

# Vocal Parents Association Bylaws

## ARTICLE I - Name

The name of this organization shall be the Vocal Parents Association (VPA). The VPA is a non-profit 501(c)(3) organization.

## ARTICLE II - PURPOSE

The mission of VPA is to provide assistance and resources for the vocal music programs of the 8<sup>th</sup> through 12<sup>th</sup> grades in the Johnston community school district, the students of those programs, and the vocal music program directors with the purpose of promoting excellence in education through our vocal music programs. The vocal music directors of Johnston High School (JHS), Johnston Middle School (JMS) and VPA work collaboratively to achieve this mission.

## ARTICLE III - VPA Membership

1. Any parent and/or guardian with a student currently enrolled in any vocal music class at JHS or JMS during the current VPA fiscal year is a general member in this organization. There will be no membership dues.
2. VPA members are encouraged to attend the quarterly VPA meetings in February, May, August and December.
3. The VPA Membership votes on the following items, including but not limited to:
  - a. VPA Officers
  - b. VPA Board Members
  - c. VPA Annual Budget
  - d. Changes to the VPA Bylaws
  - e. Expenditures above \$250.00 not already approved in the budget

## ARTICLE IV – VPA Board

1. The VPA Board will have responsibility for the general supervision of this organization. It will:
  - a. Set and direct policies for the organization
  - b. Develop and approve methods for raising funds
  - c. Make payments that are approved as part of the VPA budget
  - d. Be fiscally responsible
2. Board members must be general members.
3. The Board will consist of the following officers:
4. President (can be Co-Presidents), President Elect (can be Co-Presidents Elect), Treasurer (can be Co-Treasurer), Secretary, and the following Chairs: Communications/website Chair and Fundraising Chair (can be Co-Chairs). A summary of the responsibilities for each of these Board positions is included in Article VIII.
5. Ex-officio board members will include the last years' President or Co-Presidents and the vocal music directors from JHS and JMS.
6. Any vacancy in any Board position will be filled by nomination from the Executive committee and approval by a majority of the VPA Board; in addition to the VPA membership in attendance at a quarterly or specially called meeting.

7. The VPA membership has the right to remove any Board member from office by majority vote of the VPA Board and the VPA membership in attendance at a quarterly or specially called meeting. The vote shall not occur without seven days prior notice to the membership.
8. The Board will set the hour, date and place of the quarterly meetings and will post those on the VPA website as well as the district calendar and social media platforms so all members will know when and where the meetings are.
9. Board members are expected to attend all quarterly meetings.
10. The term of Board members will be for one year, with a maximum of three (3) consecutive years in one position. (Exceptions can be approved by the officers.)
11. A quorum of the Board must be present for the Board or the general membership to entertain a motion. A quorum will be a simple majority of the number of Board members. Exceptions may be made for meetings at which a quorum is not present; in that case, Board members may be solicited via telephone or email to provide their votes. Ex-officio Board members cannot vote and do not count when determining a quorum.

#### **ARTICLE V. VPA Officers**

1. Officers will consist of the President or Co-Presidents, President or Co-Presidents Elect, Treasurer and Secretary.
2. Officers agree to serve in their positions for a minimum of one (1) year and a maximum of three (3) years.
3. Officers serve without compensation.
4. The office of the President(s) will be followed by one year as a Past-President during which they will be an ex-officio Board member (non-voting).

#### **ARTICLE VI - VPA Meetings**

1. Monthly meetings will be held for the Board and quarterly for all general members throughout the school year.
2. Meetings will be presided over by the President(s). The President(s)-elect or Treasurer(s) will preside in the absence of the President(s).
3. Members should feel comfortable expressing their opinions. Any disagreements will be articulated in a manner befitting the organization. Discrimination in any form will not be tolerated. The officers of the Board reserves the right to ask anyone not behaving in an appropriate manner to exit the meeting.
4. Robert's Rules of Order will be followed.
5. New Board members will be elected at the May quarterly meeting.

#### **Article VII - Use and Distribution of VPA Assets, Earnings, or Income**

VPA provides assistance and resources for the vocal music programs of the 8th through 12th grades by acting as a booster club for the vocal music departments. In its capacity as a booster club it raises money to supplement or "boost" the district's support of the vocal music programs and to help keep the cost of participation in the vocal music programs affordable so that more students can participate. Funds raised by VPA are kept in its checking account which is managed by the Treasurer(s).

1. Monies will be raised by the VPA through various means of fundraising, including but not limited to:
  - a. Collection of monetary donations to the VPA through membership drives, patron donations, corporate matching, and business donations.
  - b. Sale of food and other items.
2. VPA funds will be used as approved by the VPA Annual Budget (refer to Article III, item 3) and cannot be utilized for any non-budgeted item without the approval by a majority of the Board.
  - a. In the event of an identified special financial need that occurs after budget allocations in September, VPA may undertake a specific fundraising event or events to raise monies designated to meet that need.
3. VPA members cannot be reimbursed by VPA for monies they spend to assist the vocal music department or programs without prior approval from the VPA President(s). If an expense is approved in advance by the President(s), a reimbursement approval form must be completed and signed by a VPA Officer and original receipts must be attached. If this procedure is not followed the VPA member will not be reimbursed, but may submit a donation form with the correct documentation to a VPA officer so that the allowable tax credit may be applied for.
4. VPA does not accept anything other than monetary donations, and cannot accept a donation on behalf of the vocal music department or the Johnston School District. Anyone wishing to donate property of any sort will need to contact the district administration to find out what the procedure is for making that type of donation.
5. VPA funds will be used solely in support of the VPA Mission. Monies collected by the VPA are made available to the vocal music departments as follows:
  - a. As soon as practical, but preferably by July 1, the Directors from the Vocal Music Departments of JHS and JMS will submit to the VPA Board a budget of what they would like the VPA to raise funds for.
  - b. The VPA Board will diligently consider the budgets submitted by the Directors before presenting it to the general membership for approval in August.
  - c. The budget will be presented by the VPA Treasurer(s) at the August VPA meeting to a quorum of the Board and the VPA general membership in attendance for a vote to approve.
  - d. Once the budgets are approved and as the budgeted expenses are purchased throughout the year, the Johnston Community School District will provide to the VPA Treasurer(s) whatever documentation it deems necessary to confirm that the money has been spent as approved in the budget. The Treasurer(s) will present the documentation to the Board at the next scheduled Board meeting. If the expense(s) were previously approved as part of the budget, and if the VPA has sufficient funds, then the VPA Treasurer(s) shall make the payment.
  - e. During the year a Director of the Vocal Music Department of either JMS or JHS can make a request to the VPA Board to pay for or assist in payment of an expense that had not been anticipated in the budget process. The Board will vote on the request.
  - f. If at the end of the school year, the balance in the high school's vocal music department 21-account shows a deficit the district can request an additional distribution from the VPA.

6. The fiscal year of the VPA is July 1 - June 30.
7. In the event of the dissolution of this organization, any funds or property remaining will be turned over to the Johnston High School and Johnston Middle School Vocal Music Departments' 21-account which is the account held by those schools for the payment of expenses associated with the activities of those departments. The ratio will be 80% to the Johnston High School Vocal Music Department 21-account and 20% to the Johnston Middle School Vocal Music Department 21-account.
8. VPA will use its money to pay expenses necessary to allow it to operate in a fiscally responsible manner. The VPA Treasurer(s) is/are authorized to pay expenses. Items that might appear on the VPA budget include (but are not limited to):
  - a. tax filings/fees
  - b. office supplies
  - c. maintenance or replacement of VPA laptop

#### **ARTICLE VIII Duties of the VPA Officers and Board Members**

President(s) - Ideally, two people acting as Co-Presidents fill this position:

- Will see that the mission of the VPA is supported through the activities of the VPA Board and membership.
- Will preside at all meetings of the organization and will be a member of all committees.
- Will enforce all the bylaws, rules and regulations of the organization and have authority, with the approval of the Board, to appoint such ad hoc committees and Board chairs as needed.
- Will maintain an up-to-date duty and record for this position and save all emails and correspondence pertinent to the VPA such that they can be turned over to the incoming President(s).
- Will meet monthly.
- Will review the bylaws annually and present changes to the membership.
- Will be responsible for calling necessary meetings of the committee to secure a slate for election at the May quarterly meeting.
- Will keep in a secure place a copy of all usernames and passwords for any email, or electronic communications service used by the organization to communicate with the membership.
- No written communications shall be sent using the VPA membership mailing list, or electronic mail network, or by an individual(s) representing themselves as VPA without prior approval by the President(s) or President(s)-Elect.

President(s)-Elect - Ideally, two people acting as Co-Presidents- Elect fill this position:

- Will act as an aide to the President(s).
- Will perform the duties of the president(s) in the absence of that officer.
- Will perform duties at the request of the President(s).
- Will assume the role of the President the following year.
- Will serve on the Executive committee.

Secretary:

- Will keep accurate minutes of all VPA membership meetings.
- Will compile Board member reports for the monthly newsletter and will send to the district for distribution.
- Will conduct necessary correspondence, such as thank-you notes, etc. as requested by the President(s).
- Will prepare a Board member roster listing all Board members' names, addresses, emails and phone numbers.
- Will serve on the Executive committee.

Treasurer(s) - Ideally, two people acting as Co-Treasurers fill this position:

- Will be the custodian of all VPA funds and pertinent property of the organization and will pay all debts of the organization.
- Will disburse VPA funds as needed and as approved by the VPA membership.
- The VPA Treasurer is the auditing arm to get receipts or whatever documentation is necessary to confirm to the Board and general membership that the money has been spent as previously authorized.
- Will keep invoices/receipts for all expenditures and an accurate account of all financial transactions.
- Will prepare all statements/forms required of a non-profit organization by the state and federal government.
- Will prepare and share an up-to-date written Treasurer's Report at each VPA Board meeting and quarterly membership meeting.
- Will keep individual account rules and procedure guidelines up to date.
- Will communicate as needed with the school accounting office, vocal music directors, VPA President(s), Board, and Fundraising chair(s).
- Will send correspondence for tax purposes as needed.
- Will serve on the Executive committee.

Fundraising Chair(s) – up to two:

- Will research and present to the VPA Board fundraising ideas. The proposals will include potential profit and volunteers needed.
- Provide monthly newsletter updates.
- Will assist and direct the Encore Card sales efforts (if this fundraiser is performed).
- Will assist and direct the Patron Letter Coordinator (if this fundraiser is performed).
- Other fundraisers as approved.

Communications/Website Chair:

- Will coordinate communications/postings on behalf of the VPA, with President(s) and fundraising chair(s) if needed.
- The Communications Chair will also be responsible for any publicity, as needed, as well as maintaining the VPA website and social media accounts.
- All communications to General Membership must be approved by this Chair as well as either the President(s) or one of the President(s)-Elect. The VPA Officers have final say as to the content of any VPA correspondence or public facing website relating to the VPA or the events that the organization works on.

- Any passwords or methods of access to all communication tools must be kept in a place accessible to the Communications Chair and the Officers.

Past President(s) will serve the year following his/her/their presidency as an ex-officio Board member and advisor to the Board. He/she/they:

- Will serve as a non-voting member of the Board.
- Will perform duties at the request of the President(s).

Vocal Music Program Directors including Associate and/or Assistant Directors are ex-officio Board members and advisors to the Board and the Executive Committee. They will also provide a monthly newsletter update.

#### **Article IX – Executive Committee**

1. The Board will serve as the Executive committee.
2. The President(s) serve as chair of the Executive committee.
3. No name may be submitted to the Executive committee as a nominee for a Board position without consent of the nominee.
4. The Executive committee will seek and accept nominations for all VPA Board positions. A representative from the Executive committee will contact the nominee and give him/her an opportunity to accept or decline the nomination. If a Board position cannot be filled by the Executive committee by the May meeting, names may be suggested from the membership at, or after that meeting. Names submitted at, or after the May meeting, will be voted on by the membership at the August VPA meeting.
5. If a Board position becomes vacant during the year, it will be filled as soon as possible. The Board will identify a willing candidate for the open position
6. Approval of the nominee will be obtained from the membership at the next quarterly meeting or at a specially called meeting, whichever comes first within the calendar year.

#### **Article X – Amendments to These Bylaws**

The bylaws may be amended at any quarterly VPA meeting, by a majority vote of the general membership in attendance, provided such amendments have been presented in writing to all members present one month prior to the vote to amend.

Amendment approved: 10/14/2019

Amendment approved: 6/10/2019

Amendment approved: 5/03/2017

Approved: 6/24/2014