

BYLAWS  
HANFORD MUSIC ASSOCIATION

**ARTICLE 1 – NAME**

- 1.1 – The name of this organization shall be Hanford Music Association (HMA). This organization shall be noncommercial, nonsectarian, and nonpartisan.
- 1.2 – The Hanford Music Association is exempt from federal income tax as a 501(c)(3) organization, effective September 18, 1985.
- 1.3 – The fiscal year of this organization runs from July 1 to June 30.

**ARTICLE 2 – PURPOSES**

The objectives of the Hanford Music Association are:

- 2.1 – To arouse and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of Hanford High School.
- 2.2 – To lend all possible support, both moral and financial, to the general instrumental music program in the school, and to provide social and other programs and awards for band personnel.
- 2.3 – To cooperate with those in charge of the Instrumental Music Department, School Administration, and School Board; to seek to participate in the decision-making process establishing school policy; and to promote the general activities of the Instrumental Music Department.

**ARTICLE 3 – MEMBERSHIP**

- 3.1 – Registration shall be required for voting membership in this organization.
- 3.2 – Membership dues, when required, shall be set by the Board of Directors.
- 3.3 – All Board of Directors, committee chairs, and those who handle Hanford Music Association money must be members in good standing of this organization.
- 3.4 – All instrumental and guard students are honorary members of the Hanford Music Association without voice or vote.

**ARTICLE 4 – NOMINATING COMMITTEE**

- 4.1 – The Nominating Committee shall be elected no later than March. Notification of the meeting and business must be made to the membership no less than fifteen (15) days prior to the meeting.
- 4.2 – No person shall be eligible to serve two (2) consecutive years on this committee. The President is not to be elected to or serve on the Nominating Committee.
- 4.3 – The Nominating Committee shall consist of at least three (3) members nominated from the floor and voted on by members.
- 4.4 – The Nominating Committee shall submit to the membership a written and signed report at least fifteen (15) days prior to election the name of one (1) or more candidates for each office to be filled. Additional nominations may be made from the floor with the consent of the nominee.

**ARTICLE 5 – OFFICERS AND THEIR ELECTION**

- 5.1 – The elected officers of this organization shall be: President, Vice President, Secretary, Treasurer. These officers shall be called the Executive Committee.
- 5.2 – The officers shall be elected in May for a term of one year beginning July 1. Notification of the meeting and business must be made to the membership no less than fifteen (15) days prior to the meeting. No person shall serve in the same office for more than two (2) consecutive terms.
- 5.3 – To be eligible for election to an office, a person must be a member in good standing of the organization.

5.4 – A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for the office. Absentee or mail-in proxy ballots are prohibited.

5.5 – If a vacancy occurs in an office, the Executive Committee may elect an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for the office. Absentee or mail-in proxy ballots are prohibited.

5.6 – The officers, committee chairmen, and Instrumental Music Directors comprise the Board of Directors of this organization.

## **ARTICLE 6 – DUTIES OF OFFICERS**

### **6.1 General**

a. Upon assuming office, the officers shall be empowered to honor all expenditures that have been provided for in the approved budget. All books, funds, and supplies belonging to the organization shall be relinquished to the new officers by the retiring officers immediately upon leaving office.

b. All financial matters and binding agreements shall require two (2) signatures; only elected officers shall have the authority to sign.

c. In the event two (2) or more members of the same household hold offices, only one (1) shall co-sign financial matters.

d. An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

### **6.2 The President shall:**

a. Preside at all meetings.

b. Make appointments to positions and committees with the approval of the Executive Committee, for a term of one (1) year.

c. Be an ex-officio member of all committees except the Nominating Committee.

d. Co-sign all binding agreements.

e. Disseminate and communicate all information received pertinent to the organization.

6.3 The Vice President shall perform the duties of the President in the absence or inability of that officer to serve, and shall assist the President when called upon. In case of a vacancy in the office of President, the Vice President shall temporarily assume the duties until the vacancy is filled.

### **6.4 The Secretary shall:**

a. Keep accurate record of all meetings.

b. Notify the President of any unfinished business.

c. Be responsible for correspondence as designated by the President.

d. Keep a complete roster of the membership of all standing and special committees.

e. Perform such other duties as assigned by the President.

### **6.5 The Treasurer shall:**

a. Serve as Chairman of the Budget Committee; present budget to the membership; keep accurate records at all times; receive, issue receipts and deposit promptly in an authorized account all monies and disburse same according to the approved yearly budget.

b. Present a financial statement at each regular meeting and such other times as required by the President; provide all financial records as requested by the President or Executive Board members; close the books prior to June 30 and submit for audit to a qualified accountant or an auditing committee of no fewer than three (3) members appointed by the President.

c. Perform such other duties as may be requested by the President.

## **ARTICLE 7 – BOARD OF DIRECTORS**

7.1 – The Board of Directors shall consist of the Executive Committee, all appointed committee chairmen, and the Instrumental Music Director(s).

7.2 – A majority of the Board of Directors shall constitute a quorum.

7.3 – The Board of Directors shall hold meetings once a month September thru June. Special meetings may be called by the President or a majority of the Board with a minimum of three (3) days notice to members stating business to be conducted. These meetings shall be open to all interested persons, but privilege of making motions, debating, or voting shall be limited to the members.

AMENDMENT TO HMA BYLAWS: Adopted October 5, 2011

Article 3 – Membership

Shall read: “3.4 – All instrumental, vocal, and guard students are honorary members of the Hanford Music Association without voice or vote.”

FUNDRAISING POLICY STATEMENT: Adopted October 5, 2010

If a family donates an item or items that HMA uses as a fundraiser and for which HMA received \$1000 or more profit, the student or students of that family may receive a credit of 10% of that profit towards their music program fees for that school year. Such proceeds will be divided among the students of that family as the family chooses, not to exceed a total of 10% of HMA profit from that fundraiser. The credit received cannot exceed the family's music fees for that school year.