

Section 1. - President

- (a) ~~(a)~~ The President shall preside at all meetings of the Club and the Executive Board.
- (b) ~~(b)~~ The President shall appoint all committee chairpersons.
- (c) ~~(c)~~ The President shall appoint annually, at the May Meeting, a committee consisting of 3 non-executive board members to review audit the books of the Treasurer during July. The Treasurer and the President shall be present as an ex-officio member. The treasury review committee shall report its findings and conclusion at the September general membership meeting.
- (d) ~~(d)~~ The President shall be an ex-officio member of all committees but cannot appoint him/herself as chairperson of any committee.
- (e) ~~(e)~~ The President, with majority executive board approval, shall appoint persons to fill any vacancies on the executive board.
- (f) ~~(f)~~ The President or President's designee shall oversee all communications be co-signers on behalf of the Solon Music Parents Club, written or electronic checks over \$500. Checks must be requested 1 week in advance.
- (g) ~~(g)~~ The Immediate Past President shall serve as an advisor to the Club's officers and the board, and will be called upon by the President or acting executive board as required.
- (h) The President serves as administrator on all social media sites.

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Section 2. First Vice President

The First Vice President of Purchasing

- (a) The President of Purchasing shall assume all duties of the President in his/her absence and act as will oversee the concession standstands chairperson- (Football, Fall Sports, Winter Sports and Spring Sports).
- (b) The First Vice President of Purchasing shall oversee all purchasing for and operations of the concession stands for all regular and special events.

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Section 3. Second Vice President of Fund Raising

- (a) The Second Vice President of Fund Raising shall act as coordinator and oversee special fund raising events committee chairpersons in charge of all fund raising other than the concession stands.

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Section 4. Vice President of Communication

- (a) The President or President's designee shall approve all communications on behalf of the Solon Music Parents Club, written or electronic.
- (b) The Vice President of Communication will serve as administrator on all social media sites.

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Section 5. Secretary

- (a) The Secretary shall keep the minutes of all meetings and present them at the next scheduled meeting.
- (b) The Secretary shall attend to all club correspondence including email lists and shall serve as the chairperson of the Nominating Committee. The Secretary shall serve as club historian and maintain yearly records.
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Section 5-6. Treasurer

- (a) ~~(a)~~ The Treasurer shall be responsible for a full and accurate accounting of all moneys of the Club, for the payment of bills, and for other disbursements of club money under the direction of the Executive Board.
- (b) The Treasurer shall show all receipts and disbursements of each club activity separately and publish a budget report to be presented at each executive board meeting.
- (c) At the fall meeting (September) of the Club, the Treasurer shall present a written report covering the past fiscal year.
- (d) At the beginning of the new fiscal year (July 1), the newly elected Treasurer shall notify the bank that he/she and the newly elected president have been authorized by the Club to withdraw club funds and obtain any other signatures as directed by the bank's rules.
- (e) The Treasurer shall serve as chairperson of the Budget Committee, the initial meeting shall be scheduled during June, consisting of the President, in-coming President (if appropriate), ~~Incoming Treasurer;~~ ~~Incoming and Vice~~ Treasurer (if appropriate), Director of Bands (representing the interests of both the band and orchestras), ~~and StarletteChoir Director, and Starlettes Advisor.~~ The proposed budget will be presented and approved at the fall general membership meeting.
- (f) At the close of the fiscal year (July ~~1~~-June 30), the Treasurer shall complete and file the Club's annual income tax return no later than November 15. If not qualified to complete tax return, the Treasurer shall seek the advice of a qualified professional.
- (g) The club is a 501C(3) organization under IRS regulations and shall operate consistent with those requirements. The Treasurer shall verify compliance with these requirements.
- (h) The Treasurer shall be responsible for adhering to the Solon Music Parents Financial Policies protocol on an annual basis and communication of the policies to the Executive Board members and committee chairpersons. The Treasurer shall review the policies annually and present revisions to the executive board for approval.

Section 7. Vice Treasurer

- (a) ~~Assists the Treasurer in all monetary Duties.~~
- (b) ~~The Assistant Treasurer will not be the signer on the band account.~~

Section 8. Representatives to Band/Choir/Orchestra/Starlettes

- (a) ~~The representatives will be nominated by their group then voted on by the SMP.~~
- (b) ~~All nominated will be the representative of their group and will be the liaison between the Executive Board and their group.~~

ARTICLE VI: EXECUTIVE BOARD

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major replacement of uniforms for the Solon High School Band, Orchestra, Choir, and Starlettes. The annual contribution will be determined by the Executive Board as part of the budget process. All interest earned from the uniform fund shall accrue to it.

Section 2.- Incidental replacement uniforms consisting of single purchases under \$2500 shall be made from general funds.

ARTICLE XIII: AMENDMENTS

Section 1.- The bylaws shall be reviewed annually by the current President. If the President believes amendments to the by-laws are required, the President may appoint a review committee. Otherwise, formal review of the by-laws by an appointed review committee shall be completed every three (3) years. Changes shall be approved by the Executive Board prior to submitting them to the membership for approval.

Section 2.- The bylaws may be amended by a majority vote of the members present at a general meeting of the Club with members being given a minimum of two weeks notice prior to such meeting.

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Appendix A

The approved budget shall stand as the limit of expenditures for the year unless otherwise approved by the executive board. Unbudgeted expenses must receive prior approval by the executive board.

All fund raising activities must be accounted for on tracking worksheets approved by Treasurer. Funds from these activities must be transferred to Treasurer or Treasurer's designate within 7 days of receipt.

The President shall be authorized to sign checks should the treasurer not be available to do so.

BYLAWS APPROVAL and AMENDMENT APPROVALS

- Approved: November 6, 1967
- Amended: March 4, 1971
 - January 24, 1977
 - April 24, 1979
 - May 6, 1982
 - May 12, 1983
 - May 15, 1984
 - May 5, 1992
 - May 3, 1995
 - April 23, 1996
 - May 3, 2005
 - June 5, 2012

We hereby certify that the bylaws of the Solon Music Parents Club were last amended by a majority vote of the members present at the general membership meeting held on Tuesday June 5, 2012, with said amendments having been previously approved by Solon Music Parents Executive Board on Wednesday, May 9, 2012.

Ellyn Klein, President - 6/5/12
6/5/2012
Solon Music Parents Club

Doretha Thompson, Secretary
Solon Music Parents Club

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