

# Thom Collegiate Music Parents Association

## CONSTITUTION

### Article I – Name, Components

Section 1	Name	The name of the organization shall be Thom Collegiate Music Parents Association, hereinafter referred to as the ASSOCIATION.
Section 2	Components	The ASSOCIATION shall consist of all parents of Students enrolled in Music Courses at Thom Collegiate. The Music Courses will hereinafter be referred to as PROGRAMS.

### Article II - Objectives

Section 1	General Purpose	The purpose and function of the organization shall be to achieve the ASSOCIATION objectives and that it shall not be for profit.
Section 2	Objectives	<p>CLAUSE A – To promote and support the Music Courses at Thom Collegiate within the framework of all related activities.</p> <p>CLAUSE B – To advise the parents and residents of the school community of the benefits of the PROGRAMS.</p> <p>CLAUSE C – To develop and implement new ideas and approaches for supporting the PROGRAMS; festival participation, travel expenses, uniforms, other activities, etc.</p>

### Article III - Organization

Section 1	Governance	<p>The ASSOCIATION will be governed by an Executive Board acting under the direction of its members.</p> <p>CLAUSE A – The Executive Officers must be regular members of the ASSOCIATION as defined under Article IV, Section 2, Clause A</p>
Section 2	Executive Board	The Executive Board shall consist of Chairperson, Secretary, Treasurer, and Fundraising Coordinator.

CLAUSE A – The Chairperson, Treasurer and Fundraising Coordinator shall be signing officers.

CLAUSE B – Any Executive member missing three consecutive meetings without good reason, as determined by the Executive, shall forfeit their position on the Executive and a new Executive person shall be elected or appointed.

Section 3      Duties of the Elected Officers

CLAUSE A – CHAIRPERSON – The Chairperson shall preside at all meetings of the ASSOCIATION and the Executive and exercise general supervision over the affairs and work of the ASSOCIATION; shall represent or appoint alternative representatives on ASSOCIATION business.

CLAUSE B – SECRETARY – The Secretary shall be responsible for the files and records of the ASSOCIATION; shall record the minutes, maintain the master membership roll.

CLAUSE C – TREASURER – The Treasurer shall be responsible for the receipt and disbursement of ASSOCIATION funds; shall provide written financial statements at the end of each month and at the annual meeting for auditing and approval by the ASSOCIATION.

CLAUSE D – FUNDRAISING COORDINATOR – The Fundraising Coordinator shall be responsible for coordination of all fundraising sub-committees.

### Article IV – Business Year and Membership

Section 1      Business Year

The Association business and membership year shall be September 1 through August 31

Section 2      Membership

CLAUSE A – Any parent or guardian of a student enrolled in a Music course at Thom Collegiate shall automatically be a regular member of the ASSOCIATION.

CLAUSE B – Any party who is interested in the purpose of the ASSOCIATION may be considered as a candidate for Associative Membership, subject to Executive Board approval. Associative Membership carries the Privilege of speaking at meetings but no voting privileges.

## Article V – Election and Balloting

Section 1	Nominating and Election Committee	Past Chairperson (if not vacant) or a three-member committee selected by the Executive Board of the ASSOCIATION shall nominate at least one candidate for each of the elective positions.
Section 2	Nominating and Balloting	<p>CLAUSE A – Prior approval shall be obtained from the candidate.</p> <p>CLAUSE B – The slate of candidates will be presented to the membership at the September meeting. Additional nominations will be received from the floor during the meeting. The new officers will be selected by plurality or acclamation if unopposed.</p> <p>CLAUSE C – All regular members in attendance are eligible to cast one vote for each office.</p>
Section 3	Term	The term of the office for the elected officers shall be for the school year following the election. All officers are elected or appointed for one year terms.
Section 4	Vacancy	<p>CLAUSE A – An officer becomes ineligible to continue as an Executive member at the end of the school year in which his/her student retires from all of the PROGRAMS.</p> <p>CLAUSE B – When not otherwise specified, a vacancy shall be filled by an appointee of the Executive Board.</p>

## Article VI - Meetings

Section 1	Monthly Meetings	<p>A general session ASSOCIATION meeting shall be held during the fourth week of most months when the school is in operation to present ASSOCIATION business to the entire membership. The specific meeting day will be determined on a yearly basis by the ASSOCIATION.</p> <p>CLAUSE A – Meeting Rules – Order of business shall follow the agenda and any additional/new items can be added at the discretion of the executive.</p> <p>CLAUSE B – Constitution – The constitution shall be available for inspection during every meeting.</p>
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CLAUSE C – Quorum – A quorum for the monthly meeting shall be minimum of 3 executive members. If a quorum is not present at a scheduled monthly meeting all scheduled information will be presented at the following month’s meeting.

## Article VII – Management and Finances

Section 1	Management	<p>The ASSOCIATION shall be governed by the Executive Board</p> <p>CLAUSE A – Conduct – The Executive Board shall conduct its affairs in confirmation with the provision of this constitution. The Executive Board is authorized to act for the ASSOCIATION between meetings and shall report its interim actions to the members at the next monthly meeting. By a two-thirds vote, the membership may overrule any action taken by the Executive Board.</p>
Section 2	Finance	<p>The ASSOCIATION Shall be financed with funds derived from student fees, contributions, special assessments, work projects and fundraising activities. Such funds shall be received and disbursed by the Treasurer under the supervision of the Executive Board.</p> <p>CLAUSE A – The Treasurer need not be bonded.</p> <p>CLAUSE B – Funds in a bank or credit union and all disbursements made by a cheque drawn on such account, requiring signatures from either of the two signing officers shall be placed in an ASSOCIATION school account</p> <p>CLAUSE C – The Treasurer may reimburse officers or other members for out of pocket expenditures made on behalf of the ASSOCIATION upon submission of approved receipts.</p> <p>CLAUSE D – No liability shall be incurred by the ASSOCIATION over one hundred (\$100.00) unless authorized by the Executive Board.</p>
Section 3	Fundraising/Disbursement of Funds	<p>Fundraising that the ASSOCIATION carries out is intended to assist students to defray the cost of Music trips and events at Thom Collegiate.</p>

CLAUSE A – Each student will have an account set up with the ASSOCIATION in order to track the amount of funds that the student has raised.

CLAUSE B – Students may use their fundraising money towards the following items:

1. Music events, like trips or clinics, that require payment from the student

CLAUSE C – Students may raise up to \$75.00 for food allowance on trips. Any monies over and above this amount will go to the ASSOCIATION general account.

CLAUSE D – If a student leaves Thom Collegiate or ceases to be enrolled in a Music Course their fundraising monies revert to the ASSOCIATION general account.

With the following exceptions:

1. If a student has a sibling who is currently enrolled in Music Course at Thom Collegiate, the money from their account may be transferred to the sibling’s fundraising account.

A “Transfer of Music Parents Association Student Account Funds” form must be completed by a parent or legal guardian and submitted to the ASSOCIATION Treasurer on or before June 15 of the current student final year in a Music Course in order for the transfer of the account balance to occur.

## Article VII - Amendments

### Section 1 Amendments

The Constitution may be altered or amended by a majority vote of the regular members voting at the June meeting of the ASSOCIATION provided the details of such alterations have been submitted in print to all members prior to the April meeting.

## Article IX – Disposition of Funds

In the case of the dissolution of the ASSOCIATION the disposition of funds and property shall be transferred to the Thom Collegiate school music/band program.

This document supersedes all previous documents.

Adopted: September 27, 2016  
(Date)

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Signed: *A. Holton*  
(Chairperson)

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