must be given, and the district shall pay any and all expenses incurred by the school district.

ARTICLE VI – EXECUTIVE BOARD OF DIRECTORS

The Executive Board of Officers shall consist of the elected members responsible for activities within the organization (hereinafter referred to as the “Board”).

Board Officers include:

- President
- Vice President of Programs
- Vice President of Board Governance
- Treasurer
- Secretary

Officers will be elected annually for a twelve-month term, with term limits of two (2) consecutive years in the same position. Each Officer on the Board shall have one vote per position. The President-elect must have served at least one term in another position on the Executive Board or as a committee chairperson. Vice President of Programs will be a member who has a student(s) in any choral or instrumental program. No members from the same household shall hold the office of President and Treasurer at the same time.

ARTICLE VII – EXECUTIVE BOARD POWERS:

The Board shall be vested with authority over the management and operation of SMPA. This authority shall include decisions concerning financial matters and authorization for payment of bills within the limits of the budget adopted by the General Membership during the annual approval process.

The Board will be responsible for decisions regarding the purchase of band equipment, loaning of SMPA property, payments, fundraising, transportation, lodging expenses and related activities. Board members shall present a report of expenditures to the general membership at each meeting. No advisor, instructor, staff, or member of SMPA, other than a duly authorized officer of the Board, is authorized to commit SMPA to financial obligations, contracts or agreements without prior approval of the Board.

- (a) Appointment and/or Removal of officers are governed by these by-laws. Officers will not be paid for their services.
- (b) All bills shall be reviewed by the President and/or leading Committee Chair and Treasurer, and paid by Treasurer, if approved.
- (c) Any bill exceeding their category amount in the annual budget by ten percent (10%) must be approved by the Board and presented to the membership at the next meeting. Any changes to budget categories are to be submitted to the general membership and recorded in the Minutes.
- (d) Outgoing Board Officers shall be responsible for the transfer of the various effects (e.g. papers, files, CD's, notes, memos, etc.) of their offices on or before August 1.
- (e) Every member shall have the absolute right, at any reasonable time, to inspect all books, records, and documents of SMPA.

ARTICLE VIII– ELECTION OF OFFICERS

The Executive Board shall appoint the Nominating Committee for the following years Executive Board. The President may not serve as a member of the Nominating Committee. Members must be in good standing and have attended at least two (2) SMPA meetings during the current school year. Members will be chosen from a cross-section of the entire membership and include representation from the 6th grade, 7th grade and 8th grade classes.

The Vice President of Board Governance will organize and act as Committee Chair of the Nominating Committee. No member shall serve on the Nominating Committee for more than (2) consecutive years unless there are insufficient members to serve. The President is prohibited from serving on the Nominating Committee in any capacity.

- (a) The slate of officers shall be presented by the Vice President of Board Governance in writing at the April Board meeting.
- (b) A written ballot will be created by the Vice President of Board Governance to be presented at the May meeting. The ballot will contain one name for each elected position and will have space for additional names in the event that there are nominations from the floor.
- (c) In the case of an uncontested election, members in good standing shall elect the slate of officers by voice vote. If there are contested positions, a secret paper ballot will be used.
- (d) When necessary, a committee of three people will be appointed by the Board for the purpose of distributing, collecting, and counting the written ballots. No current Board Member may serve on this committee.
- (e) Each family is entitled to one vote.
- (f) There will be no proxy voting. The Board will make provisions for absentee ballots if warranted by the circumstances. Members may request an absentee ballot if they are not able to attend the election, but still wish to place a vote. Requests for absentee ballots must be made to the Vice President of Board Governance two (2) weeks prior to the

scheduled election, with a deadline to submit by the start of the May election meeting, in order to be counted. Absentee ballots received after the May election meeting is in session will not be counted.

- (g) Candidates must win by a two-thirds majority of those members in attendance plus absentee ballots. If a two-thirds majority is not reached, new elections for the still-vacant positions will take place at the last (June) meeting of the fiscal year. Board positions will remain vacant, even if into the new fiscal year, until a two-thirds majority can be reached.
- (h) All records pertaining to elections, including written and absentee ballots, will be kept on file for one (1) calendar year, or until the following year's new Board of Officers have taken office, whichever happens last.

ARTICLE IX- VACANCIES & TERMINATIONS

A vacancy or vacancies on the Board shall exist on the occurrence of the following: (1) the death, removal or resignation of any Officer, or (2) the declaration by resolution of the Board of a vacancy of any office held by an Officer who has been declared of unsound mind by any order of the court, or convicted of a felony, or has been found by final order of judgement of any court to have breached a duty under Article 3 of Chapter 2 of the California Nonprofit Benefit Corporation Law.

- (a) Resignation: Except as provided in this subsection, any Officer may resign effective upon giving written notice to the President or the Secretary of the Association, unless such notice specifies a later time for the resignation to become effective.
- (b) Removal by Majority Vote: Upon a vote of the majority of the Officers, an Officer may be removed from office and replaced with or without cause. When an Officer fails to attend three consecutive meetings without adequate excuse, or when an Officer is not fulfilling the responsibilities of the office or engages in conduct which is determined to be injurious to the organization, the Executive Board of Officers may, by a two-thirds vote, take action.
- (c) Filling Vacancies: Any vacancy on the Board shall be filled by the remainder of the term by appointment of the remaining Board Officers (ADDENDUM: or by SMPA member in good standing, voted in unanimously by current Board and winning a two-thirds majority vote of SMPA members in attendance at meeting approximately 1 month after nominee is named.)
- (d) All Board Officers and Committee Chairpersons are subject to confidentiality at ALL board meetings at ALL locations. Subject to disciplinary actions or removal by the Board, Instrumental and Choral Directors, or School Administrator, if confidentiality is compromised.

ARTICLE X- DUTIES OF ELECTED OFFICER

PRESIDENT shall:

- Preside over all Executive Board and General Membership meetings except meetings of the nominating and by-law committees. Develop agendas for meetings in concert with Vice Presidents and Committee Chairs when department-specific themes and activities are pertinent.
- Designate one of the Vice Presidents to preside over meetings in which the President cannot be in attendance.
- Act as an ex-officio member of any and all committees, except nominating committee. Make sure each committee has a chairperson, and stay in touch with chairpersons to be sure that their work is carried out; identify committee recommendations that should be presented to the full membership.
- Coordinate reports on the general condition and organization of all activities of SMPA with corresponding Board Officer(s) and Committee Chairperson(s).
- Ensure that Board matters are handled properly, including preparation of pre-meeting materials, committee functioning, and recruitment and orientation of new Board members.
- Act as liaison between SMPA, parent members, and the School Administrator.
- Have check signing privileges on all SMPA accounts.
- Perform any other duties as may be prescribed by the Board or these bylaws.

VICE PRESIDENT OF PROGRAMS shall:

- Act as liaison between SMPA, all music group Parent Representatives, and Director(s).
- Coordinate all concerts, trips, and activities with the Director(s), including when multiple groups are performing together.
- Oversee and monitor Parent Representatives for each music group, i.e. choirs, bands, MIT, etc., and any committees formed by them. Ensure “Remind Me” texts are sent.
- Assist the Director(s) in the preparation of reports of pertinent activities for presentation to the Board and general membership, when necessary.
- Assist Directors with recruiting volunteers via “Sign Up” website
- Ensure Chaperones are secured, checked-in, and trained for all events.
- Coordinate the procurement of props and performance materials.
- In the absence of the President, perform the duties of the President.
- Perform any other duties as may be prescribed by the Board or these bylaws.

VICE PRESIDENT OF BOARD GOVERNANCE shall:

- Be responsible for the general affairs of the Board, including evaluating the performance of individual members and the Board as a whole.
- Keep meetings on-track, following meeting agendas and time limits set for each agenda item, following Robert's Rules of Order.
- Conduct orientation sessions for new Board members and to organize training sessions for the entire Board.
- Prepare priorities for Board composition, review and recommend position descriptions detailing responsibilities of and expectations for Board members and chairpersons.
- Organize and act as Chairperson of the Nominating Committee.
- Meet with prospective Board members and recommend candidates to the Board.
- Recommend a slate of officers to the Board.
- Suggest new, non-Board individuals for committee membership.
- Organize and act as Chairperson of the Bylaws Revision Committee.
- Review the bylaws annually, and with Bylaws Revision Committee, recommend any needed changes to the full membership.
- Present a true and correct copy of revised and approved bylaws, including all amendments, to Secretary for attachment to the official records of the Association at the principal office of the Association.
- Support the Board and committees in adhering to the organization's bylaws and Robert's Rules of Order, as well as mitigate conflicts of interest in the Board's operations and activities.
- In the absence of the President, perform the duties of the President.
- Perform any other duties as may be prescribed by the Board or these bylaws.

TREASURER shall:

- Be responsible for the handling and accounting of SMPA funds
 - Receive all monies, provide a receipt as needed, and deposit monies immediately in the name of the association in the SMPA bank account.
 - Keep an accurate record of all student contributions made by group and category.
 - Receive and retain a copy of the deposit slip for any deposit made.
 - Record all income and expense in the SMPA accounting software.
 - Be an authorized signatory on all bank accounts.
 - Pay all bills as authorized by the executive board or the association and on receipt of the authorization for payment signed by the President and the Secretary.
 - Reconcile the bank accounts monthly.
 - Make timely disbursements within the budgeted guidelines.
 - Secure two (2) authorized signatures on all checks.
- Contact the bank to secure signatures of all authorized signatories on all accounts with the bank immediately upon taking office.
- Chair the budget meeting and help prepare a balanced budget for approval at the June Membership meeting.
- Present a financial summary at all Board and general membership meetings.

- Be responsible for the preparation of the annual tax return.
- Perform any other duties as may be prescribed by the Board or these bylaws.
- The Treasurer must be bondable and, if required by the Executive Board, must provide a bond at SMPA's expense.

SECRETARY shall:

- Keep the written minutes of the Board and general meetings.
- Prepare a list of unfinished business items for the President, assisting in the preparation of meeting agendas.
- Have a copy of the bylaws, minutes of previous meetings with all documents enumerated therein, list of all committees, and an up-to-date list of all members available at each meeting.
- Read the minutes of any previous meeting when called upon to do so.
- Distribute meeting minutes to all members within one (1) week of the meeting.
- Make all corrections to the official minutes.
- Enter all amendments to the bylaws.
- Confidentially store all election ballots, including absentee ballots, for a period of one (1) year following elections, or until new Board of Officers take office, whichever occurs last.
- Coordinate with the Vice President of Communications in maintaining the SMPA member database, and track members and their attendance at meetings and activities in the execution of mandatory volunteer hours.
- Notify and garner approval from the Directors and School Administrator when sending email communication using the membership database.
- Have check signing privileges on both the student and general bank accounts.
- Perform any other duties as may be prescribed by the Board or these bylaws.

ARTICLE XI – COMMITTEES and CHAIRPERSONS

The Board and Directors shall appoint the following Chairpersons, and any additional committees or Chairpersons, as seen necessary:

Communications Chair
 Fundraising Chair
 Clothing Chair
 Photographer/Videographer
 Musical Producer
 Webmaster
 Transportation Chair
 Hospitality Chair
 Concessions Chair
 Auditor
 Concert Tickets Chair
 McKenna Claire Foundation Chair
 Brochures/Programs

Each chairperson may select a committee, if necessary.

DUTIES:

COMMUNICATIONS: Coordinate with Directors to determine communication plan for events and activities. May draft email requests for volunteers for program events. Coordinate with the Secretary in maintaining the SMPA member database, and track members and their attendance at meetings and activities in the execution of mandatory volunteer hours. Notify and garner approval from the Director(s) and School Administrator when sending email communication using the membership database. Execute all necessary SMPA correspondence regarding SMPA activities, requirements, deadlines, etc. and notify webmaster if site needs additional info. Create and maintain email distribution list for SMPA general membership. Maintain and update SMPA Facebook page with events, fundraisers, recognition. Maintain and update SMPA Instagram page with program pictures and videos.

FUNDRAISING: Establish a fundraising plan that incorporates a series of appropriate vehicles, such as special events, direct donation, product and ticket sales, etc. Be responsible for all fundraising activities, overseeing and monitoring any and all sub-committees formed for fundraising purposes, i.e. Family Dinner Nights, McKenna Claire Foundation, seasonal sales, etc. Monitor fundraising efforts to ensure ethical practices, and that donors are thanked and acknowledged appropriately, and that fundraising efforts are cost-effective.

CLOTHING: Responsible to help select, procure, and fit any items worn by students and parent volunteers including costumes, spirit wear, etc., including mid-year enrollees.

MUSICAL PRODUCER(S): Assists the Director and the APA Staff in all aspects of planning and executing the annual musical. (would prefer 2)

WEBMASTER: Responsible for maintaining and keeping the website current and up-to-date at all times and make changes as requested by the President or the Board or Director.

HOSPITALITY: Responsible for providing food/refreshments for SMPA and student ensemble related activities when requested by the Director. Such activities include but not limited to special rehearsals or events.

CONCESSIONS CHAIR: Responsible for providing food/refreshments for sale at Sowers Music performances/concerts, as directed by SMPA and Directors.

AUDITOR: Provide accountability for the nonprofit's independent audit. Where applicable, may also make sure that revisions or recommendations, such as about the organization's internal controls, are indeed implemented. May also serve as the financial "ombudsperson" for the

nonprofit, and if so, specifically charged with the responsibility to address complaints about financial mismanagement, and authority to review complaints about financial mismanagement.

CONCERT TICKETS CHAIR: Sets up online ticket sales via “seat yourself” site, or produces paper tickets should we decide to sell tickets by pre-order, will-call, or at the event.

MCKENNA CLAIRE FOUNDATION CHAIR: Helps facilitate Golf Ball Drop fundraiser in partnership with this foundation to help find cure for pediatric brain cancer. McKenna Claire would have participated in Sowers Music programs.

BROCHURES/PROGRAMS: Uses templates to create paper programs for performances and/or Musical.

CLASS PARENT REPRESENTATIVES: (appointed by Music Directors)

Basically, a room-parent that acts as a “go-to person” for the directors. Communicates with and recruits parents to fill volunteer needs for their class performances. Sets up and sends out remind texts. Gets to know students and parents to help foster a family feeling in music department.

Viking Choir- Sends “remind” texts to Viking Choir. Needs to attend viking choir performances and events pertaining to viking choir so their volunteers have a check-in person. Communicates with and assists clothing chair regarding viking choir costuming. Supports Mr. Tan with needs regarding this class.

Uptown Girls- Sends “remind” texts to Uptown Girls. Needs to attend Uptown Girls Performances and events pertaining to Uptown girls so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Uptown girls costuming. Supports Mr. Tan with needs regarding this class.

Mixed Melodies- Sends “remind” texts to Uptown Girls. Needs to attend Uptown Girls Performances and events pertaining to Uptown girls so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Uptown girls costuming. Supports Mr. Tan with needs regarding this class.

Wind Ensemble- Sends “remind” texts to Wind Ensemble. Needs to attend Wind Ensemble Performances and events pertaining to Wind Ensemble so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Wind Ensemble costuming. Supports Mrs. Ivey with needs regarding this class, including maintenance and repair.

Orchestra- Sends “remind” texts to Orchestra. Needs to attend Orchestra Performances and events pertaining to Orchestra so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Orchestra costuming. Supports Mrs. Ivey with needs regarding this class, including maintenance and repair.

MIT- Sends “remind” texts to MIT. Needs to attend all MIT performances and events pertaining to MIT so their volunteers have a check-in person. Communicates with and assists clothing

chair regarding MIT costuming. Supports Mrs. Ivey with needs regarding this class, including maintenance and repair.

Guitar- Sends “remind” texts to Guitar. Needs to attend all Guitar performances and events pertaining to Guitar so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Guitar costuming. Supports Mrs. Ivey with needs regarding this class, including maintenance and repair. (Please try to recruit one or more Dads to chaperone your events)

Drumline - Sends “remind” texts to Drumline. Needs to attend all Drumline performances and events pertaining to Drumline so their volunteers have a check-in person. Communicates with and assists clothing chair regarding Drumline costuming. Supports Mrs. Ivey with needs regarding this class, including maintenance and repair.

ARTICLE XII – MEETINGS

There will be at least two executive board meetings per year including: a budget meeting to be held before the start of the school year (August) and a meeting at the end of the school year (June/July) to finish all business and reconcile all financial endeavors.

There will be a special SMPA General Membership meeting held in September for all parents with children in the Sowers Music Program. At this time, the budget, requested donations, and planned fundraising will be presented for approval.

There will be regular SMPA general meetings held every 4-6 weeks at Sowers Middle School where upcoming events will be discussed and planned. Elections of the Executive Board of Officers will be held at the general membership meeting in May, and again in June, if an additional vote is required.

A special meeting of the SMPA Association Members may be called at any time by the Board, or the President, or by 10 or more Members of the Association.

- a. A special meeting shall be called by written request, e-mail or telephone, specifying the general nature of the business proposed to be transacted, and submitted to the Board. The Board Member receiving the request shall cause notice to be given promptly to the Members entitled to vote, stating that a meeting will be held at a specified time and date.
- b. No business other than the business, the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

- c. General and special notice requirements. Whenever SMPA Members are required or permitted to take any action at a meeting, a written notice of the meeting shall be given, in accordance with this section of these By-Laws, to each member entitled to vote at that meeting. The notice shall specify the place, date, and hour for the meeting and (1) for a special meeting, the general nature of the business transaction, and no other business may be transacted, or (2) for the Annual Meeting, those matters that the Board, at the time notice is given, intends to present for action by the Members, any proper matter may be presented at the meeting. The notice of any meeting at which Officers are to be elected shall include the names of all persons who are nominees when notice is given.
- d. Notice of Certain Agenda Items. Approval by the Members of any of the following proposals, other than by unanimous approval by those entitled to vote, is valid only if the notice states the general nature of the proposal or proposals:
 - a. Removing an Officer without cause
 - b. Filling vacancies on the Board
 - c. Amending the Articles of Association, or
 - d. Electing to wind up and dissolve the Association(1) Notice of any meeting of Members shall be in writing, email or by telephone to all SMPA Members who are entitled to vote.
(2) A simple majority of those in attendance shall constitute a quorum for the transaction of business at any meeting of Members.

A majority of current Officers (but no fewer than two current Officers or one-fifth of the authorized number outlined in Article VI, whichever is greater) shall constitute a quorum for the transaction of business at Executive Board meetings. General membership meetings require a quorum of 10 members in attendance in order to conduct any business or vote. If any motion to rescind or change a rule is planned for a specific meeting, notice must be given in writing to the entire membership 10 days in advance of the scheduled meeting.

ARTICLE XIII – INDEMNIFICATION

Liability: To the full extent that the California Nonprofit Association Law, as hereafter amended, and other applicable laws, permit elimination or limitation of the liability of Officers and members, no Officer or Member shall be personally liable for monetary damages as such for any action, or failure to take any action, or any item of damage or cost, either contractual or tortious, caused by the Association, its Officers or Members. Any amendment or repeal of this Section 8.01(a) which has the effect of increasing Officer or Member liability shall operate prospectively only, and shall not affect any action taken, or any failure to act, prior to its adoption.

Rights of Indemnity: To the full extent permitted by law, this Association shall indemnify its Officers, Members and agents, including persons formerly occupying any such position, against all damages, expenses, judgments, fines, attorney's contributions, settlements and other amounts actually and reasonably incurred in connection with any proceeding, whether or not resulting in the filing or conclusion of a lawsuit, trial, settlement, or arbitration, and including an action by or

in the right of the Association, by reason of the fact that such person is or was associated with this Association. The right to, and procedure for, indemnification shall be made in accordance with Section 5238 of the California Corporations Code, or its successor.

Approval of Indemnity: Upon written request to the Board by any person seeking indemnification, the Board shall promptly determine whether the person seeking indemnification acted in good faith and in a manner such person believed was in the best interests of the Association, and with such care, included reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. The requirements and limitations of Section 5233 of the California Corporations Code shall apply to the approval of any indemnity if the Board cannot authorize indemnification because the number of the officers who are parties to the proceeding with respect to which indemnification is sought is such as to prevent the formation of a quorum who are not parties to the proceeding, the Board or the attorney or other person rendering services in connection with the defense shall apply to the court in which such proceeding is or was pending to determine whether the application standard of conduct set forth in this section has been met.

Advancement of Expenses: To the full extent permitted by law and except as is otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under these By-laws in defending any proceeding covered by these Bylaws shall be advanced by the Association prior to the final disposition of the proceeding upon receipt by the Association as undertaking by or on the behalf of such person that the advance will be repaid unless it is ultimately determined that such person is entitled to be indemnified by the Association therefore.

ARTICLE XIV – INSURANCE

SMPA shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Officers and other agents of the Association, against any liability asserted against or incurred by an Officer, or agent in such capacity or arising out of the Officer's or agent's status as such.

ARTICLE XV – ADVISORS

Sowers Middle School Administrator(s) and Music Program Directors (teachers heretofore referred to as "Directors") shall act as ex-officio, non-voting, advisory committee members to the Executive Board. Advisors shall see that SMPA activities are conducted in accordance with Sowers Middle School Policies and Official Student Conduct.

ARTICLE XVI – AMENDMENTS TO BYLAWS

Additions to or amendments of the bylaws must be presented in writing to the General Membership one month prior to being voted on by the General Membership. Any changes in the bylaws must have the approval of two-thirds of the membership in attendance at the General

Membership Meeting in order to become effective. The Exec Board will review and update the bylaws annually.

ARTICLE XVII – DISSOLUTION

The property of SMPA is irrevocably dedicated to charitable and educational purposes and no part of the net income or assets of this organization shall ever directly benefit of any director, officer, or member thereof or to the benefit of any private persons. Upon dissolution of the Association by its members and Board, its assets remaining after payment, or provision for payment of, all debts and liabilities of this Association, shall be distributed to the Sowers Middle School Music Department; if it is then in existence and exempt under Section 501(c)(3) ; but if not then in existence or exempt, to another Sowers Middle School organization which is organized and operated exclusively for charitable and educational purposes and which has established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.
Proposed: Adopted March 2003.

ARTICLE XVIII

SMPA shall be governed by the current Robert’s Rules of Order subject to any special rules which have been or will be adopted.

MAINTENANCE OF RECORDS

The Secretary of the Association shall see that a true and correct copy of all amendments of the bylaws, duly certified by the Secretary, is attached to the official Bylaws of the Association and is maintained with the official records of the Association at the principal office of the Association.

CERTIFICATE OF SECRETARY

I, the undersigned, certify that I am the presently elected and acting Recording Secretary of the Sower Music Parent Association, a California Nonprofit Association, and the Bylaws attached to this Certificate are the Bylaws of this Association as adopted at a meeting of the Board held.

Original Bylaws: Adopted May 26, 2015
1st Revision: Ratified November 14, 2016
2nd Revision: Ratified May 15, 2017
3rd Revision: Ratified June 2018
4th Revision: Ratified February 2022