



MARLBOROUGH PUBLIC SCHOOLS MUSIC ASSOCIATION
PO Box 200
Marlborough, Massachusetts 01752

BY-LAWS

SEVENTH EDITION, 2012

The Marlborough Public Schools Music Association (hereinafter known as “MPSMA”) is organized as a Massachusetts corporation for the purpose of providing support to the performing music groups in the Marlborough High School, the Whitcomb Middle School, the Kane, Richer, and Jaworek Elementary Schools, Early Childhood Center and the Phoenix Program (hereinafter collectively known exclusively as “Marlborough Public Schools”). The MPSMA is organized exclusively for charitable purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

The following rules and regulations are the governing bylaws of the MPSMA.

ARTICLES

- 1- Name of Organization
- 2- Purpose of Organization
- 3- Membership
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ARTICLE 1 - NAME OF ORGANIZATION

Section One. The official name of this organization shall be the Marlborough Public Schools Music Association (hereinafter known as “MPSMA”).

ARTICLE 2 - PURPOSE OF THE ORGANIZATION

Section One. The MPSMA is organized as a Massachusetts corporation for the purpose of providing support to the performing music groups in the Marlborough High School, the Whitcomb Middle School, the Kane, Richer, and Jaworek Elementary Schools, the Early Childhood Center and Phoenix Program (hereinafter collectively known exclusively as “Marlborough Public Schools”). The MPSMA is organized exclusively for charitable purposes under section 501 (c)(3) (pending) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section Two. The MPSMA shall render financial support when, and as much as possible, to any and all of the performing music groups of the Marlborough Public Schools. A list of needs not funded by the City of Marlborough, MA, shall be presented to the MPSMA at the June meeting.

Section Three. The MPSMA may be requested by the Music Coordinator to render physical assistance when necessary and its members are expected to cooperate. Such assistance may be in the form of chaperones, transportation or anything the Music Coordinator feels warrants the aid of the MPSMA.

Section Four. The MPSMA shall do anything and everything within its power financially and physically to promote music education in the Marlborough Public Schools.

ARTICLE 3 - MEMBERSHIP

Section One. Membership of the MPSMA shall include all parents and/or guardians of every student who is a member of the performing music groups in the Marlborough Public Schools. Membership shall also be open to any interested adult or music group alumnae. All members are encouraged to serve on a standing committee.

ARTICLE 4 - OFFICERS

Section One. The officers of the MPSMA shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Music Coordinator

ARTICLE 5 - DUTIES OF OFFICERS

Section One. The President of the MPSMA shall be the presiding officer at each meeting of either the MPSMA or of the Executive Board and shall be an ex-officio member of all subcommittees.

Section Two. The Vice President, in the absence of the President of the MPSMA, shall be the presiding officer at each meeting of either the MPSMA or the Executive Board and shall assume full responsibility and authority in the temporary absence of the President.

Section Three. The Treasurer shall be responsible for maintaining the funds and financial records. The Treasurer shall deposit all proceeds and pay all obligations in a timely manner and shall read or make available a report on the financial transactions at each meeting of the MPSMA.

Section Four. The Secretary shall be responsible for maintaining accurate records of the proceedings and transactions that take place at each meeting and shall read or make available a report on the previous meeting. The Secretary shall also be responsible for all correspondence of the MPSMA and must keep on file original copies of all such correspondence.

Section Five. The Music Coordinator of the Marlborough Public Schools system shall be a non-elected officer of the MPSMA and shall act in an advisory capacity on any matter concerning the Marlborough Public Schools music programs.

ARTICLE 6 - ELECTION OF OFFICERS

Section One. At the April meeting the President shall request four members to volunteer for the nominating committee.

Section Two. Prior to the May meeting, the nominating committee shall meet to elect a chairperson and to contact members of the MPSMA for acceptance for each office. The chairperson shall prepare a report to be submitted to the MPSMA at the May meeting.

Section Three. The President shall direct the chairperson of the Nominating Committee to present the report to the MPSMA and shall ask for comments and vote on its acceptance or rejection by a show of hands. If other nominations are received, a vote will be taken for each position. If no further nominations are received, nominations will be closed and the secretary shall cast a vote for the slate.

Section Four. If the MPSMA votes to accept the nominating committee report, the officers shall take their official position at the conclusion of the June Annual meeting.

Section Five. The term of office shall be for, but not limited to, one (1) full year.

ARTICLE 7 - EXECUTIVE BOARD

Section One. The Executive Board shall consist of the elected officers, the Music Coordinator, and the chairpersons of Standing Committees. In the event that important business arises between regular monthly meetings or when a time element does not allow the calling of a special meeting, the Executive Board shall convene to act upon the matter. The President shall be the chairperson of the Executive Board and shall confer with the other members of the Board to make the necessary decisions of the matter at hand. This action empowers the Executive Board to act on an emergency basis. The President may invite other individuals to the meeting to accomplish the task at hand. The President must submit a report of the particular situation at the next monthly meeting of the MPSMA. The President shall then direct the MPSMA to comment on the report as read.

Section Two. The Executive Board shall not be authorized to commit the obligations of the MPSMA in any financial matter exceeding \$1,000.00.

Section Three. A quorum of any Executive Board meeting shall be no fewer than four (4) members.

ARTICLE 8 - STANDING COMMITTEES

Section One. The various tasks of the MPSMA shall be coordinated through Standing Committees. The members of each Standing Committee shall assume full responsibility for completion of the tasks of their committee. Each Standing Committee shall report on progress to and, when necessary, seek the assistance of the MPSMA.

Section Two. The Executive Board shall determine the need for specific Standing Committees and appoint a chairperson to each committee. The Executive Board and Music Coordinator shall annually assess the needs of the MPSMA and the Music Department and adjust the Standing Committees as required to meet those needs. Standing Committees may include: Trip, Publicity and Grants, Website, Banquet, Volunteers, Concessions, Fund Raising, Candy and Gift Wrapping. Confirmation of the Standing Committees shall be announced at the June Annual meeting.

Section Three. No Standing Committee shall commit the MPSMA financially, materially or physically without first having presented the details to the Executive Board and then to the MPSMA.

Section Four. Standing Committees shall meet as necessary to conduct their business. Each committee chairperson or designee shall give a full account of the committee's activities to the Executive Board and at the next monthly meeting of the MPSMA.

ARTICLE 9 - MEETINGS

Section One. The MPSMA shall meet on a monthly basis with the exception of the months of July and August. The time and place of each monthly meeting shall be determined by the Executive Board but may be subject to change by a majority vote.

Section Two. Any member, at an MPSMA meeting, after addressing and being recognized by the presiding officer, may speak freely on any matter of business pertinent to the MPSMA but must behave in an orderly manner at all times.

Section Three. The voting shall be governed by the "majority-rule" system and the word "majority" shall mean 51% of the members in attendance at the meeting at which the voting takes place. This method of voting shall be consistent throughout the function of the MPSMA on any and all subjects that require voting.

ARTICLE 10 - QUORUM

Section One. The quorum of the monthly meeting shall be no fewer than five (5) members.

ARTICLE 11 - FUNDS (CONTROL OF)

Section One. The MPSMA's funds shall be on deposit in a local bank designated by the Executive Board and shall be deposited in an account entitled "Marlborough Public Schools Music Association".

Section Two. The authorization for withdrawal of the MPSMA funds or the payment of bills shall be by signature of the Treasurer as directed by the President of the MPSMA. In the absence of the Treasurer, the President shall also be authorized to sign checks.

Section Three. Expenditures of the MPSMA funds exceeding \$1,000.00 shall be authorized only by direction of the President or Vice-President after a vote by the MPSMA. Said action to be recorded by the Secretary.

ARTICLE 12 - FUND RAISING AND USE

Section One. The MPSMA may undertake any legitimate fund raising activity providing such activity does not interfere with school or music group activities. Fund raising is undertaken to provide general funds to meet obligations of the MPSMA, to provide funds for a specific project, or to provide an opportunity for students to each earn credit towards the cost of a trip or activity for which the student will be expected to share in the expenses.

Section Two. The General Funds, at the discretion of, and by majority vote of, the MPSMA, may be used for anything beneficial to the Marlborough Public Schools' music students, or for anything that will promote good music education in the City of Marlborough.

Section Three. A Scholarship Committee shall be formed no later than the March meeting of the MPSMA. The Scholarship Committee shall consist of the Music Coordinator, the President of the MPSMA and two members selected by the President. If any of these Scholarship Committee members has a relative applying for the scholarship, an alternate committee member shall be appointed for that person. The Scholarship Committee shall meet on or before April 15th of each year to make its selection of three (3) recipients and one (1) alternate for the MPSMA Scholarship; one (1) recipient and (1) alternate for the MPSMA Cosmo Valente Scholarship and two (2) recipients for the MPSMA Spirit of Music Award. The choice of the committee must not be made public until after graduation.

The recipients of the MPSMA and MPSMA Cosmo Valente scholarships will receive a certificate at graduation and a \$750.00 cash award will be awarded to each student after completion of the first semester and registration for the second semester at an institution of higher learning. The recipients of the MPSMA Spirit of Music Award will each receive a \$250.00 cash award at graduation.

Each student is eligible to receive only one MPSMA scholarship or award.

The MPSMA reserves the right to withhold any scholarship or award in the event that there are no qualified applicants.

Section Four. To be eligible for a Scholarship a student must apply through the Guidance Office prior to the deadline determined by the Guidance Office. All applicants must be members of the Marlborough High School senior class and a member of a Marlborough High School music performing group.

For the MPSMA and MPSMA Cosmo Valente Scholarships, applicants must matriculate at an approved degree granting institution of higher learning. First consideration shall be given to students intending to major or minor in music. Applicants will be considered on the basis of academic standing, music ability, leadership and participation in music activities at Marlborough High School. Any involvement in music activities outside of Marlborough High School should be looked at in a positive manner.

For the MPSMA Spirit of Music Award, applicants will be considered on the basis of involvement in MHS music ensembles and music activities and must demonstrate a profound affect that music has had in their personal lives. Any involvement in music activities outside Marlborough High School should be looked at in a positive manner.

Section Five. The MPSMA shall be financially responsible for the procurement of appropriate awards for graduating members of the high school performing music groups. Said awards shall be determined by the Music Coordinator and presented to individuals designated by the Marlborough High School music teachers.

Section Six. The MPSMA shall be financially responsible for an annual banquet to be given free of charge to all members of the high school performing music groups and color guard. This banquet shall be scheduled during the spring of each year.

Section Seven. The MPSMA shall present a Student Alumni Card to all graduating music students. The Student Alumni Card entitles the recipient to free admission to all Marlborough Public School music programs within the Marlborough Public School system for a period of five (5) years.

Section Eight. The MPSMA may recognize an individual(s) for dedication and outstanding contributions to the MPSMA through presentation of an award known as the Cosmo Award. This award may be given annually. The President shall appoint a committee no later than the April meeting to review the current MPSMA membership for candidates deserving of the award. The committee shall consist of at least three (3) members, two (2) of whom (if possible) are to be past Cosmo Award recipients. The recipient(s) of the award will be someone who has taken an active role in the MPSMA but does not have to have a student in the music program. If, in the opinion of the committee no individual is deserving of the award, the committee shall so state and no award will be presented that year.

ARTICLE 13 - AMENDMENTS TO THE MPSMA BYLAWS

Section One. Proposed amendments to the bylaws must be submitted, in writing, by any member of the MPSMA to the Secretary who, in turn, will distribute the proposal to the MPSMA at two (2) consecutive monthly meetings. The President will then direct the MPSMA to act on the acceptance or rejection of the proposal.

Section Two. The Marlborough Public Schools Band Association Bylaws as outlined in the preceding pages of this document have been approved and accepted by a majority vote of the MPSMA as a body at a meeting held at the Marlborough High School on Monday, May 23, 1960.

Section Three. The Marlborough Public Schools Music Association Bylaws as outlined in the preceding pages of this document have been amended and accepted by a majority vote of The Association as a body at a meeting held at the Marlborough High School on Monday, June 1, 1992.

Section Four. The Marlborough Public Schools Music Association Bylaws as outlined in the preceding pages of this document have been amended and accepted by a majority vote of The Association as a body at a meeting held at the Marlborough High School on Monday, May 3, 1993.

Section Five. The Marlborough Public Schools Music Association Bylaws, as outlined in the preceding pages of this document, have been amended and accepted by a majority vote of The Association at a meeting held at the Marlborough High School on Monday, November 4, 2002.

Section Six. The Marlborough Public Schools Music Association Bylaws, as outlined in the preceding pages of this document, have been amended and accepted by a majority vote of The Association at a meeting held at the Marlborough High School on Monday, June 5, 2006.

Section Seven. The Marlborough Public Schools Music Association Bylaws, as outlined in the preceding pages of this document, have been amended and accepted by a majority vote of The Association at a meeting held at the Marlborough High School on Monday, December 7, 2009.

We the undersigned, acknowledge the acceptance and approval of this document on Monday, May 23, 1960.

President, Daniel J. Kenney
Vice-President, Charles F. Kulevich
Recording Sec., Dorothy S. Holden
Corresponding Sec., Dorothy S. Holden
Treasurer, Cosmo A. Valente

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, June 1, 1992.

President, Roberta Stier
Vice-President, Kathleen Cicerone
Secretary, Hedy Dolan
Publicity Manager, Monica Walker
Treasurer, Brian Pilling

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, May 3, 1993.

President, James Baldinger
Vice-President, Diane McNally
Secretary, Marguerite White
Publicity Manager, Monica Walker
Treasurer, Brian Pilling

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, November 4, 2002.

President, Joanne Hanson
Vice-President, Marlene Manell
Secretary, Michelle Darling
Treasurer, LuAnn Woodworth
Music Director, Joan Toohey

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, June 5, 2006.

President, Marlene Manell
Vice-President, Carol Wood
Secretary, Ruth Crowell
Treasurer, Lauren Aradi
Music Director, Jonathan Rosenthal

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, December 7, 2009.

President, Marlene Manell
Vice-President, Carol Wood
Secretary, Ruth Crowell
Treasurer, Joanne Kotsopoulos
Music Director, Jonathan Rosenthal

We the undersigned, acknowledge the acceptance and approval of this revision on Monday, April 2, 2012.

President, Marlene Manell
Vice-President, Carol Wood
Secretary, Ruth Crowell
Treasurer, Joanne Kotsopoulos
Music Director, Jonathan Rosenthal