



# Maynard Music Association Bylaws 2016-2017 Update



## Signatures

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**(One signature should represent the HS and one signature should represent the FS.)**

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- III. Sample Minutes
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## **Name**

The name of the organization shall be the Maynard Music Association (MMA).

## **Mission**

The mission of the Maynard Music Association (MMA) is to promote, support and advocate for exceptional music education for all Maynard High School (MHS or HS) and Fowler School (FS) students.

## **Purpose**

It is the purpose of the Maynard Music Association to

- Provide volunteer services and monetary support to the music programs of the Maynard High School and Fowler School.
- Promote and recognize the outstanding music achievements, deeds and qualities of the Maynard High School and Fowler School students, through recognition banquets and to provide awards and scholarships.
- To aid and assist the Maynard High School and Fowler School Music Departments in the purchase of needed instruments and other music related items or expenses that may be beyond the departments' budgetary limits and to offset music related trip costs by raising money through contributions and fundraising activities.
- It shall be the policy of the Maynard Music Association and its members to communicate with the High School and Fowler School Music Directors and school administrators regarding any projects undertaken and to provide assistance to the Music Directors as voted upon by the MMA members. At no time will it be policy or intention of the Maynard Music Association to interfere with the curriculum of the music departments.

Maynard Music Association does not provide services and monetary support to the High School or Fowler School musical or play performances.

## **Organization / Officers**

Maynard Music Association is comprised of parents of music students who volunteer their services toward the betterment of the music programs. Parent volunteers are critical to the success of the Maynard Music Association and its related fundraising and volunteer service activities. To ensure the longevity of the group and to infuse new ideas and energy new member recruitment is vital.

Because the music needs and agendas of the High School and Fowler School can be very different, separate meetings, officers and checking accounts will exist for each school. The purpose for joining the groups under one official organization is to optimize limited fundraising resources, minimize donation requests on the community while maximizing fundraising efforts.

Official positions are filled through volunteerism. If more than one candidate volunteers for a position, an election is conducted to determine candidacy:

1. Chairperson (for both High School & Fowler School)
2. Secretary (for both High School & Fowler School)
3. Treasurer (for both High School & Fowler School)

These positions can be assisted with co-chairs. Individuals can volunteer for (same or different) positions in both schools. **MMA terms of office are two years.** An individual duly elected or appointed to any position is eligible to be duly elected to the same office in subsequent years.

Responsibilities include:

Chairperson/President – shall preside over all meetings; obtain permission from administration for fundraisers; coordinate efforts of other positions; oversee all MMA sponsored activities and events; represent MMA in dealings with the schools and in relation to the public. The Chairperson/President will coordinate the Certificate of Change of Directorship with the Commonwealth of Massachusetts with the Secretary/Clerk and then with the bank with the treasurer for changes to signers on the bank accounts with each new election as needed. Co-chairs should have both hard copies and electronic copies of the original 501c3 document.

Treasurer – manage accounts receivable and payable; manage bank deposits and statements; inform MMA on a monthly basis status of accounts, outstanding debts, etc.; HS Treasurer will conduct necessary annual federal and state filings; FS Treasurer is responsible for providing the necessary information to the HS Treasurer for the annual filings. The treasurer should have both a hard copy and an electronic copy of the original 501c3 document.

Secretary/Clerk – accurately record and publish minutes of MMA meetings and send minutes to the web coordinator for posting/storage after passed at the next MMA meeting; write correspondence for MMA with use of MMA email distribution, MMA web page, MMA Facebook page, principal notes and superintendent notes; maintain and preserve all such written records and correspondence; post notices of the meetings; all correspondence from the Secretary should pertain to MMA only sanctioned activities. All notices related to school sanctioned functions (field trips, parades, pep band, etc.) should come through the music directors directly.

#### Additional Positions:

1. Website Coordinator - (for Fowler School and Maynard High School MMA): Website coordinator updates and maintains the Maynard Music Association web page(s) by updating photos/videos, receiving email posts from band directors for posting of flyers and information. The web coordinator creates tabs for information for parents to use such as private lessons, summer camp, meeting minutes, calendar and posts MMA announcements regarding events and activities of MMA . Additionally, the web coordinator alerts officers and treasurer regarding renewals of website fees.
2. Past websites: [www.maynardmusicfowler.org](http://www.maynardmusicfowler.org) and [www.maynardmusichighschool.org](http://www.maynardmusichighschool.org) were handled separately for each school. For the 2016-2017 school year, MMA has updated to one website: [www.maynardmusic.org](http://www.maynardmusic.org)

## Communication with Music Directors

For MMA to be helpful and efficient, we request from the Music Directors:

- a calendar of planned concerts, competitions and other extra-curricular activities for the school year (as early as available);
- information for the 8th grade picnic and Music/Sports BBQ as requested for parents
- a list of those activities that require support;
- MMA music program content: photos, changes to bios, student lists by group and instrument
- contact information for band directors
- a “wish list” for where monies could be benefited, such as (but not limited to):
  - a. New or replacement instruments
  - b. Instrument repairs
  - c. Enrichment
  - d. Offset trip costs
  - e. Scholarship opportunities

## Committees

The organization may appoint standing and ad hoc committees as needed. Examples include, but are not limited to:

- Fundraising
- Enrichment
- Trips

## **Meetings**

- High School MMA meetings are generally held the first Wednesday of every month at 7:00 p.m. in the High School Library or the Fowler School Library.
- Meetings have been held either separately or held in one meeting format with Fowler business followed by Joint group business then ending with High School Business.
- Special meetings may be held at any time when called for by the Chairperson or a majority of MMA officers in a group that meets quorum of 5 members of which two are officers.
- Agendas shall be provided to Chairpersons/officers at least 1 day in advance.
- Minutes should be sent to those in attendance at the meeting for feedback, passed out and voted on at the following meeting, then posted to the web tab for storage/publication.

## **Voting**

Passage of a motion requires a simple majority vote. A voting quorum requires at least 5 members in attendance of which 2 must be officers to qualify as an official meeting / vote.

Announcements for voting for newly elected officers will take place in March and April. Voting for newly elected officers will take place at the May meeting of the school year. Adequate opportunity must be provided for questions & answers prior to an officer vote.

## **Conflict of Interest**

Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the organization, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the organization to voluntarily excuse him/herself and will vacate his/her seat and refrain from discussion and voting on said item.

## **Change of Directorship:**

After voting new officers of MMA, the Secretary/Clerk must do the following with the Commonwealth of MA:

- Go to <http://www.sec.state.ma.us/cor/>
- Click: "File online"
- Customer ID: t83x66
- Pin: 1832
- Click on "Certificate of Change of Directors or Officers"
- Follow all instructions
- Credit Card payments are accepted. Print receipt and submit to treasury

- See “Fiscal Policies” below for changing Treasurer privileges with the bank

## **Fiscal Policies**

The fiscal year of the MMA organization shall be August through July (correlating with the school year). Annual State filing and annual filing with the IRS is due December 15th. If gross receipts are less than or equal to \$50,000, the 990N should be used to file. (Refer to IRS guidelines for definition of gross receipts and any changes to filing requirements.) To ensure annual filings are completed as required, an agenda item for monthly meeting, starting in September should include verification of IRS filing status and continue monthly until filing has been completed.

### **Procedures for Changes to Treasurers of MMA:**

Email Middlesex Savings Bank (or current bank) after the formal Change of Directorship is complete:

1. State that \_\_\_ is the Chairperson and the Commonwealth of MA reflects this change
2. State that \_\_\_ and \_\_\_ are the treasurers for MMA and should be listed on all MMA accounts with the current treasurer \_\_\_ being removed from signing.
3. Set a time with the Director and Treasurer(s) to sign necessary paperwork at Middlesex Bank reflecting the change in signing privileges.

## **Fundraising & Volunteer Services**

Fundraising activities are held throughout the year to raise money for the MMA general fund.

### **MMA Sanctioned Events (but not limited to)a above<sup>1</sup>**

- a. Casino Game Night fundraiser
- b. Pops Night fundraiser
- c. Jazz Café fundraiser
- d. Specific fundraisers to help offset trip costs as coordinated with the trip committee.
- e. Music Banquet venue and menu
- f. College Scholarships
- g. Scholarships for need-based, private or semi-private lessons as requested by guidance departments of MPS.
- h. Others may be added as additional fundraising opportunities are identified and needed.

<sup>1</sup>MMA is ultimately responsible for all MMA sanctioned events including all fiscal responsibilities. The music directors and school administration may provide assistance as needed for these events.

## **Music Department Sanctioned Events (but not limited to)<sup>2</sup>**

- a. Winter & Spring Concerts
- b. District Competitions
- c. Great East Competitions
- d. School Sanctioned Trips
- e. Pep Rallies
- f. Parades
- g. Music Banquet ceremony

<sup>2</sup>The music directors and school administration are ultimately responsible for all Music Department sanctioned events including all fiscal responsibilities. MMA may provide assistance as resources are available and voted on.

### **HS Music Student Activity Account Fundraisers - in coordination with Trip Committee**

Some fundraising campaigns have been established to enable individual students to raise money towards their student activity account. These accounts contain the funds raised by that HS student and/or parent and are intended to offset music department trip costs. Monies in these accounts can be rolled over from one year to the next or transferred to siblings or other named students if not used. Monies not used by a student by the end of their senior year will be transferred into the MMA HS general fund for proper disbursement. HS Treasurer will send out account balances to seniors one month prior to year end to assist with the proper disbursements of funds in their HS Music Student Activity Accounts.

### **Volunteer Services**

Parent volunteers are critical to the success of the High School and Fowler School music programs. Listed below are a number of volunteer opportunities that exist (but not limited to):

- Leadership: Taking on roles in supporting the efforts of MMA through Chairing, Secretarial, Treasury, Web support or Fundraising coordination.
- Uniforms coordination: In years where there are a sufficient amount of uniforms and appropriate locked storage for volunteers to maintain the inventory of both gowns and tuxes, volunteers track what uniforms students receive and return and the condition of the uniforms, annually. When uniforms require replacement, volunteers may order new uniforms with funding authorization from MMA HS. To ensure uniforms receive proper care, a deposit of a cleaning and rental fee will be collected as determined by discussion with MHS administration. Proper documentation will be performed to track deposit receipts and return payments if needed. Payments shall be made payable by cash or check to Maynard Public Schools. MMA has handled the process of uniforms at the High School for many years. See the appendices for notes on how this role has changed as the program has grown.
- Food coordinator and donors. Refreshments are free of charge, but donations are gratefully accepted at concerts. Parent volunteers provide baked goods and water, and par-



ent/student volunteers man the refreshment stand at intermission and perform post-concert cleanup. A food coordinator ensures the overall success of all volunteer food services.

- Program distribution: Parent/student volunteers collect donations at the door and distribute programs during the performance. (Pops Night/Jazz Cafe)
- Concert Chaperones: Parent volunteers are critical to the success of concerts. Two or three chaperones are required to keep performers organized off-stage, and multiple volunteers are needed at the school entrance.
- Transportation and/or chaperones are required for District tryouts, All-States auditions, Great East Competitions, State House Trip, Caroling and other school sponsored trips.

## **Request for Funds**

All requests for funds must be submitted in writing a minimum of 2 days prior to MMA meetings so that the request can be incorporated in the meeting agenda for review and vote.

Bids for purchase of items must be provided on the given MMA Bid Sheet (See Appendix). Three bids per item and information about the item to be purchased must be provided. Highlighting the exact choice from the three listed bids is required. The item to be ordered is voted on by the MMA per the voting requirements. Purchase is made by the school and the school provides an invoice for MMA to reimburse the school for the amount voted upon for that particular item. Bid sheets are not required for financial contributions toward festivals/competitions, Days with the Pros or items that are set annually such as transportation. Invoices with specific names and amounts are requested for these type of financial requests for tracking purposes.

## **MMA HS College Scholarship Award**

It is the goal of the MMA HS organization to award annually, two MMA \$500 scholarships and one \$750 scholarship named The William Brisson Music Scholarship in honor of Mr. William Brisson, Fowler School band director, who retired in 2015 after an eighteen year tenure with the district.

The MMA HS Scholarship Awards are available to all active members of MHS Bands and Chorus. A STUDENT DOES NOT NEED TO BE A MUSIC MAJOR or commit to future music participation in college to be eligible. The scholarship is awarded to an outstanding member of band or chorus who has shown unusual commitment to the Music Program. The following areas will be considered in awarding the scholarship:

- Musicianship
- Service to the school music program
- Participation in non-school music activities (i.e., Districts or All-State, etc.)

The scholarship entries for the selection process are blinded so that judges are selecting scholarships based entirely on entries qualifications. Judges are selected from non Maynard

High School parents or relatives to limit knowledge of possible entries. Once the scholarship awardees have been decided, the HS guidance department is notified of the selection.

Sponsored by the Maynard Music Association, the awards will be paid directly to the student upon verification of enrollment in college. A statement from the college's Registrar or a copy of a semester bill should be sent to MMA HS Treasurer as verification.

## **Dissolution**

Upon dissolution of the Maynard Music Association, a final meeting will be held to determine the distribution and use of any remaining assets of the organization. All remaining assets must be used exclusively for the stated purpose of this organization. Should the music departments of the Maynard High School and Fowler School no longer require assets available to them from the Maynard Music Association, another suitable organization (exempt under section 501(c)(3) at the time of dissolution) will be determined. Accurate record of the meeting and distribution of assets will be maintained and published.

Appendices:

- I. Amendments & Notes on Uniforms:
- II. Sample Meeting Agenda
- III. Sample Minutes
- IV. Sample Bid Sheet
- V. Sample Change of Directorship

**Appendix I. Notes on Uniforms and Amendments to policies:**

- 1. In 2013**, after moving to the new MHS, MMA approved the use and purchase of wind jackets for use at parades and pep rallies due to the dwindling number of useful band stadium coats that had been used in the past. Extra jackets are stored by MMA for use at parades and event in the event that a student needs to borrow a jacket. All jackets borrowed are signed out and returned at the end of the event.
- 2. In the 2014-2015 school year**, MMA voted to not apply fundraising dollars toward the purchase or replacement of uniforms because the current storage of uniforms in a unlocked closet led to the inability to track the inventory of both gowns and tuxes properly. Fitting of students for the State House trip in December remained as a fitting due to the small number of students and available inventory for that group. At the end of the school year an attempt at a complete inventory was made yielding approximately 60 gowns, 80 tux pants and 82 jackets of varying sizes for a band and chorus of 160 students.
- 3. In the 2015-2016 school year**, the decision was made by school administration due to insufficient inventory for a growing band/chorus, to move toward wearing black

and white attire from home for concerts and uniforms for small more formal events like the afore mentioned State House trip. Details of what is acceptable or not was handled by administration. Further, MMA voiced that due to the lack of a consistently locked storage closet for the inventory that was respected for its maintenance by volunteers, is what led to uniform pieces returned for inventory in multiples from individual students and being used for other purposes not related to band/chorus related events. MMA's support of uniforms is possible in terms of volunteers and finances only with a process in place for locked storage, collection of rental cleaning fees and inventory/disbursement by a team of volunteers annually.

- 4.
- 5.

## **Appendix II. Sample Meeting Agenda:**

Maynard Music Association  
Meeting Agenda  
Date

### **Fowler Business: 7-7:30**

Pass Clipboard for attendance

#### **Open Session - Informational**

- Welcome/Introductions/open positions/
- Agenda items from Band Director
- Secretarial:
  - Review previous minutes
  - Vote on approval of previous month's minutes
- Finance:
  - Updates on balances, projected expenses, working balances, actions taken
- Calendar of events review/update/needs
- Next meeting date

**Closed Session: Voting on monetary decisions and action items**

**Joint Business: 7:30-8:00**

Open Session - Informational for items concerning MMA Fowler/High School

- Concert programs
- Meeting dates/locations
- Enrichment/Advocacy Initiatives
- Volunteer opportunities
- Fundraising updates
- Website/FB presence, updates monthly on MMA activities
- Charitable organization status, taxes, 501c3, Directorship
- Scholarships and other initiatives

**High School Business: 8-9 pm**

Pass Clipboard for attendance

Open Session - Informational

- Welcome/Introductions
- Agenda items from Band Director
- Secretarial:
  - Vote on Minutes
- Calendar of events review/update/needs

Closed Session: MMA Working and Voting Session

- Finance:
  - Updates on balances, projected expenses, working balances, actions taken

**Appendix III. Sample Minutes**

Maynard Music Association Minutes

\_\_\_\_\_ Business

Date: \_\_\_\_\_

Present: Record all in attendance

Record of discussions and actions taken in each area of the agenda

Record of actionable items/votes:

- Record the MOTION made and by whom
- Record Seconded
- Record Final Vote
- Record Motion Carried

Record next meeting date, time, location

**Appendix IV. Sample Bid Sheet for Band Directors making requests for purchases**

**Maynard Music Association  
Purchase Options and Bid Sheet**

REQUEST MADE BY: \_\_\_\_\_ DATE: \_\_\_\_\_

Item request for MMA to purchase: \_\_\_\_\_

Options show a range of price points that help us to make better decisions before purchase:

REPAIR, PURCHASE USED OR PURCHASE NEW?

Option #1: (Repair) What would it cost to repair?

Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

Website information:

Option #2: (Purchase used item) What would it cost to purchase a used item?

Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

Website information:

Option #3: (Purchase new item) What would a new item cost?

Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

Website information:

Your preferred option for this item: \_\_\_\_\_

Comparative Bids (WE NEED 3): include vendor, price and web link for a specific item:

Bid #1: Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

Website information:

Bid #2: Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

Website information:

Bid #3: Vendor \_\_\_\_\_ Total Cost \_\_\_\_\_

**Appendix V. Sample Change of Directorship:**