

WALLINGFORD-SWARTHMORE MUSIC ASSOCIATION

ARTICLES OF ORGANIZATION

ACCEPTED BY THE FOUNDING BOARD: SEPTEMBER 29, 2021

ARTICLE I. NAME

The name of the organization shall be the WALLINGFORD-SWARTHMORE MUSIC ASSOCIATION (WSMA).

ARTICLE II. LOCATION

Wallingford-Swarthmore School District (WSSD) at 200 S. Providence Road, Wallingford, PA 19086.

ARTICLE III. PURPOSE

The Music Department of WSSD is an important source of music education in the district and a distinguishing feature of the community. The mission of WSMA shall be to maintain and grow support for all music programs and activities of WSSD and to increase IDEA (Inclusion, Diversity, Equity, & Accessibility) for every WSSD student who is interested or may become interested in music through Fundraising, Advocacy, and Communication.

ARTICLE IV. OBJECTIVES

The objectives of this organization shall be:

- A. Fundraising and administration of those funds to offer enhanced music education opportunities in connection with the WSSD Music Department.
- B. Advocacy for the students, faculty, and programs of the WSSD Music Department within the district and the communities it serves.
- C. Communication to reach families who are new to the district or new to music programming while routinely seeking new ways to connect to students who may become interested.
- D. Communication which provides clear and consistent messaging through all appropriate channels to the families already involved in WSSD music programs.
- E. Engaging in deliberate and regular examination of IDEA across musical programming in the WSSD.

ARTICLE V. ORGANIZATION

The WSMA is an unincorporated organization which operates under a Fiscal Sponsorship Agreement as a Project of the Foundation for Wallingford-Swarthmore

Schools (the Foundation), a nonprofit corporation, exempt from Federal tax under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE VI. DURATION

The WSMA shall be perpetual but may be dissolved by unanimous vote of the Board.

ARTICLE VI. SPONSORSHIP AGREEMENT

The Fiscal Sponsorship Agreement between the Foundation and the WSMA shall be reviewed and (if approved) renewed annually by both the Board of WSMA and the Foundation.

WALLINGFORD-SWARTHMORE MUSIC ASSOCIATION

BY-LAWS

ACCEPTED BY THE FOUNDING BOARD: September 29, 2021

ARTICLE I. ORGANIZATION

The Wallingford-Swarthmore Music Association is organized per the association's Articles of Organization adopted September 29, 2021.

ARTICLE II. MEMBERSHIP

The membership of the organization shall be open to anyone who is interested in furthering the organization's objectives.

ARTICLE III. BOARD

MEETINGS: The Board shall meet at least every other month to hear and discuss the reports from each committee and school about each active initiative. For Board Meetings, a quorum of at least 4 officers and the WSSD Music Chair shall be required to vote. At these meetings, the Board may vote by simple majority to authorize spending, adopt initiatives, and establish new committees or to approve initiatives to meet the objectives of the WSMA.

OFFICERS: The Officers shall include the Past President, President, Vice President, Secretary, and Treasurer. Each Officer shall serve for one year per term.

PARENT REPRESENTATIVES: The Board shall have (3) Parent Representatives (one from each music class year) at the middle school and each of the elementary schools in addition to (3) from the high school in the WSSD. A parent may serve as a representative of their school's music class year if they have a child in the music program, in that class year, at the given school. Parent representatives must be renominated and reelected each year. In the event a Parent Representative is unable or unwilling to serve their entire term, the Nominating Committee shall nominate a new candidate.

FACULTY REPRESENTATIVES: The Board shall have Faculty Representatives appointed by the Music Department Chairperson as follows:

1. The WSSD Music Department Chairperson
2. A music educator from a WSSD Elementary school
3. A music educator from SHMS
4. A music educator from SHHS

ARTICLE V. DUTIES OF OFFICERS

A. The **Past President** shall chair the Nominating Committee and be an active participant in committees in support of the President and the Executive Committee.

- B. The **President** shall preside at all meetings of the organization, the Board, and the Executive Committee. The President shall be an *ex officio* member of all committees except the Nominating Committee.
- C. The **Vice President** shall assume all duties of the president in their absence. The Vice President shall maintain and expand support for the organization within the greater Wallingford Swarthmore community (not just the school district) and be responsible for the regular review of the principles of IDEA (Inclusion, Diversity, Equity, & Accessibility).
- D. The **Secretary** shall keep the minutes of all meetings, maintain the calendar of the organization, maintain the records of the organization, and be the Chair of the Communications Committee. The secretary shall also conduct and maintain records of the official correspondence of the organization.
- E. The **Treasurer** shall chair the Finance Committee, provide overall management of the accounting for the organization, receive and deposit all funds due to the organization, maintain the ledger, prepare and manage the WSMA annual budget, provide fiscal reporting at each Board Meeting, and be the primary point of contact for the Disbursing Treasurer from the Foundation for Wallingford-Swarthmore Schools.

NOTE: The Disbursing Treasurer for WSMA is a representative appointed by the Foundation for Wallingford-Swarthmore Schools and is not a member of the Board of WSMA. The Disbursing Treasurer shall pay all bills as determined by the Board and directed by the Treasurer; shall maintain financial records for WSMA and shall be responsible for any tax matters on behalf of WSMA in association with the Foundation.

- A. No officer shall, by reason of their office, be entitled to receive any salary nor compensation.
- B. A midterm vacancy in any office may be filled for the balance of the term through nomination by the Nominating Committee and subsequent appointment by the Executive Committee.

ARTICLE VI. ASSOCIATION MEETINGS

- A. Regular meetings of the membership of this organization shall be held semiannually. The date for the next meeting shall be selected and advertised to the music department and the schools of WSSD at least 3 months in advance of the meeting.
 - 1. The SPRING meeting shall be held annually in May.
 - 2. The FALL meeting shall be held annually in November.

ARTICLE VII. STANDING COMMITTEES

The organization shall maintain a minimum of four committees which shall include the Executive Committee, the Communication Committee, the Finance Committee, and the Nominating Committee. For all Committee Meetings, a quorum of at least 3 members of that committee, at least one of which is an Officer of WSMA, shall be required to vote.

EXECUTIVE COMMITTEE

- A. The Executive Committee shall govern the Association. The Executive Committee is responsible for maximizing the overall effectiveness of the Association. To that end, the Executive Committee shall propose ways to make the Association more effective and may vote by at least a 75% supermajority to update these by-laws in pursuit of that aim.
- B. The Executive Committee shall be composed of the (5) Officers of WSMA. The WSSD Music Department Chairperson and one other Music Faculty Member to be nominated by the Department Chairperson and elected by the Board. The President of the organization shall serve as chairperson of the Executive Committee. They may (as needed) invite members of other committees to attend specific Executive Committee meetings.
- C. The Executive Committee shall meet at least bi-annually (prior to each Association Meeting) but may also meet as needed at the call of the president or by request of three members of the committee.

FINANCE COMMITTEE

- A. The finance committee shall consist of the Treasurer as chairperson and at least two other Parent Representative Board members.
- B. This committee is responsible for developing and reviewing fiscal procedures, the fundraising plan, and the annual budget with other board members.
- C. The Board must approve the budget prior to the Spring WSMA meeting, and all expenditures must be within the budget. Any major midterm change to the budget must be approved by the board.
- D. The fiscal year shall be from July 1st to June 30th. Annual reports are required to be submitted to the Board showing income, expenditures, and pending income. The financial records of the organization are public information and shall be made available to the membership, board members, and the public upon request.

COMMUNICATIONS COMMITTEE

- A. This committee is responsible for maintaining and improving communications about the WSMA to each of the WSSD schools, the WSSD administration, and the community beyond WSSD.

- B. The Communication Committee shall consistently seek creative channels to reach families who are new to the district or new to music programming.
- C. The Communication Committee shall consistently seek to provide clear and consistent messaging through all appropriate channels.
- D. The Communications Committee shall consistently engage in deliberate and regular examination of the effectiveness of its methods.
- E. The Communications Committee shall consist of the Secretary as chairperson and four other Parent Representative Board members (one from each elementary school and one from the middle school).

NOMINATING COMMITTEE

- A. The Nominating Committee shall have 3 members: Past President, Vice President, & WSSD Music Department Chair.
 - a. The Nominating Committee shall nominate the Treasurer and Secretary from the current Board Members prior to the Board meeting preceding the Association Spring Meeting. Secretary and Treasurer may, if renominated and reelected, serve up to 3 elected terms in either of those positions.
- B. The Nominating Committee shall nominate the current Vice President to be President, the current President to be Past President, and shall nominate a new Vice President from the current Board Members by the Board meeting prior to the Association Fall Meeting.

Vice-President, President, Past President may only serve one term in each role and where possible shall serve in that order (VP, P, PP).

1. If the Past President is unable or unwilling to serve a new term or a part of their existing term, the Executive Committee may appoint the current President, a prior Past President or another member of the WSMA Board to the role.
 2. If the President is unable or unwilling to serve a new term or their entire term, the Vice President shall assume the role of President.
 3. If the Vice President is unable or unwilling to serve their entire term, the Executive Committee may appoint another member of the WSMA Board to the role.
- B. The Nominating Committee shall nominate the third grade Board Representatives prior to the Board meeting preceding the Association Fall Meeting. The Executive Committee then votes to approve (or not) the nominee. If approved, the PP extends the invitation to the nominee. If the Nominee accepts, they will be installed at the next Board Meeting of the WSMA.
 - C. The Nominating Committee shall nominate all other Board members prior to the Board meeting preceding the Association Spring Meeting. The Executive Committee then votes to approve (or not) the nominee(s). If approved, the PP extends the invitation to the nominee. If the Nominee accepts, they will be installed at the next Board Meeting of the WSMA.

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ARTICLE IX. ELECTIONS

A. The Board shall vote to approve or not approve, each nominee put forth by the Nominating Committee for Board positions. If the Board does not approve a nominee for a specific role, the Nominating Committee shall reconvene as expeditiously as possible and nominate a new candidate for that role. The Board shall then vote to approve or not approve the new candidate for that role.

B. A majority vote of Board members present shall constitute an election.

ARTICLE X. AMENDMENTS

These by-laws may be amended or changed by a 75% supermajority vote of the Executive Committee.

History: By-law adopted _____