

SHREWSBURY SCHOOLS PERFORMING ARTS ASSOCIATION, INC.
("SSMA")
Shrewsbury, Massachusetts

BY-LAWS

ARTICLE I NAMES; FISCAL YEAR; DEFINITIONS

The name of this organization (herein known as the "Association") shall be Shrewsbury Schools Performing Arts Association, Inc. It shall also do business as the "SSMA," the "Shrewsbury Schools Music Association," and the "Shrewsbury Schools Music/Theater Association."

The Fiscal Year will run July 1 through June 30.

"SPS" shall mean the Shrewsbury Public Schools.

ARTICLE II PURPOSE

The Association's purpose shall be:

To lend all possible support in assisting and encouraging the program of performing arts education in the SPS;

To arouse and maintain an enthusiastic interest in the various activities of the performing arts programs;

To cooperate with those in charge of performing arts activities to the end that these programs be brought to, and kept at, the highest degree of excellence;

To raise and appropriate funds for awards, scholarships, trips, uniforms, and other Association functions; and

To grant scholarships to deserving seniors of Shrewsbury High School who plan to attend an accredited college, university, or conservatory.

ARTICLE III BOARD OF DIRECTORS

Section 1 Composition

No more than thirty voting members will complete the Association's membership.

A majority of members shall be parents/guardians of students actively participating in an SPS performing arts group.

SPS performing arts staff may not be voting members, but shall be non-voting members *ex-officio*. Other SPS teachers and other non-SPS performing arts teachers may be voting members.

Section 2 Term; Election; Attendance; Resignation

Terms of Board Members shall be one year, running July 1 to June 30.

At the Annual Meeting, the incumbent Board shall elect the new Board for the following year. Throughout the year, the Board may elect new members from interested parties who have attended two consecutive Board meetings.

Any member unable to attend a meeting must contact an Officer, prior to the meeting. If a member is absent from three or more Association meetings within a school year or does not or cannot fulfill his/her responsibilities, the member may be contacted by an Officer to ascertain his/her level of continuing interest, and the Board may elect to remove the member.

Any member may resign by contacting an Officer in writing.

Section 3 Powers

The Board of Directors shall have the power—

To aid the Officers, chair/serve on committees, participate in all meetings, and perform Association activities.

To transact necessary business in regular monthly Association meeting while school is in session, and such other business as may be referred to the Association.

To approve the plans of work carried out by appointed committees.

To present reports at the regular Association meetings.

To approve all Association expenditures in excess of three hundred (300) dollars. The President or Vice President may approve expenditures of lesser amounts at their discretion.

To create committees other than those named in the by-laws. The chairperson of any committee shall be subject to the provisions of these by-laws and, if not a voting member, shall be accountable to a voting member. The size, membership, etc., of these committees will be determined by the task at hand.

To fill all vacancies in any elected office, in the membership of any committee, and in its own membership.

ARTICLE IV EXECUTIVE COMMITTEE

Section 1 Membership

The Executive Committee shall consist of the Association's Officers and the Director of Performing Arts.

The Director of Performing Arts, or his/her delegate, shall be a non-voting member *ex officio* of the Executive Committee.

Section 2 Officers; Election; Eligibility; Term; Resignation; Vacancy

The Association's Officers shall be: President, Vice President, Secretary, Treasurer, and Past President.

The Officers, except for the Past President, shall be elected by the Association at the Annual Meeting in advance of the following year. Officer elections shall be held after Board member elections.

No Officer shall be eligible for election unless also a Board member.

Terms of Officers shall be one year, running July 1 to June 30.

An incumbent officer may choose to serve a second year-long term without election, but after that second year must face election.

An Officer may resign by notifying the President or Vice President in writing.

A vacancy occurring in an office shall be temporarily filled by vote of the Executive Committee, until the next regularly scheduled meeting of the Board of Directors, when the Board shall elect a new Officer to finish the term.

Section 3 Officers

President

The President shall preside at all meetings of the Association and of the Executive Committee; shall be a member *ex-officio* of all committees (except when otherwise disqualified); shall represent the Association in all matters; and shall perform other duties usually pertaining to the office.

Vice President

The Vice President shall act as an aide to the President and shall perform the President's duties in the absence of that Officer.

Secretary

The Secretary shall keep a correct record of all Association meetings, shall notify the Board of these meetings and shall perform such other duties as may be delegated to him/her. The Secretary shall also keep a correct record of all Executive Committee meetings and shall notify its members of these meetings.

Treasurer

The Treasurer shall receive all monies of the Association; shall give receipts as appropriate, shall keep a permanent and accurate record of receipts and expenditures; shall pay out funds only as authorized by the Board of Directors for amounts in excess of three hundred (300) dollars or at the discretion of the President or Vice President for lesser amounts. The Treasurer shall present a full statement of account to date at the Annual Meeting or special meeting in lieu of and for the purposes thereof, and at each meeting and at such other times when requested by the Executive Committee.

The Treasurer's records and reports shall be examined annually by a committee composed of 2 to 3 members (hereafter referred to as the Treasurer's Review Committee) who are appointed by the Executive Committee (exclusive of the Treasurer). An Executive Committee member may serve on the Treasurer's Review Committee, but in that case, may not participate in the appointing of members to the Treasurer's Review Committee.

If the Treasurer's Review Committee is satisfied that the Treasurer's records and reports are reasonably correct; Committee members shall sign a statement to that effect, to be included in the final Treasurer's report. The final Treasurer's report shall be completed within sixty (60) days of the fiscal year's end.

If the Treasurer's Review Committee is not satisfied that the Treasurer's records and reports are reasonably correct, they shall inform the Executive Committee who will assume all responsibility for further action.

In the event that Treasurer cannot fill her/his entire term, a new Treasurer will be elected or appointed. Within 30 days of the new Treasurer taking office, the Treasurer's Review Committee shall complete a review of the previous Treasurer's records and reports, and report results of that review to the Executive Committee.

Past President

The Past President is a voluntarily and advisory role that honors the most recent President and maintains continuity. The Past President is not obligated to perform these duties, but is welcome to participate as the Past President wishes.

The Past President shall be a member who has served as President in the previous term. The Past President shall serve for one year after her/his term as President has ended; after that year, if the incumbent President remains in office, then the office of Past President shall be vacant.

The Past President shall provide assistance and consultation to the President and the Executive Committee.

Section 4 Power

The Executive Committee shall have the power—

To appoint (exclusive of the Treasurer) the Treasurer Review Committee to examine the Treasurer's accounts.

To interpret these by-laws to resolve any case or issue in dispute.

To appoint a nominating committee of no more than three (3) members that includes one (1) Officer, at least four (4) weeks prior to the Annual Meeting. Nomination of Officers and Board members shall be made at the Annual Meeting.

ARTICLE V SSMA SCHOLARSHIP COMMITTEE

Section 1 Members; Eligibility; Chairperson

There shall be three members of the Scholarship Committee: an Officer and two additional Board members who may be Officers and who shall be elected by the Board.

No parent/guardian of a current applicant may be a committee member. Should the President be disqualified or choose not to serve, a designee shall be selected by and from the executive committee.

Section 2 Duties

The Scholarship Committee shall have the power—

To provide an appropriate application form for all qualified students who wish to apply for a Scholarship, at least one month prior to the application due date.

To establish appropriate regulations for filing of the above-mentioned applications with the Committee by interested students.

To award a Scholarship to the student or students, if any, who, in the opinion of the Committee, should receive the Scholarship.

Section 3 Rules

The Scholarships shall be awarded annually, at amounts determined by the Board. Scholarships may include, but are not limited to, the following: the Kathleen Viscardi, Dorothy Bell, Jack Feldheimer, Ralph Metcalf and Philip Koziara Scholarships.

The Committee shall be guided in its selection by the following rule: the successful applicant must be a senior in good standing at Shrewsbury High School who plans to attend an accredited college, university, or conservatory, and who has demonstrated excellence in the performing arts.

All scholarship applications shall be delivered to the Director of Performing Arts no later than three (3) weeks prior to the Performing Arts Awards presentation.

The Scholarship Committee must submit the names of scholarship recipients to the Performing Arts Awards Committee Chairperson no later than two (2) weeks prior to the Performing Arts Awards presentation.

Announcement of scholarships will be made at the Performing Arts Awards presentation.

A check will be mailed to the successful applicant after said applicant has provided a copy of his/her letter of acceptance and an official mailing address. Such monies shall be designated to defray expenses such as tuition, fees, and related expenses.

If all scholarships are not awarded, the remaining funds will be allocated at the discretion of the Board.

ARTICLE VI OTHER COMMITTEES

Section 1 Creation

The Executive Committee may create such committees as may be required to promote the objectives and interests of the Association.

Section 2 Chairperson

All committee chairpersons shall be selected by and from the membership of each committee. In lieu of such selection, a Chairperson may be appointed by the Executive Committee and/or Board.

The Chairperson of all committees shall present plans of work to the Association.

ARTICLE VII RULES OF ORDER; CONFLICTS OF INTEREST; ANNUAL MEETING

Section 1 Rules of Order

The rules contained in "Robert's Rules of Order Revised" shall govern this Association in all cases in which they are applicable and in which they are not inconsistent with these by-laws.

Unless otherwise stated, a majority vote shall be needed to pass any motion.

The Executive Committee and the Board shall make rules for their government.

A quorum at Board meetings shall be a majority of the voting members of the Board.

Section 2 Conflicts of Interest

If anything constitutes a known conflict of interest when holding a discussion or taking a vote, the member shall excuse himself/herself from participation.

Section 3 Annual Meeting

The Annual Meeting of this Association shall be held near the end of the school year, at which annual reports shall be received and elections for the next year held. In the event that the Annual Meeting is not held for any reason, the Executive Committee shall call a special meeting in lieu, and for the purposes, of the Annual Meeting.

ARTICLE VIII PARTICIPATION WITH OTHER ORGANIZATIONS

The Executive Committee, at its discretion, shall have the right to appoint members of the Association to represent it at meetings of any organization or committee thereof with which it deems wise to cooperate, but no action of any such organization or committee shall be binding upon the Association until the Board of Directors has voted its approval.

ARTICLE IX AMENDMENTS; EFFECTIVE DATE

These by-laws may be amended at any regular or special meeting of the Association by majority vote of the Board of Directors, provided the proposed amendment(s) have been previously presented by the Executive Committee.

Such amendments shall be effective immediately upon passage.

Revised edition of these by-laws as submitted and approved by the Board of Directors on May 2, 2017.

Original revision: November 13, 1990

Revision: April 6, 1993

Revision: May 2, 1995

Revision: October 2, 2001

Revision: Voted: February 5, 2008
Distributed: February 6, 2008
By-law Committee: Janet Pope, Martha Deering, Nancy Freeman, Paul Dobner, Sandra Weed, Rob Haller

Revision: Voted: April 26, 2011
By-law Committee: Karmen Bogdesic, Paul Dobner, Kathy Parks, Lynn Roy, Sandra Weed and Laura Johnson

Revision: March 7, 2012

Revision: May 2, 2017