



Reynolds Music Parents Association

Constitution of: Reynolds Music Parents Association

Adopted on: [insert date]



Reynolds Music Parents Association

GENERAL OBJECTS

1. Name

The name of the group shall be the "Reynolds Music Parents Association" (hereafter referred to as the "RMPA").

2. Type of Organization

The RMPA will operate as a volunteer group with no personal benefit for the RMPA or its members.

3. Purposes

The purposes of the RMPA shall be:

- a. By the pooling of efforts, ideas and resources, to assist and support the Music Director(s) in providing a Music Program at Reynolds Secondary School that will be educational, enjoyable and rewarding for the students. This support will be given without interfering in any way with the control and/or management of the content, curriculum, policy, philosophy, and activities of the Music Program rightfully under the purview of the Music Director(s) and/or the School Department.
- b. As requested by the Music Director(s), to assist with identifying areas for expanding and/or improving the Music Program.
- c. As requested by the Music Director(s), to provide assistance and support with communication between the Music Director(s) and the parents/guardians of the students in the Music Program.
- d. To advocate for the ongoing support of music education at the School, District, City and Provincial levels.
- e. To raise funds to provide for the Music Program materials, resources and services, in addition to those covered by the Greater Victoria School District.
- f. To facilitate the representation and input of Music Program students with respect to its functions and activities.

4. Powers

In order to fulfil its purposes the RMPA may:

- a. Obtain, collect and receive money or funds by way of contributions, donations, grants and any other lawful method towards fulfilling its purposes.
- b. Open and operate bank accounts.
- c. Organize events.
- d. Work with other local/regional groups and the families/residents of Capital Regional District in a common effort to fulfil its purposes.
- e. Do anything that is lawful that will help it to fulfil its aims.

5. Youth Participation

As a Group primarily devoted to enhancing the quality of the music education provided to young people in the Reynolds Secondary School Music Program, the RMPA shall:



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- a. Encourage Reynolds Music students to attend RMPA meetings; and
- b. Provide support to the Student Music Council.



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BYLAWS

1. Parliamentary Procedure

The latest edition of *Robert's Rules of Order, Revised* shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these Bylaws.

2. General Membership

- a. General Membership of the RMPA shall be open to the parents/guardians of students enrolled in the Music Program at Reynolds Secondary School.
- b. Membership shall be available to anyone meeting the above criterion without regard to gender identity, race, nationality, disability, sexual preference, religion or belief.
- c. General Membership for parents/guardians shall commence at the beginning of September in the student's Grade 9 year, or at any point at which the student joins the Music Program. General Membership shall cease upon that student's withdrawal from the Music Program.

3. Executive Membership

- a. An Executive elected annually at the Annual General Meeting (AGM), from and by the General Membership, shall administer the RMPA. A majority vote of General Members present, exceeding quorum, shall constitute an election.
- b. The Executive shall consist of a President, Vice-President, Secretary and Treasurer.
- c. Executive Members shall serve for a term of one school year, commencing from the Annual General Meeting.
- d. In the event that an Executive Member is unable to fulfill their term, the remaining Executive Members may recruit and appoint a replacement for the duration of the school year.
- e. An Executive Member may be re-elected for any number of subsequent terms as long as their General Membership status is fulfilled.
- f. In the event that the General Membership of an Executive Member comes to an end during their term (i.e. their student ceases to be in the Music Program), they may still continue to serve at the discretion of the other Executive Members.
- g. Upon leaving office, an Executive Member must transmit all property of the RMPA to their successor, and provide advice and counsel, if and as needed throughout the subsequent term, to their successor.

4. Areas of Special Responsibility

- a. In addition to the Executive Members identified in Section 3 (above), the Executive Membership of the RMPA **may** also include: Fundraising Coordinator, Communications Coordinator, Publicity Coordinator, Uniforms Coordinator, Student Accounts Coordinator, Refreshments Coordinator, PAC Liaison and Grade Representatives (2 per grade), or any other coordinator position(s) deemed necessary by the General Membership in any given year.
- b. Areas of special responsibility may be shared between multiple RMPA members.

5. Duties of the Executive Members



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a. The duties of the President are to:

- Maintain communication with the Music Director(s) and other Executive Members;
- Convene and chair Executive, General and Special Meetings of the RMPA;
- Ensure members are notified of all meetings;
- Ensure that an agenda is prepared for each meeting;
- Ensure that RMPA activities are aimed at achieving its purposes; and
- Act as one of the signing authorities of the Executive.

b. The duties of the Vice-President are to:

- Perform the duties of the President in the absence of the President;
- Act as one of the signing authorities of the Executive; and
- Serve the remainder of the term, should the office of President become vacant.

c. The duties of the Secretary are to:

- Record the minutes of Executive, General and Special Meetings;
- Keep an accurate and up-to-date copy of the RMPA Constitution and provide copies to members upon request; and
- Safely keep all records of the RMPA.

d. The duties of the Treasurer are to:

- Draft an annual budget and tentative plan of expenditures with the assistance of the Executive Members and Band Director(s), and present them to the General Membership for adoption at a General Meeting;
- Maintain communication with the Reynolds Accounts Clerk to ensure coordination and reconciliation of financial actions taken by the school on behalf of the RMPA;
- Receive records of all funds paid to the RMPA;
- Act as one of the signing authorities of the Executive;
- Maintain accurate records of all financial transactions of the RMPA;
- Liaise with the Student Accounts Coordinator, Fundraising Coordinators and Uniform Coordinators to ensure accurate financial record keeping; and
- Make all records of the organization available for viewing by General Members.

6. Dismissal of Executive Members

- a. Should the Executive determine that an Executive Member has knowingly and wilfully violated the Constitution of the RMPA, the Executive shall recommend to the General Membership that the Executive Member concerned be dismissed from the Executive.



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- b. The Executive must notify the Executive Member concerned in writing of violations and intent to dismiss at least ten school days prior to the meeting at which the General Members present shall vote on the Executive Member's dismissal.
- c. The dismissal of the Executive Member concerned shall be dependent on a seventy-five percent (75%) majority vote based on the number of votes available to the General Members present at the meeting.
- d. During the meeting, the Executive Member concerned may speak on their behalf, prior to the vote and for a maximum of 15 minutes. They will not be permitted to take part in the voting process.

7. Meetings

7.1 General Meetings

- a. General Meetings will be held as often as necessary, usually once a month during the school year.
- b. General Meetings are open to all RMPA members.
- c. Notice of a General Meeting will be provided to all RMPA members at least one week prior to the date of the meeting via electronic means (e.g., email, website notification, social media post, etc.).
- d. At least five current RMPA members, including at least two of President, Vice-President, Secretary or Treasurer, must be present at any General Meeting to constitute a quorum.

7.2 Annual General Meeting

- a. The Annual General Meeting (AGM) will occur after the first day of the new school year, preferably during the month of September.
- b. The purpose of the AGM is to introduce the Reynolds Music Program to new music parents/guardians and to elect the RMPA Executive Members.
- c. In order to ensure continuity should there be a significant change in Executive Membership, the AGM shall, whenever possible, be chaired by a former RMPA Executive Member.
- d. The AGM is open to all General Members of the RMPA (as defined in Section 2 above).
- e. Notice of the AGM will be provided to all RMPA members at least one week prior to the meeting by electronic or other means, as appropriate.



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7.3 Executive Meetings

- a. Executive Meetings will be held as often as necessary, with at least three (3) days' notice given to Executive Members.
- b. At least two of President, Vice-President, Secretary or Treasurer must be present at an Executive Meeting to constitute a quorum.

7.4 Special Meetings

- a. Special Meetings may be called by the RMPA Executive or the Music Director(s) at any time to discuss an urgent matter.
- b. Special Meetings by request of General Members:
 - A Special Meeting must be called by the RMPA Executive if it receives a request in writing, signed by General Members representing a minimum of 10% of the students enrolled in the Reynolds Music Program.
 - The RMPA Executive must hold the requested Special Meeting within four school weeks of receiving the request.
 - Notice of a Special Meeting, along with the proposed resolution or other matter specified in the request, together with the names of its sponsors, shall be made available to the General Membership not fewer than 10 school days prior to the Special Meeting.
- c. No business other than that for which a Special Meeting has been called may be transacted.
- d. At least five current RMPA members, including at least two of President, Vice-President, Secretary or Treasurer, must be present at any Special Meeting to constitute a quorum.

8. Voting

- a. Voting privileges are limited to General Members only.
- b. Each family is entitled to one vote per student enrolled in the Reynolds Music Program, regardless of how many parents/guardians are in the family, how many households may be involved, or whether the student is enrolled in more than one of the Music Program ensembles.
- c. Amendments to the Constitution (General Objects or Bylaws) may be made at the Annual General meeting and require the approval of seventy five percent (75%) of the members attending the meeting at which the vote is held.
- d. Motions, other than amendments to the Constitution (General Objects or Bylaws), must receive the approval of a simple majority of members attending the meeting at which the motion is put forward.
- e. There will be no proxy voting.

9. Finances



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- a. The majority of funds of the RMPA will be kept in Band Parent General Ledger accounts held by Reynolds Secondary School.
- b. The accounts clerk at Reynolds Secondary School will record and provide a report to the RMPA Treasurer itemizing all moneys deposited to and withdrawn from these accounts as per the instructions/requests of the RMPA.
- c. The RMPA may maintain one bank account in its name to allow for the direct deposit of the proceeds of fundraisers (such as, for example, the Thrifty's Smile Card program). The bank account may also be used to deposit the cash proceeds from fundraisers.
- d. From time to time, the Treasurer will transfer the proceeds of fundraisers from the RMPA's bank account, to the Band Parent General Ledger accounts held by Reynolds Secondary School.
- e. The average balance in the RMPA's bank account shall be maintained at no greater than \$5,000.00.
- f. The account statements of the RMPA's bank account will be received by the Treasurer on behalf of the RMPA. The monthly statements will be reviewed and signed by the Treasurer as well as by the President (or at least one other member of the Executive) on a regular basis.
- g. All moneys paid out from the RMPA will be by cheque upon receipt of an invoice or receipt.
- h. All cheques must be signed by two of three signing authorities.
- i. Signing authorities cannot be related.
- j. All moneys raised by the RMPA will belong to the RMPA and will be used for activities that are aligned with the RMPA's purposes and financial policy.
- k. All moneys raised for individual student accounts shall be disbursed as per the RMPA fundraising policy (as described in the Reynolds Secondary School Music Handbook).

10. Alterations to the constitution

Any changes to this Constitution must be agreed by a 75% majority of those members present and voting at an Annual General Meeting.

11. Dissolution

- a. The group may be dissolved by a resolution passed by a 75% majority of those members present and voting at a Special Meeting for this purpose. Two weeks (14 days) notice of this Special Meeting is required.
- b. Upon dissolution of the group, any and all unallocated funds shall be turned over to Reynolds Secondary School for the exclusive use of the Music Department, using existing accounts as established by the Treasurer and Music Director(s), including individual music student accounts.



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This constitution was adopted at a General Meeting of the RMPA on [insert date]

Signed by:

President:

Vice-President:

Secretary:

Treasurer: