

Collège Sturgeon Heights Collegiate Music Parents Association Constitution
Version 2009/10

1. PURPOSE

- a) To further the musical and education dimensions of all students enrolled in Sturgeon Heights Music program.
- b) To provide support for all music programs, which will be carried out without purpose or gain for its members and any surplus or other accretion, shall be used for the benefit of the music program.

2. MEMBERSHIP

1 Executive Officer (elected positions):

- a) Executive officer positions for the Association shall be elected as follows:
 - Chairperson 1 year term
 - Vice-Chairperson 1 year term
 - Secretary 1 year term
 - Treasurer 1 year term
- b) Executive Officers may vote at all meetings.
- c) Executive Officers may be re-elected for more than one term
- d) The Chairperson shall preside at all meetings of the Executive Committee and at annual and general meetings. In the Chairperson's absence, the duties shall be performed by the Vice-Chairperson or delegate.
- e) The Chairperson or delegate may attend any sub-committee meeting.

2 Assistant Executive Officers:

- a) Assistant Executive Officers shall be members from the general membership who agree to assist the Executive Officers with tasks such as liaison for fundraisers, public relations, nominating committee, music trips, etc. Up to five additional persons may be nominated and approved by the Executive Officers.
- b) Assistant Executive Officers have voting privileges.

3 Liaison Resource(s):

- a) The Music Director(s) shall be the liaison person(s) to maintain the communication link between the Association, Collège Sturgeon Heights Collegiate staff, music students and the School Division.
- b) The Music Director(s) may not participate in any Association voting.
- c) The Music Parents Association acknowledges that responsibility for the various music programs lies with the Music Director(s) at Collège Sturgeon Heights Collegiate. The Association will not make decisions or engage in activities that are in conflict with the goals of the music program

4 Past Chairperson:

- a) The Past Chairperson is an honorary position to assist the Chairperson and has no voting privileges.

5 General Membership:

- a) Members shall be parents or guardians of students who are active in the Collège

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Sturgeon Heights Collegiate band or choral music program or such other members as the Executive may approve.

- b) Members shall participate in voting at the annual and general meetings.

3. MEETINGS

Unless otherwise provided, questions arising at any meeting shall be decided by a majority of the voting voices present. When the voices are equal, but not otherwise, the Chairperson shall have a vote.

1 Executive Committee meetings:

- a) Executive Officers and Assistant Executive Officers form the Executive Committee of the Association and shall meet at the call of the Chair, not less than six times in every school year.
- b) Unless otherwise provided, decisions by the Executive Committee shall be effected only when a majority of the elected Executive Officers are in attendance.
- c) The general membership may attend Executive Committee meetings, however shall not have voting privileges.
- d) Any Association business transactions conducted outside Executive meetings must have the sanction of the majority of the elected Executive Officers, be reported at the next Executive meeting and be entered in the minutes.

2 Annual Meeting:

- a) The annual meeting of the Association shall be held in September of each year upon a date fixed by the Executive Officers.
- b) Business to be transacted at annual meetings shall be as follows:
 - i) Discussion and adoption of minutes of previous annual meeting.
 - ii) Discussion and adoption of the following annual reports:
 - Chairperson
 - Treasurer
 - Director(s)
 - iii) Election of new Executive Officers.
 - iv) New business.
- c) All members may vote at the annual meeting.
- d) Amendment to the Association Constitution may only be approved at the annual meeting or at a special meeting provided the notice of motion to amend is filed with the Secretary at least ten days prior to the meeting and membership is notified. A change in the Association Constitution shall be effected only with the support of two-thirds of the voting members in attendance at the meeting.

3 General Meetings:

- a) Other than the annual meeting, additional general meetings may be called by the Executive Officers, Music Director(s) or requested by the general membership.

4 Notice of Meetings:

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- a) Notice of annual and general meetings of the Association shall be provided to members at least one week prior to the date of any such meeting.

4

Sub-Committee Meetings:

- a) Sub committees will be established as directed by the Executive to accomplish a specific task. Members will be from the general membership. Regular meetings will be held until the task is completed.
- b) Sub-committee reporting: All sub-committee Chairperson(s) or delegate must report the respective committee's progress to the Executive's Chairperson on a regular basis. Copies of all minutes and reports must be submitted to the Secretary for filing.

4. FUNCTIONS

1.

Support all Music Programs and Related Activities:

- a) Provide annual Association Scholarships and Awards:
 - i. Award annual Scholarship(s) for post-secondary music education.
 - ii. Award annual Music Camp Award(s).
- b) Obtain finances through fundraisers and sponsorships to assist with expenses for Music programs which are over and above those which are the responsibility of the School Division.

Association funds shall support the following:

- i. Music scholarship and camp award;
- ii. Purchase of music;
- iii. Defray expenses for music specialists;
- iv. Defray expenses for concerts, performances festivals, competitions, tours and other associated costs;
- v. Defray expenses for transportation, accommodation, meals, and other associated costs;
- vi. Purchase and maintenance of uniforms;
- vii. Purchase and maintenance of musical instruments and sound equipment;
- viii. Publicity and
- ix. Other related expenses.

2

Complete Executive Committee Activities:

- a) Conduct business or affairs on behalf of the Association.
- b) Elect person to vacant Executive officer position for unexpired term when Executive position becomes vacant.
- c) Annually appoint a Nominating Committee consisting of two Executive officers and two members at large to nominate a slate of Executive officers for the ensuing year at the annual meeting

3

Maintain Accurate Records:

- a) The Secretary shall record minutes for the proceedings of all Executive, annual, and general meetings. All Association books, minutes, reports, and papers shall be in the custody of the Secretary, Treasurer, or other person authorized to have possession of the same by resolution of the

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Association.

- b) The Treasurer shall control and supervise the collection and receipt of all monies payable to the Association and record all transactions.
- c) The Association financial records shall be audited by a qualified person(s) appointed by the Executive Committee prior to the annual meeting and a report submitted to the general membership.
- d) The year end of the Association shall be June 30 of each year.

4 Promote Positive Public Relations:

5 Communication

- a) Post a copy of all Executive, annual and general meetings in the music room.
- b) Provide regular updates to members on Association activities and Music program activities and business through appropriate outlets such as the school website and newsletter
- c) Publicize music program achievements.
- d) Support public performances.

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BYLAW #1

STURGEON HEIGHTS MUSIC PARENT'S ASSOCIATION FINANCE POLICY

I. Reporting

1. The Executive Committee shall review and approve monthly statements of receipts and disbursements.
2. Financial accounting shall be done in a meaningful manner in accordance with generally accepted accounting principles.
3. The fiscal year end of the Association shall be June 30 each year.
4. Financial statements shall be reviewed annually by an accredited accountant.

II. Purchasing, Commitments and Payments

1. All purchases and commitments shall be approved by the officers of the Executive.
2. Receipts for purchases must be submitted to the Treasurer. Subject purchases will be recorded on a prescribed form for submission for payment / reimbursement.
3. Methods of purchasing available to an authorized purchaser include:
 - a) Purchase with Supplier credit -by having the supplier invoice the Association for goods / services.
 - b) Purchase on delivery -this procedure applies to C.O.D. purchases approved by the Executive in advance. Cheque /petty cash payments are prepared in advance to exchange at the time of taking possession of the goods. No refunds will be advanced without prior approval.
4. All payments shall be approved by the two of the Executive officers and all cheques shall be signed by two of: Chairperson, Vice-Chairperson, Treasurer and Secretary.
5. Inventory List
 - a) Complete inventory lists shall be maintained and updated at the time of any inventory acquisition or disposal.
 - b) Inventory on hand at the end of the fiscal year will be compared to the inventory list and forwarded to the Association's auditor.
 - c) Assets purchased for the Collège Sturgeon Heights Collegiate Music Program and for which title will be transferred to Collège Sturgeon Heights Collegiate will be supported by receipts issued by the school for goods received.

1. Amended Nov. 12, 1996 -Changed from: All payments shall be approved and signed by the two Executive officers, i.e. the treasurer and the chairperson.

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III. Receipts

1. All receipts shall be subject to proper internal control procedures and generally accepted accounting principles. Whenever possible, acceptance of cheques should be encouraged over cash.
2. Receipts shall be for all funds remitted for deposit to the treasurer. Individual receipts for funds received by Sturgeon Heights Music Parents Association will be issued only upon request. All funds shall be deposited intact, as soon as is practicable. Under no circumstances are funds to be withheld from deposit and used for other purposes.
3. Government Sources -all revenue from any government source will be supported by documentation and/or remittance advice.
4. Corporate Cash Donations -all cash donations will be supported by documentation and/or remittance advice. All donations shall be issued a tax deductible receipt.
5. Individual Cash Donations -all cash donations from individuals will be made out to Sturgeon Heights Music Parents Association and all donations shall be issued a tax deductible receipt.
6. Bank Deposits -all bank deposits will be supported by documentation identifying the sources of the funds and the accounts to be credited. The documentation shall include a reconciliation of receipts issued to the funds deposited.
7. Gifts-in-Kind -In accordance with the guidelines provided by the CLC.A. Handbook, all tangible goods are recognized at the "fair market value".

The fair market value for the goods is determined through consultation with the supplier. Written confirmation of that value should be received, where possible, by a disinterested third party in cases where the value suggested by the supplier is questioned. The lower of the value suggested by the supplier or the independent supplier, will be used.

IV. Investments

1. Idle funds shall be invested in risk free short-term investments under the authority of the Executive.
2. Gifts-in-Kind should be assigned an estimated cash value if the item / service has an assessable fair market value. Volunteer services by definition will have no dollar value assigned.

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V. General

1. The Music Parents Association should never "Interim Finance" the school music budget. If the school's music program budget has a shortfall, the school and/or music directors should come to the Music Parent's Association and ask for a donation to the budget. Such donations would be at the discretion of the executive and if granted would require a tax receipt from the school.
2. Fund Raising - All fund raising that involves products such as candy or entertainment book that are delivered to the Music Parent's Association /School prior to money being collected must be organized & run directly by either a member of the Music Parent's Association or a Music teacher. Music students may organize fund raisers but they must be of a type where funds are collected prior to any goods being ordered or received.
3. All fund raising activities are to be completed before May 1st.
4. Music Program Travel-Fee payment and refunds for all music program trips will be made in accordance with Fee Payment and Refund Policy Adopted June 8, 2008 (Attachment A) Students unable to raise the money prior to the due date must make written application to the Music Parent's Association on a one-time individual basis for special consideration.
5. Money left in student accounts when a band student leaves the program becomes property of the Music Parent's Association. If the student has a sibling entering the program within 2 years the money will be held for the sibling upon written request.

Attachment A

Fee Payment and Refund Policy
Adopted June 10, 2008

The Music Program provides a variety of opportunities for students at Sturgeon Heights Collegiate to participate in extra-curricular music activities. These activities require a great deal of advance planning as well as a financial commitment guaranteed and underwritten by the Music Parent Association. In most cases the Music Parent Association is required to provide non-refundable deposits to bussing or tour companies. Every effort is made to keep costs to a reasonable level. The cost to students is calculated on the basis of the number of students who say they will participate in a given trip. When students cancel, the cost to the remaining participants goes up, in some cases prohibitively. To this end it is necessary for all students and their parents to understand the fee payment and refund policy of the Sturgeon Heights Music Parents Association.

Fee Payment

- Deposit of 25% (or a minimum of \$50.00) of trip fees payable to confirm reservation.
- A payment schedule will be posted for each trip. Balance of fees due in accordance with individual trip schedule. If we do not receive timely payments by the scheduled due dates Sturgeon Heights Music Parent Association will consider that you have cancelled your trip.
- Additional refund or payment restrictions may be imposed by the tour company. Please read your information package for full details.
- It is not possible to make individual pricing arrangements for students. For instance if you pick up or drop off your child rather than use the tour bus we will not be able to adjust the cost to the student.
- In the event of a significant overestimation of trip costs the Sturgeon Heights Music Parent Association will credit each student's Music account with the difference.
- Sturgeon Heights Music Parent Association will deduct any fees for dishonoured cheques from the student's account and reserves the right to ask for certified cheques, money order or other secured form of payment for any future payments.

Refund policy

- Deposits are not refundable.
- If a student's behaviour is deemed inappropriate by the music directors and/or the school administration she/he will be sent home at the parent's expense.
- If a student is sent home for inappropriate behaviour no portion of their fees will be returned.
- If a student is sent home for health or emergency reasons the refund of their fees is at the sole discretion of the Sturgeon Heights Music Parents Association pending a written request by the student or his/her parents.
- All other requests for refunds must be presented to the Sturgeon Heights Music Parents Association, in writing, within 30 days of the commencement of the trip.