

Constitution and By-Laws of the Leigh High School Performing Arts Parents Association

Revision Dated - March 8, 2013, ratified on May 6, 2013

Preamble

We, the parents of students participating in the Performing Arts at Leigh High School in the Campbell Union High School District, together with other interested individuals in the area, in order to form a renewing and effective organization, build a stronger performing arts program, and promote a closer bond between members of the organization, students, and faculty, do hereby adopt these bylaws.

Article I Name

This organization shall be known as the Leigh High School Performing Arts Parents Association (“PAPA”), and operate as a standing committee of the Leigh High Home and School Club.

Article II Objectives

The purpose of this organization is to enrich the Performing Arts experience at Leigh High School. This purpose shall be accomplished through:

- Section 1.** Fostering and promoting an enthusiastic interest in the Performing Arts at Leigh High School and throughout the community.
- Section 2.** Cooperatively supporting the efforts of the Leigh High School Staff with regard to the Music, Choir, and Dramatic Arts programs at Leigh High School.
- Section 3.** Developing communication and relationships among PAPA members, Leigh High School, and the Performing Arts Programs.
- Section 4.** Providing a framework for financial and operational support for the Performing Arts at Leigh High School.

Article III Policies

- Section 1.** The members of this organization shall act in good faith to carry out its objectives.
- Section 2.** This organization shall act in an advisory capacity to the Directors of the Performing Arts programs at Leigh, including but not limited to the Directors of Instrumental Music, Choir, and Dramatic Arts.
- Section 3.** This organization shall not seek to direct or control the policies and administrative duties of the school or Performing Arts programs.
- Section 4.** This organization shall be nonpartisan and nonsectarian. The organization shall neither sponsor nor endorse any candidate for political office. The name of the organization, either alone or in connection with the name of any officer, shall not be used in any commercial or political connection.
- Section 5.** This organization shall remain independent of political affiliation, but may take a stand on nonpartisan school issues such as bond, tax, and unification elections that relate to the purpose of this organization.
- Section 6.** This organization may cooperate with other organizations and agencies active in the areas that promote the objectives of this organization.

Article IV Membership

- Section 1.** Membership in this organization shall be open to any adult who lives in the area, is genuinely interested in the objectives of this organization, and willing to uphold its policies and subscribe to the bylaws of the organization.
- Section 2.** All elected officers and board members are voting members of the organization.
- Section 3.** Parents or guardians of students involved in one or more of the performing arts classes or activities are eligible to be voting members of the organization.
- Section 4.** Leigh High School Music, Choir, and Drama faculty directors and non-faculty performing arts directors are ex officio non-voting members of the organization.
- Section 5.** Alumni, parents of Alumni, as well as other Leigh High School parents and faculty in supporting the efforts of this organization are eligible for non-voting membership.

Article V Finance

- Section 1.** The fiscal year shall be from July 1 to June 30, in accordance with the Leigh High Home and School Club.
- Section 2.** This organization shall operate under a budget that has been approved by the general membership of PAPA.
- A preliminary budget for the next fiscal year shall be approved at or before the last regular meeting of the current fiscal year.
 - A final budget for the current fiscal year shall be approved at or before the October regular meeting.
 - Budget amendments may be approved at any regular meeting, provided that the amendments have been submitted to the general membership for review at least ten (10) days prior to the regular meeting.
- Section 3.** An audited statement of account shall be performed annually. In addition, any other reviews that may be required as a condition of the organizations Liability insurance shall be performed (e.g. a monthly review of unopened bank statements). The auditor shall be appointed by the Executive Board and shall not be a voting member of the Executive Board.
- Section 4.** Method of Payment.
- All warrants must carry the signature of or be facilitated by one of the following Executive Board Officers: President, Vice President of Operations, Treasurer.
 - All warrants in excess of five-hundred dollars must be signed by two of these four Executive Board members: President, Vice President of Operations, Treasurer, Secretary or be preceded by a written or electronic approval from the President or Vice President of Operations.
 - Warrants that are payable to an Executive Board Officer shall not carry the signature of that officer.
- Section 5.** All expenditures and transfers authorized under the current annual budget may be processed by the Executive Board without prior membership approval. These expenditures and transfers must be substantiated by adequate documentation prior to processing.
- Section 6.** All monies collected by any committee, school event or fundraiser in the name of the organization shall be counted by at least two individuals. The details of the money collected must accompany a written acknowledgement of the accuracy of the collection from the counters. The event chair shall forward the event proceeds to either the Treasurer or Assistant Treasurer for deposit, while retaining a copy of the written acknowledgement for purposes of confirming the deposit amount. In the event that funds cannot be deposited immediately following an event, the funds shall be held in a secured location until funds can be deposited.
- Section 7.** The incoming Executive Board is committed to unpaid authorized expenditures incurred by the outgoing Executive Board
- Section 8.** In the event of the dissolution of this organization, the following financial arrangements shall prevail:
- No bills or financial obligations shall be outstanding.
 - Assets shall be disposed of in the following manner:
 - Primary disposition shall be, in whole, to the parent organization, Leigh High Home and School Club.
 - Secondary disposition shall be, in whole, to Leigh High School in keeping with the objectives of this organization.
 - Tertiary disposition shall be, in whole, to the Campbell Union High School District.

Article VI Meetings

- Section 1. Regular meetings.** PAPA general membership meetings shall be held monthly, from September through June, inclusive. The Executive Board may cancel up to two meetings in a fiscal year should the board determine that a meeting is not warranted.
- Section 2. Special Meetings.** Special meetings may be called by the executive board by providing 3 days notice via telephone, mail, or email.
- Section 3. Voting.** Each voting member present is entitled to one vote. A voting quorum is a majority of the executive board and must include at least one of the following executive board officers: the President, the Vice President of Operations, or Fundraising Chair. A simple majority of those present and entitled to vote, shall be required for binding action at regular monthly meetings and any official general membership meeting that is called.
- Section 4. Executive Board Meetings.** Executive Board meetings may be called by the President or his/her appointee as deemed necessary.
- Section 5. E-Meetings.** The Executive Board, Standing Committees, and Special Committees are authorized to meet by electronic communication media so long as all members may participate.
- E-Meetings are intended to address time-sensitive issues and serve as a vehicle to facilitate more effective in-person meetings.
 - Motions processed during E-Meetings require approval by two-thirds (2/3) vote of all committee members to be binding.
 - The President or committee chair shall have the authority to postpone a motion until the next face-to-face meeting of the participants.
- Section 6. Rules Determining.** Roberts Rules of Order, Newly Revised, shall govern PAPA meetings and shall be the final authority in all matters not covered by these bylaws.

Article VII The Executive Board

- Section 1. Elected Officers who comprise the Executive Board.** The elected officers shall be: President, Vice President of Operations, Fundraising Director, Communication Director, Treasurer, Assistant Treasurer, and Secretary.
- Section 2.** The officers of this organization shall be elected annually by the general membership as defined by these bylaws.
- Section 3.** The immediate past-president shall be an ex officio member of the Executive Board for a term not exceeding one year.
- Section 4. Eligibility.** Any current voting member or member eligible for voting member status during the elected term of office is eligible to be an officer.
- Section 5. Term of Office.** All elected officers shall serve for a term of one year. The term of office begins on July 1 and runs through June 30 of the following year. This coincides with the fiscal year of the organization. There are no term limits.
- Section 6. Duties of Officers.** All officers should attend all meetings or arrange for a substitute to fulfill reporting responsibilities.
- The President.** The President shall be the executive officer of the Performing Arts Parents Association. The President shall (a) preside at regular, Executive Board and special meetings, (b) appoint the chair and committee members of all working committees (c) coordinate the work of all the officers, board members and committees, (d) ensure that the membership is periodically informed of all significant actions taken in the name of the organization.
 - The Vice President of Operations.** The Vice President of Operations shall be responsible for coordinating and overseeing all operational functions for the Performing Arts Parents Association in support of activities such as parades, trips, competitions, rehearsals, and other performances. The Vice President of Operations may preside at monthly regular meetings in the absence of the President.
 - The Fundraising Chair.** The Fundraising Chair shall be responsible for developing, coordinating, and overseeing all fundraising activities. The Fundraising Director may preside at regular monthly meetings in the absence of both the President and Vice President of Operations.
 - The Communications Chair.** The Communications Chair shall (a) liaison with feeder middle schools and PAPA to coordinate, publish, and promote important dates and events (b) gather newsworthy information and submit articles for publication internally, externally, and in coordination with the performing arts websites as necessary.

- e. **The Secretary.** The Secretary shall (a) scribe and publish all minutes in a timely manner (b) be responsible for all business and social correspondence (c) organize and maintain a communications archive (d) oversee and manage all internal communications.
- f. **The Treasurer.** The Treasurer shall oversee the treasury by (a) receiving and accounting for all monies for the organization and depositing them in the name of the organization in a bank approved by the Executive Board, (b) keeping an accurate record of all receipts, disbursements, and outstanding liabilities, (c) prepare a monthly financial report presented at each regular meeting (e) coordinate the preparation of a preliminary budget for the next fiscal year to be presented to the general membership for approval at the last regular meeting of the current fiscal year, (f) coordinate the preparation of the final budget to be submitted for approval by the general membership no later than the October regular meeting of the current fiscal year.
- g. **The Assistant Treasurer.** The Assistant Treasurer shall (a) assist in the duties of the treasurer as necessary, (b) be authorized to issue and sign checks in the absence of the Treasurer.

Article VIII Nominations and Elections

- Section 1.** The Nominating Committee shall consist of four (4) members, including one chairperson. At least one (1) member of the committee shall be from the executive board. At least two (2) members of the committee shall be selected from the membership at large. The final member may be from either the executive board or the membership at large.
- Section 2.** The Nominating Committee shall be formed at the April regular meeting.
- Section 3.** The Nominating Committee shall recommend one (1) or more candidates for each elected office and shall announce and post such nominations at least ten (10) days prior to the spring general election.
- Section 4.** Additional nominations may be made by petition to the Nominating Chairperson up to five (5) days before the election. A petition shall contain ten (10) signatures from voting members.
- Section 5.** The spring general election for all candidates shall be held at either a general end of season event or the June regular meeting as announced by the executive board.
- Section 6.** Voting shall be conducted by written ballot. The Nominating Committee is responsible for distributing and counting ballots.
- Section 7. Vacancies in the Executive Board.** Nominations for vacated positions of the executive board may be made at any monthly regular PAPA meeting. A vote will be taken at the next regular meeting following the nomination.

Article IX Dedicated Board Members and At Large Board Members

- Section 1. Dedicated Board Members.**
 - a. Dedicated Board Members are optional positions and may not exceed 3 in number.
 - b. Dedicated Board Members shall be elected by the PAPA membership to serve as liaisons with the following Performing Arts program divisions: Music, Choral, Dramatic Arts.
- Section 2.** Term of Office. The term of all PAPA board positions begins July 1 and ends June 30 to coincide with the fiscal year of the organization. There are no term limits.
- Section 3.** Duties of Dedicated Board Members. Dedicated Board Members shall:
 - a. work with the appropriate faculty members to represent their respective programs,
 - b. report on its activities to the PAPA board and membership,
 - c. assist with coordinating organizational budgets and fundraising,
 - d. post pertinent dates to departmental and school web sites and
 - e. assist with managing program activities under the direction of the faculty member/ department head.
 - f. Dedicated Board Members should attend all regular monthly meetings or arrange for a substitute to fulfill reporting responsibilities.
- Section 4. At Large Board Members.**
 - a. At Large Board Members are optional positions and may not exceed 4 in number.
 - b. At Large Board membership is an entry level board position intended to provide valuable hands-on experience leading to Executive Board leadership roles.

Section 5. Duties of At Large Board Members. At Large Board Members shall serve as dedicated co-officers under one of the following: President, Treasurer, VP of Operations, Fundraising Director, Communications Director or in a role to be determined by the Executive Board.

Article X Election of Dedicated and At-Large Board Members

Section 1. Any voting member or member eligible for voting status during the elected term may be nominated for any Dedicated Board Member position or any At Large Board Member position.

Section 2. Nominations for vacant Dedicated Board Member seats and At Large Board Member seats may be made at any monthly PAPA general meeting. When a voting member is nominated for a vacant position, a vote will be taken at the next regular monthly meeting. The term shall begin immediately and be in effect until the end of the current fiscal year.

Article XI Amendments and Revisions

Section 1. These bylaws may be amended or revised at any regular meeting by a two-third (2/3) majority vote of voting members present provided that the amendment or revision has been submitted in writing at the previous regular meeting and an attempt to notify the entire membership has been made.

Article XII Standing Rules

Section 1. A copy of these Bylaws shall be made available upon request to each member of this organization.

Section 2. The reading of the minutes of any previous General meeting, Executive Board meeting, or Treasurer's report may be dispensed with by making available to each member a copy of these records, prior to the call to order. These printed records shall be corrected and accepted as if they had been read. The decision as to which method is to be used at any General meeting shall be at the pleasure of the President.

Section 3. Quorums: No Association business shall be conducted by the Executive Board unless a quorum is present at such meetings. A quorum of this board shall be a simple majority of the total number of members on the Executive Board.

Section 4. The latest edition of Robert's Rules of Order Newly Revised shall be the authority on all points not covered by these Bylaws.