**BY-LAWS of the Sultan Music Parents Association**

Article I - Name and Location

The Sultan Music Parents Association is a non-profit corporation of the State of Washington, hereinafter referred to as “Association”. The principal office of the association is PO Box 632, Sultan 98294, WA 98294. The Association may have such other offices within the State of Washington as the Elected Officers may designate, or as the business of the Association may require from time to time.

Article II - Purpose/Mission Statement

Our mission is to foster a vibrant and supportive community dedicated to nurturing the musical journey of our children. We believe that music enriches lives, builds character, and installs discipline, creativity and teamwork. With a steadfast commitment to excellence, inclusivity, and collaboration, we aim to create an environment where every young musician can thrive.

Article III - Membership

The members of the Association shall consist of any person who has a student involved in the Sultan High and/or Sultan Middle School Music Departments, which consists of band class, choir class, musical, color guard and marching band. Persons shall volunteer for Membership. No dues are required. Community participation is welcome.

Article IV - Elected Officers / Executive Board

Section 1.

1. The elected officers of the Association shall be: President, Vice President, Secretary and Treasurer. These Officers shall constitute the Executive Board of the Association. The duties of any office can be shared between two people (i.e. Co-President) by the election of the General Membership.
2. The Sultan High and Sultan Middle School Band/Music Director(s), and an elected Representative of each music department division, which include Drum Major, Color Guard Captain, Choir Representative and Sultan Middle School student representative, are honorary members of the Executive Board and should be included in the Executive Board and general Membership meetings. They will have regular voting rights at general Membership meetings, but no Executive Board voting privileges.

Section 2. Duties of Officers shall be:

President: Presides at all general membership meetings and Executive

Board meetings. Appoints all standing committee chairpersons, oversees the activities of all committees and serves as ex-officio on all committees. Manages, leads and controls all meetings in accordance with the Robert’s Rules of Orders.

Vice President: Assumes the duties of the President in his/her absence.

Secretary: Records minutes at all General Membership meetings and Executive Board meetings and submits minutes of the General Membership meetings for approval. Shall also be responsible for forwarding minutes to the committee or chairperson responsible for the Sultan Music Parents Association website. Will maintain a roster of the member’s names, phone numbers and email addresses. Will conduct all correspondence.

Treasurer: Submits annual budget at the first meeting of the school year (annual meeting). Is responsible for all funds of the Association, keeps all financial records, reports financial status at all general membership and Executive Board meetings. Deposits all monies of the Association in an appropriate account in a City of Sultan financial institution, and may thereafter invest Association funds as approved by the General Membership. Submits all financial records for Annual review in May of each year.

Executive Board: It will be the responsibility of the Executive Board to determine a set monthly date and time for all membership meetings. They shall also be responsible for submitting Facility Use permits for each event. In addition, the Executive Board will be responsible for the review of financial records each May. The Executive Board shall fill any office which becomes vacant with a successor who shall hold office for the unexpired term, and until his/her successor shall have been duly nominated and elected. All Executive Board members must have a student enrolled in the music program.

Section 3. Officers shall be elected at the annual Sultan Music Parents Association (SMPA) annual meeting to be held in May. Nominations for the election will be held at the April General Membership meeting. For nominations to be valid, nominees must be present at the meeting and agree to accept the office for which they are nominated. Elections will be made by the General Membership during secret ballot vote. Nominations will be listed in the April general membership meeting minutes and available to view on the Sultan Music Parents Association website. All ballots must be received at the May meeting.

Section 4. The officers of the Association shall be elected to serve terms of one (1)

year in length. Their term of office shall be from June through May of each year. Resignations must be submitted in writing to the Executive Board. Officers may succeed themselves if nominated and re-elected.

Section 5. The duties of the Elected Officers shall be as detailed above and,

in addition thereto, such further duties as may be designated from time to time by the Executive Board.

Section 6. No Executive Board Officer or Association Member shall receive

compensation for any services he/she may render to the association.

The Executive Board may approve reimbursement of discretionary

expenses.

Article V - Meetings

Section 1. The Annual Meeting will be held at the last regular General Membership

meeting of the school year, usually in June. This meeting date may be changed by a vote of the General Membership. All other General Membership meetings will be held on a monthly basis as determined each school year.

Section 2. Special meetings of the Executive Board and the General Membership

may be called by the president on his/her motion and must be called by the Secretary upon the request of two (2) or more members in good standing with the Association.

Section 3. Executive Board meetings will be held on an as needed basis and may be

requested by any members of the Executive Board. At least three (3) members must be present, one (1) designated to record minutes.

Section 4. Notice of special meetings will be announced not less than seven (7) and

not more than fifteen (15) days prior to the date of that meeting. Announcements will be made personally, by email or social media and will indicate the date, time, and agenda.

Section 5. Majority and Voting

1. One third (⅓) of the members present at the monthly meetings shall constitute a majority for all purposes.
2. At any meeting of the General Membership at which a majority is present, action may be taken by majority vote of 51%. Each member shall be entitled to one (1) vote on all matters. Election of Officers is further elaborate in Article IV.

Article VI - Financial

Section 1. The Executive Board may authorize any officer or officers, agent or agents

of the Association to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association. Such authority may be general or confined to specific instances.

Section 2. Withdrawal of any funds from the Association’s account(s), by check or other means shall be made only at the direction of the Executive Board and General Membership for amounts over $300.00, and require the signature of the Treasure, President, and/or Vice President.

Section 3. No financial obligations shall be incurred or expenditures made without the approval of the Executive Board. Non-budgeted expenditures in

Accordance with available, expendable money, and of expeditious nature, do not require initial General Membership approval. The

Executive Board will judge on the expeditiousness of the given

situation.

Section 4. All funds of the association shall be deposited to the credit of the

Association at such banks, trust companies or other depositories as the Executive Board may select.

Section 5. The Executive Board may accept on behalf of the Association any

contribution, gift, bequest or devise for purpose of the Association, as stated in the articles of incorporation.

Section 6. No individual student’s fees shall be paid by the Association.

Section 7. Students purchasing apparel through the Association shall not receive any

Items until full payment has been made to the Treasurer. If payment in full

is not made before the first performances, the apparel is considered

property of the association and will need to be checked in and out with the

Treasurer before and after every performance. Once full payment has been made, the student will take possession of the apparel.

Section 8. Individual items purchased to be sold at events need to be approved by board members no later than the meeting prior to the event. Donations can be used at the board's discretion.

Article VII - Committees & Budget

Section 1. Chairpersons of standing committees shall be appointed by President and

Ratified by the Executive Board. Standing committees may include, fund- raising committee, publicity committee, website committee, special events

Committee, band camp committee and any other committee deemed

Necessary by the Executive Board. The chairperson of each committee

will be responsible for keeping within the projected budget set by the

Executive Board and verifying available funds (see Article VI, section 3). The Association President, Sultan High and Sultan Middle School Band/Music Director(s) are members of each committee. The chairperson of each committee will meet with the Executive Board prior to the General Membership meetings to present the event action plan.

Section 2. A budget/review committee of three (3) persons shall be appointed by the

President and shall include the treasurer. It shall be the duty of this

committee to review the financial records of the Association prior to the

annual meeting and report findings to the General Membership at the

meeting.

Article VIII Indemnification of Officers

Each Executive Board Officer now and hereafter serving the Association, and each person who, at the request of or on behalf of the Association, is no serving or hereafter serves as an officer of any other association, and respective heirs, executors and administrators of each of them, shall be indemnified by the association to the fullest extent provided by law against all costs, expenses, judgments and liabilities, including attorney’s fees reasonably incurred by or imposed upon him/her in connection with or resulting from any claim, action suit or proceeding civil or criminal, in which he/she is or may be a party by reason of any action alleged to have been taken or omitted by him/her as such officer, whether or not he/she is an officer at the time of incurring such costs, expenses, judgements and liabilities, provided that he/she acted in good faith and in the interest of the Association. The termination of any action, suit or proceeding by judgment, order, settlement or conviction, or upon a plea of nolo contender, or its equivalent, shall not be exclusive of other rights to which such officer and be entitled as a matter of law. The Executive Board may obtain insurance on behalf of any person who is or was an officer, employee or agent against any liability arising out of his/her status as such, whether or not the Association would have the power to indemnify him/her against any such liability.

Article IX - Amendment of the By-Laws

These By-laws may be amended, altered or repealed at any regular or special meeting of the General Membership by the affirmative vote of a majority of all members of the Association, provided that the notice of that meeting shall advise that an amendment is to be considered, and identify the general nature of the proposed amendment.

Article X - Executive Board Signatures

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Marcie Sammartano - President Date

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Jessica Webster - Vice President Date

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Marcie Sammartano - Acting Treasurer Date

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Deanne Croshaw - Secretary Date

These By-Laws were first presented at the October 2, 2023 General Membership meeting of the Sultan Music Parents Association and were adopted by unanimous vote on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.