

Garfield Heights Friends of Vocal Music, Inc.

Friends of Vocal Music
Code of Regulations and Bylaws

Revised (July 2019)

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Article I - Name

- A. The name of this organization shall be the, Garfield Heights Friends of Vocal Music Inc. and will also be known as FOVM.
- B. The fiscal year shall begin on the first day of July and end of the thirtieth day of June of the following year.

Article II - Objectives and Purposes

- A. To promote better understanding among schools, parents, students, community.
- B. To encourage the highest standards of musicianship.
- C. To promote the appreciation and support of all Garfield Heights City Schools choral music programs and activities.
- D. To support continuing education through a scholarship program within the limits of the budget.
- E. Any projects or programs to be developed by the officers, Executive Board and the membership of FOVM, with approval and support of the school authorities when necessary.

Article III – Membership

Section I - General Meetings of Membership

- A. Monthly Meetings. Meetings of the FOVM membership shall be held monthly on the first Thursday of the month. Notice of any change in the monthly meeting date shall be given to all members and posted publicly.
- B. Special Meetings. Special meetings may be called by the President. On written request of at least four members, the President must call a special meeting. Members shall be given five days written notice of the date, time, place and purpose of the meeting. No other business than that specified shall be considered at this special meeting.
- C. Notice of Meetings. Meeting dates and locations will be posted on the website at least one week prior to the date of the meeting. The President will notify the Executive Board and post on the website at least one week prior to the date and location of any special meetings if necessary.

- D. Quorum. Five members of FOVM who are eligible to vote must be present at any regular or special meeting to constitute a quorum for the transaction of the business at hand.

Article IV – Membership/Participation

Section I – Eligibility

- A. Any adult, 18 or older, is eligible to attend general meetings. Correspondences from the general membership/participants will be heard during the general meeting.
- B. A member in good standing shall be defined as an individual having signed the Groups conflict of Interest Policy for the current Fiscal year and having attended 3 of the past 6 General Membership meetings.

Section II – Special Representatives

- A. Two student representatives from Music Express are encouraged to attend monthly meetings. These students must be Juniors or Seniors and be at least a 2nd year member of Express. These representatives should be elected by current express members.
- B. The Directors of Music Express are invited to attend monthly meetings.

Section III – Revocation of Membership

Participation in FOVM can be refused or revoked by a majority vote of the Executive Board. Requests for refusal or revocation should be submitted in writing to the Secretary.

Article V - Executive Board

The Executive Board shall consist of:

- A. The elected officers
- B. At Large members, who are FOVM members in good standing, will be selected by a vote of the Officers with a maximum of 3.

Article VI- Duties of the Executive Board

Section I - Purpose

The Executive Board shall be the governing body of FOVM and shall transact necessary business on behalf of FOVM.

Section II - Removal

An officer of the Executive Board can be removed from office only at a special meeting of the membership called for that purpose. A notice of a special meeting shall be made by mail, phone or electronically to all members five (5) days prior to said special meeting. An officer can be removed from the Executive Board by a three-fifths vote of the members present.

Section III - Term

All members of the Executive Board, except the Treasurer, shall remain in office until May 30th. All departing members of the Executive Board shall give their successors any and all pertinent material, workbooks, files, etc., within five (5) days following the new term of elected officers. This includes the transfer of access to all social media accounts, email, website, etc. The incoming Treasurer will assume all duties and responsibilities on May 30th however, the outgoing Treasurer will remain until June 30th to ensure a smooth transition to the newly elected Treasurer.

Section IV - Emergency Expenditures

The Executive Board may approve emergency expenditures of not more than \$500 without a General Membership vote. Such expenditures must be brought to the attention of the group at the next regular membership meeting for final approval.

Article VII - Executive Board Meetings

Section I — Regular Executive Meetings

A. Regular meetings of the Executive Board shall be held as needed.

B. Results of Executive Board meetings should be reported at the next General Membership meeting.

C. Executive Board actions may be challenged by members in good standing during a General Membership meeting. After discussion, a majority vote of the General Membership present will decide what action should be taken regarding the challenged issue.

Section II — Special Meetings

Special meetings of the Executive Board shall be called by the President or three (3) members of the Executive Board.

Section III — Notice of Meetings

The President shall give notice of each meeting, whether regular or special, to each member of the Board at least one week before any meeting. Special meetings may be conducted via email at the President's request if necessary.

Section IV — Quorum

A quorum shall consist of at least three (3) members of the Executive Board.

Section V — Place of Meetings

The Executive Board may hold its meetings at any place or places as the Board determines.

Article VIII - Officers

The officers of FOVM shall consist of a President, Vice President, Treasurer and Secretary.

Article IX - Election of Officers

Section I — Nominating Committee

The nominating committee shall consist of the acting Officers.

Section II — Eligibility for Office

All nominees for President, Vice President, Treasurer, and Secretary shall be nominated by a current member(s) and must have attended at least 3 general membership meetings in that fiscal year. Any person holding or elected to a political office may not hold an office at the same time in FOVM. Nominees for President and Treasurer may not hold concurrent offices with any other booster or PTA organization within the Garfield Heights City Schools. If elected, officers and At Large members will be required to have a current background check on record with the Garfield Heights Board of Education.

Section III — Elections

- A. At the March and April membership meetings, the Executive Board will accept nominations for officers for the following school year.
- B. In the event of no opposition for all offices, the Vice President will be instructed to cast a unanimous ballot for the candidates at the April membership meeting.
- C. If an election is necessary, the President will appoint a Committee to distribute, collect and count secret ballots and report the results of the vote count. Members must be present and in good standing at the April meeting to cast their vote.
- D. All newly elected officers shall officially assume the duties of their office on June 1st following the election.

Section IV — Term of Office

Elected officers shall serve for a term of one year. A member shall not be eligible to serve more than two consecutive terms in the same office. However, said member shall be eligible for a 3rd term if unopposed.

Article X - Duties of Officers

- A. President. The President shall preside at all meetings of FOVM and of the Executive Board. He/She shall appoint all standing committee chairpersons and special committee chairpersons. The President shall sign all written contracts of the organization that have previously been authorized by the Executive Board. The President shall fill by appointment, subject to approval by the Executive Board, any vacancies that occur during his/her tenure in

office. The President shall present all awards on behalf of FOVM or may appoint someone to do so.

B. Vice President. The Vice President shall assume the duties and responsibilities of the office of the President in the absence of the President. He/She shall perform other duties as designated by the President. The Vice President shall assume the duties and responsibilities of the office of the Secretary in the absence of the Secretary.

C. Treasurer. The Treasurer shall receive all the monies of FOVM and shall keep an accurate record of receipts and expenditures. The Treasurer shall pay expenditures. The Treasurer shall pay out funds and advance money for projects as authorized by the Executive Board. The Treasurer shall present a financial report at every meeting and at other times when requested by the Executive Board. The Treasurer's accounts shall be subject to review at the request of the Executive Board.

D. Secretary. The Secretary shall be responsible for taking notes at all meetings, posting minutes to webpage within a week of each monthly meeting, handling the majority of emails and social media postings as well as handling written correspondence such as Thank You notes, etc.

Article XI - Order of Business

1. Call meeting to order
2. Reading of previous meeting minutes (Secretary)
3. President's Report
4. Reading of financial report (Treasurer)
5. Student Report
6. Director's Report
7. Old Business
8. New Business
9. Adjournment

Article XII - Special Committees

Section I - Appointment

The President may appoint special committees and define their duties

Section II Term

Special committee appointments shall expire at the completion of the assigned duties or by a directive from the President

Article XIII - Amendments

Bylaws may be amended by a three-fifths vote of the General Membership after having been presented to the general membership at two (2) consecutive meetings.

Article XIV Parliamentary Authority

Robert's Rules of Order, Revised, shall be the parliamentary authority in all matters not specified in the Bylaws or standing rules of FOVM

Article XV - Dissolution

Upon dissolution, any assets remaining after the payment of debts and the satisfaction of liabilities are to be distributed to the Garfield Heights City Schools, a 501 (c)3 organization.