

OAKMONT OVERLOOK MUSIC PARENTS ASSOCIATION

CONSTITUTION AND BYLAWS

Reprinted from By-laws revised 'item by item at general meeting, September 18, 1990

Revised: June 10, 1993 - Ad Hoc - Fundraising Committee

Revised: September 23, 1993 - Ad Hoc - Property, Social, and Phone Chain Committees

Revised : October 28, 1993 (Standing Committee added- color guard Chairperson)

Revised : October 26, 1995 (Name changed to Oakmont Overlook Music Parents Association (O.O.M.P.A.)

Retyped, Reformatted and Printed : March 25, 1997

Revised: September 30, 1999 Article VI, Sect VII, Line A & C; Article VI, Sect VIII, Line D & F

Revised: July 7, 2008 Article IV, Officers, added E-Board member at large to create odd voting number

Revised: August 9, 2020 reformatting, delete outdated terms, update current practices

(detailed list of changes provided to membership)

ARTICLE I NAME

The organization shall be known as the Oakmont Overlook Music Parents Association also referred to as OOMPA.

ARTICLE II PURPOSE

The purpose of the organization is to raise music awareness in our communities, to enlist parent support, to undertake fundraising, to provide cultural enrichment for music students and to support the Oakmont and Overlook Music Departments.

ARTICLE III MEMBERSHIP

Membership shall consist of persons primarily interested in the purpose of the organization. Every member shall abide by the Constitution and Bylaws. Every member may participate in the activities of the organization.

ARTICLE IV OFFICERS

All officers shall be organization members and be a parent or guardian of a student musician. Officers are elected according to the rules stated by these bylaws, and are elected to the following positions and responsibilities. Some positions may be held by more than one person, i.e. husband and wife.

SECTION 1- Officers & Duties

1. **PRESIDENT** - It shall be the duty of the president to:
 - a. to be responsible for the conduct of all meetings, regular and special and will abide by Robert's Rules of Order when necessary
 - b. to care for the material goods of the organization
 - c. to appoint all permanent and temporary committees
 - d. to compose periodic newsletters to parents
 - e. to have the authority to sign organization checks
2. **VICE-PRESIDENT**. It shall be the duty of the Vice-president:
 - a. to fulfill the duties of the President as needed
 - b. to supervise the counting of votes at elections
 - c. to oversee all food needs including concessions and/or member events
3. **TREASURER** - It shall be the duty of the Treasurer to:
 - a. to collect and keep an account of all receipts and expenses of the organization and to report on the same at meetings
 - b. to bank all organization receipts
 - c. to provide financial reports
 - d. to have the authority to sign checks
4. **SECRETARY** -It shall be the duty of the secretary to:
 - a. to count members present at general meetings
 - b. to keep a clear and concise record of all meetings
 - c. to provide minutes for review at each general meeting
 - d. to establish and maintain an up-to-date list of OOMPA members
 - e. prepare for Board of Health visit for Band Camp
5. **MEMBER AT LARGE** – It shall be the duty of the member at large to:
 - a. participate in board meetings to provide a tie breaking vote for executive board voting articles

SECTION 2- Elections

1. Time: Nominations and election for all elected officers shall be made at the general meeting in June (or online as needed)
2. Nominations made by a member of the organization must be seconded by another member of the organization
3. In excess of two nominees for any one of the elected officers, will require more than one ballot. On the first ballot, the two nominees receiving the highest number of votes will be voted upon officially on the second ballot
4. Term: Officers shall serve for a term of one year beginning July 1st
5. In the event that any appointed or elected officer, exclusive of the President, becomes unable to fulfill his or her duties, the President shall appoint someone to fill the vacancy

ARTICLE V - Meetings

1. Every member should attend meetings to which they are called
2. A minimum of four general meetings a year shall be called by the President
3. Special meetings when called shall consider only the business for which they are called
4. The number of votes necessary to pass any motions shall be a majority of those present and voting
 - a. In the case of where the majority of the membership is unable to vote in person, the board can decide to hold online elections and/or voting
5. Order of Business
 - a. Call to Order
 - b. Roll Count
 - c. Reading of Minutes
 - d. Treasurer's Report
 - e. Committee Reports
 - f. Old Business
 - g. New Business
 - h. Announcements
 - i. Adjournment

ARTICLE VI - Executive Board

Members of the Executive Board will consist of the elected officers and the Music Directors. The duties of the Executive Board are as follows:

1. to guard the finances of the organization and run it on a budget approved by the Executive Board
2. to see to the payment of creditors of the organization
3. to consider problems of the general organization or of a committee and give resolution to them
4. to distribute scholarship to students attending summer instructional music programs
5. to distribute scholarships to graduating seniors majoring in music
6. to distribute financial aid based on need

ARTICLE VII - Committees

The following chairpersons, or committees, are appointed yearly by the President. All committees and chairpersons are required to submit a written report to the board by the first of each month.

1. CHAPERONE CHAIRPERSON. It shall be the duty of the Chaperone Chairperson to obtain chaperones for all music group activities, and acquaint these chaperones with their duties as follows:

- a. see that a first aid kit is on the trip
 - b. make a head count when students return to the bus
 - c. supervise moral behavior
 - d. enforce bus safety rules
 - e. see that there is no smoking or alcohol
 - f. provide assistance in case of illness
 - g. report any discipline problems to the music director
 - h. be readily accessible to music members
 - i. assign students to clean buses after trips
 - j. to supply and maintain water bottles with water to musicians
 - k. assist the music director in ensuring that students are in proper uniform
2. CONCESSION CHAIRPERSON. The Concession Chairperson shall be responsible for:
- a. the purchase and/or solicitation of foods, juices, supplies etc. to be sold throughout the year at football games, town functions, music functions, etc.
 - b. to raise money for music purposes
 - c. to recruit volunteers to help from among the music parents
 - d. to keep accurate records of all purchases and profits
3. EQUIPMENT CHAIRPERSON. The equipment chairperson (otherwise known as Equipment Manager) has the following responsibilities:
- a. to consult with the music director on a regular basis concerning items needing attention
 - b. maintain and repair as much equipment as possible including musical instruments when said repairs are within the chairperson's capability and professional services are not available (the music director should be consulted before attempting any such repair)
 - c. be present, or appoint an experienced music parent to attend, all musical performances where equipment will be used
 - d. maintain a small emergency repair kit for performance site repairs
 - i. this kit should contain tools such as small pliers, screwdrivers, hammer, along with glue, tape, elastics, and wire
 - ii. there should also be extra reeds, valve oil, etc. obtained from the music director
 - e. maintain banners, American and state flags, poles, etc
 - f. make sure extra drumsticks, bell mallets, and drum heads (when needed) are taken on each trip
 - g. assist music students with harness adjustment, extra padding (if needed), props or any other adjustments required
 - h. maintain condition and field placement of podium box for marching band, consult with the music director as to both location and time requirements
 - i. coordinate and/or assist in transporting necessary equipment too and from all events as needed
 - j. check with the Music Director regularly too see what transportation needs are
4. PUBLICITY CHAIRPERSON. It shall be the duty of the Publicity Chairperson:
- a. to contact newspapers with the advance announcements of all music activities, OOMPA meetings, banquets, etc
 - b. to issue accounts of events to the newspapers after they have taken place
 - c. to see that posters are made for music or organization events as needed
 - d. to keep clippings, photos, and memorabilia in the organization scrapbook

5. UNIFORM CHAIRPERSON. It shall be the duty of the Uniform Chairperson (otherwise known as Uniform Manager) to:
 - a. supervise volunteers, fitting, maintenance, and purchasing of all uniforms
 - i. may appoint a co-chair for guard and winter ensembles as needed
 - b. be responsible for maintaining all uniform inventories
 - c. make recommendations regarding the purchase of necessary uniform items
 - d. be responsible for uniform checks prior to departure from school and proper storage upon return
 - e. make sure chaperones know how to check uniform requirements for performances
6. NOMINATING COMMITTEE. The Nominating Committee consists of two persons appointed by the President at the April general meeting. They are charged with:
 - a. soliciting nominations for elected officers for the upcoming year

AD HOC COMMITTEES (as needed)

1. FUNDRAISING CHAIR: The Chairperson of this committee shall be appointed to:
 - a. attend Board meeting when requested
 - b. work in conjunction with the Board to establish fundraising events and get Board approval
 - c. organize fundraisers and recruit volunteers to implement them
 - d. keep records/receipts and submit with money to the Treasurer
 - e. solicit ideas for fundraisers from the membership
 - f. keep a record/folder of yearly fundraisers and their outcomes for future reference families
2. PROPERTY COMMITTEE: The Chairperson of this committee shall be appointed by the President to:
 - a. keep track of all "for sale" items of the organization and deliver said items to events for their sale or distribution
 - b. keep inventory of OOMPA properties and their locations
 - c. notify the Executive Board of any broken, lost or stolen property
3. SOCIAL COMMITTEE: The Chairperson of this committee shall be appointed by the President to:
 - a. plan and organize the annual Band Banquet with the approval of the Executive Board
 - b. plan musical entertainment and/or refreshments for monthly meetings
 - c. present to the Executive Board any other social activities deemed enjoyable for members
4. ALUMNI CHAIR: The Chairperson of this committee shall be appointed by the President to:
 - a. engage the alumni families with communications about upcoming events and news

ARTICLE VIII - Finances

1. All appropriations shall be made explicitly by the Executive Board
2. The Executive Board shall have the responsibility of launching any appeal for funds
3. Concerning Donations received: the will of the donor must be respected

ARTICLE IX - Possessions

1. Official Books:
 - a. Constitution and Bylaws
 - b. Books of minutes and the OOMPA scrapbook
 - c. Account Books
2. All articles purchased and acquired in the name of OOMPA for its own use
 - a. ie- Record Book of medication distribution (band camp per board of health)

ARTICLE X - Constitutional Changes/Amendments

Constitutional changes may be affected in the following manner:

1. Constitutional changes may be made by a majority vote of the members who are present and voting at the meeting (or online if needed), provided notices of the proposed changes have been given in writing beforehand
2. Official constitutional interpretation shall be made by the President or Vice-President
3. No enactment contrary to the constitution shall be valid