

Constitution of Sheldon-Williams Area Music Parents Association Inc.

Article I — Title.

The Name of this organization is the Sheldon-Williams Area Music Parents Association, Inc., a properly constituted non profit group in accordance with the Non-profit Corporations Act, 1995.

Article II — Purposes:

- (a) To promote an interest in band and choir among students of the Sheldon-Williams Area Schools of the Regina Board of Education.
- (b) To lend all possible support, both moral and financial to the continued progress of students enrolled in the Sheldon-Williams Area band, and choir programs in cooperation with the Regina Board of Education.

Article III- Membership:

- (a) Membership will automatically include all parents and guardians of students registered in Sheldon-Williams Area School band and choir programs.
- (b) Other persons at the approval of the executive.

Article IV- Officers:

The executive shall be elected from the membership at the annual meeting in the manner listed below:

<u>Position:</u>	<u>Length of term:</u>	<u>How position obtained:</u>
President	2 years	Elected bi-annually on even year Starting 2000
Vice-President	2 years	Elected bi-annually on odd year Starting 2001
Secretary	2 years	Elected bi-annually on even year
Treasurer	2 years	Elected bi-annually on odd year
Directors at Large	2 years	Elected bi-annually or upon vacancy
Band/Choir Directors	indefinite	By virtue of their positions
Board of Education Liaison Person	indefinite	By virtue of Board Appointment
Past —President	1 year	Automatic by virtue of position

Article V- Meetings:

Regular meetings of the executive of this organization shall be held each month except December from September to May. The Annual General Meeting will be held in November.

- (a) An elected executive member who fails to attend five or more executive meetings per term may be removed by the executive.

- (b) Vacancies may be filled by appointment of the remaining executive to complete the current year.
- (c) A retiring officer shall be eligible for re-election
- (d) Special meetings may be called by the President or Vice-President
- (e) A minimum of five members of the executive present shall constitute a quorum for the purpose of the meeting.

Article VI- Amendments:

The Constitution and By-laws may be amended by a majority vote of the members present at the Annual General Meeting in November. The amendments must have been presented at the previous meeting in October and the membership notified in writing of such amendments two weeks prior to the Annual General Meeting.

Article VII- Quorum:

Eight members of the association shall constitute a quorum for the purpose of conducting an Annual General Meeting.

By-Laws

Article I — Duties of the Executive:

- (a) The President shall preside at all meetings of the organization and shall be an exofficio member of all committees
- (b) The Vice-President shall assume all the duties of the President in his/her absence or inability to act.
- (c) The Secretary shall keep the minutes of all executive and general meetings, attend to all correspondence concerning the association and keep all correspondence on file.
- (d) The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity or project separately. He/she shall issue receipts when required for funds received and shall issue cheques for all disbursements as approved by the executive. He/she shall present to the annual meeting a complete statement of operations for the close of the fiscal year.
- (e) Each Director At Large shall be responsible for uniforms, fundraising and other functions within SWAMP. Allocation of such responsibility shall be decided by the members of the executive.
- (f) The Band/Choir Directors shall be responsible for all aspects of the operation of the bands and choirs, respectively.
- (g) The Past-President shall assist the executive in its yearly operations.
- (h) The Board of Education Liaison Person shall act as a liaison between the Board of Education and the Executive.

Article II — Elections:

- (a) A nominating committee may be appointed by the President at the September executive meeting. The Past President shall act as chairman. Vacant positions shall also be identified at the October meeting and posted on the SWAMP web page.
- (b) Nominations may be made from the floor at the Annual General Meeting.
- (c) Officers are to be elected at the Annual General Meeting in November. (d) Elected officers will take office at the Annual General Meeting.

Article III- Fiscal Year:

The fiscal year shall be September to August 31st of each year.

Article IV- Funds:

All funds shall be kept in a chartered bank or credit union. The signing officers for the bank account shall be the Treasurer, the President, the Vice-President, and the Secretary. Signatures of two signing officers are required on each cheque.

Article V- Financial Review:

A financial reviewer shall be appointed by the membership at each annual meeting. He/she shall provide a review of the financial records of the Association at least once each year.

Article VI- Dissolution:

If the Sheldon-Williams Area Music Parent Association, Inc. shall at any time disband, any monies in the treasury shall be turned over to the Regina Board of Education of the Regina School District #4 Saskatchewan for use by the music department of Sheldon-Williams Collegiate.

Amended November 25, 2003; November 25, 2008