

# Parents of Performers (POPS) By-Laws

## Article I – NAME

The name of the organization, association, or corporation shall be the Parents of Performers, otherwise known as POPS.

## Article II – Purpose and Mission

The purpose of POPS shall be to provide support consisting of providing operating funds, volunteer services, and organizational coordination as requested by the Coginchaug Regional High School (CRHS) Directors of Music and as approved by the members of POPS.

The mission of POPS shall be to work together with the CRHS Directors of Music and professional staff to:

1. Promote and encourage all music-related programs under the direction of the CRHS Directors of Music, hereinafter referred to as CRHS Music, to reach their fullest potential
2. Support the music and performance programs as defined by the CRHS Directors of Music
3. Promote the interest of CRHS Music within the local community
4. To build and maintain an organization of parents/guardians which will help promote the general activities of CRHS Music
5. Promote and encourage musical excellence, teamwork, and cooperation in an environment of mutual respect and dignity in the spirit of the Regional School District 13 Core Ethical Values

There should be no interference from POPS officers or members in the actual operation of the CRHS Music. POPS is a service group and not an advisory group.

## Article III - Legal Definition and Rules of Order

1. POPS is a 501(c)(3) tax-exempt organization
2. The fiscal year shall end on June 30 of each year.
3. The principal address for the transaction of business for POPS shall be: PO Box 20, Durham, CT 06422. The Executive Board has full power and authority to change the principal address from this location to another location within the same county at any time.
4. The By-Laws may be amended at any meeting or special meeting of the membership by a quorum of all members eligible to vote as defined by Article IV-2.
5. The By-Laws are to be reviewed every three years by a committee appointed by the President.

## Article IV – Membership

1. Membership in POPS shall be open to all parents or legal guardians of students currently enrolled in CRHS Music and others who support the purposes and mission of POPS.
2. Eligible voting members of POPS are members who have attended at least 3 meetings during the current and/or previous fiscal year.
3. There shall be no special assessments for members of POPS.
4. Property Rights: No member shall have any rights to or interest in any of the property or assets of POPS.

5. Non-liability of Members: No individual member of POPS shall be personally liable for the debts, liabilities or other obligations of POPS.
6. Membership Register:
  - a. POPS shall maintain a membership register containing the parent or legal guardian name(s), student name, address, phone number(s), email address, grade, instrument and membership status of all current members of the organization.
  - b. The record of names and addresses of the members of POPS shall constitute the membership list of this corporation and shall not be used, in whole or in part, by any person for any purpose not reasonably related to a member's interest as a member in support of CRHS Music.

#### **Article V – Officers of POPS**

The Officers of POPS shall consist of the President, Vice-president, Treasurer, and Secretary. Officers are elected from the members of POPS who are eligible as defined in Article IV-2.

1. The term of office for each officer shall be one year.
2. Officers may not serve more than 3 consecutive one-year terms in the same position. Interim appointments of election shall not be counted as a one-year term.
3. The terms of the Officers shall commence on July 1 and shall serve until end of the term.
4. The duties of the Officers are described in the POPS Roles and Responsibilities document.
5. Officers may approve unexpected expenditures up to \$250 via email.
6. Officers serve strictly on a volunteer basis without compensation.
7. Nominations and elections for the Officer positions shall occur during the May meeting of POPS. Nominations for candidates can be communicated to the current Secretary before the meeting or from the floor.
8. Outside of POPS Officers, delegation to a POPS member to engage in any type of communications on POPS behalf (representing the POPS organization) with internal district administration or any external parties will be discussed and voted on at a monthly meeting and communicated to the music directors. This will ensure items communicated are clearly defined and agreed upon by all present POPS members. In the event of a time sensitive matter, an email agreement by the Officers will take the place of a member vote.

#### **Article VI – Meetings**

1. General Meetings:
  - a. POPS shall hold a minimum of four general meetings per year.
  - b. Dates for general meetings will be communicated to members via email, posted on the CRHS calendar, the POPS website, and through social media.
  - c. General meetings shall be held at CRHS, as designated by the Officers.
2. Election Meeting: The last meeting of the year shall consist of approval of the budget and election of officers for the following fiscal year.
3. Special Meetings: The Officers may call special meetings of members for any purpose anytime. Special meetings may also be held upon written request to the President or Vice-president by not less than ten percent (10%) of the members of POPS.

4. Notice of Meetings: Reminder notice of all POPS meetings shall be provided at least two (2) school days before the meeting date. Notice shall be given by email or through social media.
5. Voting: Members eligible to vote are defined in Article IV-2. The voting rights of all Members are equal. Each Member shall be entitled to one vote on all matters. Voting shall not be allowed by proxy or by absentee ballots. Cumulative voting shall not be allowed.
6. Conduct of Meetings:
  - a. POPS meetings shall be conducted in accordance with Robert's Rules of Order under the direction and control of the Parliamentarian, provided that, in his or her absence, the presiding officer shall appoint another person to act as Parliamentarian of the meeting. Rules governing POPS meetings may be revised insofar as such rules are not inconsistent with or in conflict with the bylaws, the Articles of Incorporation of POPS, or with State and Federal laws.
  - b. These meetings shall be presided over by the President of POPS or, in absence, by a Vice President. The secretary of POPS shall act as secretary at all meetings, or in absence, the presiding officer shall appoint another person to act as secretary of the meeting.
  - c. Quorum: A quorum for meetings of the general membership shall consist of all members present who are eligible to vote.

## Article VII – Financials

1. Collection and Disbursement of Funds: POPS funds shall be obtained from five primary sources: Gifts and contributions, grants, proceeds from approved fundraising activities, event ticket and food sales, and sponsorships
2. Financial Reports: Financial Reports include income, expenses, and cash on hand. The financial report shall represent financial status of no older than two (2) weeks. A financial report shall be prepared by the Treasurer and presented at the general meetings.
3. The budget committee shall be comprised of the Officers and can include the Directors of Music as ex-officio members. A proposed budget will be developed for the following fiscal year and shall be presented to the membership prior to the end of the current fiscal year for approval at the last meeting.
4. Once the annual budget has been approved by POPS, allocation of Funds for non-budgeted items shall be handled according to the following terms and conditions:
  - a. Non-budgeted items that become necessary for purchase during the course of the budget year and exceed \$2,000 shall require vote approval of POPS during general meeting.
  - b. POPS members shall be notified when non-budgeted items are planned for vote at least one week prior to the meeting when the vote will take place.
  - c. If a non-budgeted emergency arises and funding up to \$2,000 is immediately necessary, a special meeting of the Officers shall be convened to vote on the non-budgeted item. If such an emergency condition results in the Officers allocating funds outside the approved budget, members of POPS shall be advised of the situation at the next general meeting.
  - d. In all cases, the allocation of funds to a non-budgeted item shall not be made when funds and/or unallocated reserves are not available to cover projected expenses.

## **Article VIII - Student Account Policy**

Money raised by CRHS music students through POPS sponsored fundraisers is deposited into a POPS issued bank account and held in the Liabilities Account "Students Account Payable". Such funds are earmarked with students' names and can be used to pay toward music-related trips or other expenses that have been approved for payment by POPS in cooperation with the Directors of Music. Once a student graduates from CRHS Music, any remaining funds become holdings of a younger sibling who is active in CRHS music. Following graduation of the last family member to be active in CRHS Music, any funds remaining in "Students Account Payable" are transferred into the POPS General Fund. Remaining money is never refunded to students or students' families. However, a written request may be submitted to the Officers of POPS to have the remaining funds used towards a specific music-related purpose.

## **Article IX – Music Scholarship**

A music award of \$1000 shall be granted each year to an outstanding student(s) graduating from CRHS who has consistently demonstrated passion and dedication to music.

1. Eligibility: to be eligible, the applicant must have participated in at least one music program or class at CRHS.
2. The Vice-president shall be responsible for administering the music award application process and ensure the anonymity of the applicants.
3. The applications shall be evaluated by volunteers from the Board of Directors of the Coginchaug Valley Education Foundation (CVEF).
4. If no applications are received, no awards will be granted.
5. The amount of the award shall be subject to change by POPS if the funds are not available due to difficulties in fundraising.

## **Article X – Dissolution**

Upon dissolution of POPS, assets shall be distributed for one or more exempt purposes within the meaning of section 501(3)(c) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### Document History:

Approved: April 1996

Amended: Oct-1997, Oct-2000, Apr-2003, May-2003, May-2006, May-2009, May-2012

Sept-2017 (electronic document)

### Summary of Major Changes for Sept-2017 Amendment

1. Removed reference to Regional School District 13 budget in purpose/mission statement.
2. Removal of language regarding nominating committee for officers