

**ARTICLES OF ASSOCIATION FOR THE  
HATTERS FOR MUSIC**

(Revised February 2020, approved November 2020)

**ARTICLE I – ORGANIZATION NAME AND OBJECTIVES**

1. The name of the organization will be the HATTERS FOR MUSIC.

2. The primary goals and objectives of the organization will be:

a. To assist the high school Marching Ensemble Director, Indoor Percussion Director and Indoor Color Guard Director in providing quality music program for the students in accordance with the policies established by the Hatboro-Horsham School District.

b. To supplement the funds available to the Marching Ensemble Director, Indoor Percussion Director and Indoor Color Guard Director in addition to the district budget.

c. To develop an open line of communication and spirit of enthusiasm within the organization, board of directors of the organization, the Marching Ensemble, Indoor Percussion and Indoor Color Guard staff, the students and the parents and/or legal guardians of the students.

d. To provide a way for the students to raise funds to help pay fees for participation in the Marching Ensemble, Indoor Percussion and Indoor Color Guard programs.

e. Purpose: The association is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code.

Dissolution Clause: Upon dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) 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 or the Hatboro-Horsham School District for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Competent Jurisdiction of the county in which the principal office of the association is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

f. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons in the event of a sale or dissolution of the organization.

## **ARTICLE II – GOVERNMENT**

1. The organization will be governed by a Board of Directors (the directors) comprising:

- a. The high school Marching Ensemble Director;
- b. Duly elected officers;
- c. Appointed committee chairpersons.
  - o Defined as the person(s) appointed or selected by the board that coordinates one of the top 7 fund raisers, based on income, from the prior year, for the Hatters for Music organization. Listed, for example, as Tip of the Hat, Tip Ad Campaign, Indoor Percussion show, Indoor Color Guard show, Basket Bingo, Craft fair, Carwash, and Flea market. These person (s) must attend at least three general membership meetings during the term immediately preceding their appointment.

2. The Marching Ensemble Director and the duly elected officers will comprise the Executive Board (the board)

3. Committee chairs will be established by the board as needed to coordinate activities to achieve the organization's goals and objectives.

4. All scheduled meetings of the directors (Article II, Section 1, subsection a, b, c) shall be open to any person who may wish to attend.

5. At the discretion of the board, the Marching Ensemble Director may appoint up to two students to serve as student liaisons to the organization's directors.

6. The student liaisons may be invited at the discretion of the board and Marching Ensemble Director to take part in discussions so student opinions or ideas can be available for consideration by the board.

### **ARTICLE III – MEMBERSHIP**

1. Membership in the organization will be open to:

a. The parents and/or legal guardians of any student involved in the Hatboro-Horsham Marching Ensemble, the Hatboro-Horsham Indoor Percussion or the Hatboro-Horsham Indoor Color Guard programs.

b. Any individual who has an interest in the organization and supports the objectives as outlined in Article I.

2. The directors will do everything possible (within reason) to keep the membership informed about activities involving the organization and the high school Marching Ensemble programs.

## **ARTICLE IV – OFFICERS & RESPONSIBILITIES**

1. The Elected officers of the organization will be:

- a. President
- b. Vice President
- c. Treasurer
- d. Secretary

2. The duties of the President shall be:

- a. To act as a liaison between the school and the Hatters For Music (HFM) organization in matters relating to the Marching Ensemble, Indoor Percussion and Indoor Color Guard programs and activities.
- b. To preside over and prepare an agenda for HFM organization meetings and board meetings.
- c. To be co-signer of checking and/or savings accounts if the treasurer or the Vice President is not available
- d. To serve as a member of all committees, except as restricted by the bylaws.
- e. To call meetings of the officers and/or directors as required.

3. The duties of the Vice President shall be:

- a. To represent the President in his/her absence.
- b. To take over the responsibilities and duties of the President in the event the President cannot complete his/her term of office.
- c. To serve as the coordinator for fundraising activities and to obtain district approval of all fundraising activities from the school district administration.
- d. To take over the duties and responsibilities of the Treasurer or Secretary in the event the office is temporarily vacated. If permanently vacated refer to Article IV (6)
- e. To be co-signer of checking and/or savings accounts if the President is not available.

4. The duties of the Treasurer shall be:

- a. To collect and account for all receipts and expenditures.
- b. To pay all bills authorized for payment.
  - o No bill in excess of \$2,500.00 shall be paid by the treasurer unless the general membership of the organization has approved the expense.

- Any check written in excess of \$2,500.00 shall have signatures of both the treasurer and either the President or the Vice President.
  - For unplanned /emergency expenses the Treasurer will obtain verbal consent by the board to pay the expense and the directors and general membership will be informed of the transaction at the next scheduled membership meeting.
- c. To provide a monthly balance sheet and income/expense statement to the directors and the general membership
- d. To produce a copy of the bank statement(s) to the directors and the board for review on a monthly basis.
- e. To send a quarterly statement of the organization to the School District office of Business Affairs, the High School Principal and the Manager of Co-curricular activities.
- f. To serve as the Chairperson of the Budget Committee. The Budget Committee shall consist of all chairpersons that are required to submit a budget at the beginning of each fiscal year (July 1-June 30).
- g. To track student credits from fundraising activities.
- h. To be the primary co-signer of all checking and/or savings accounts with the President (or Vice President if the President is not available).
- i. To balance and reconcile at the beginning of each new term all bank accounts/statements with the latest treasurer's statements and verified by the outgoing and incoming treasurer along with the HFM auditor or President (or Vice President if President is not available).

5. The duties of the Secretary shall be:

- a. To take minutes of all general membership meetings.
- b. To be the custodian of all official records of the HFM organization.
- c. To be the caretaker of all correspondence for the HFM organization.
- d. To compile a list of all members in attendance at all Board of Directors, Executive Board and general membership meetings.

6. The duties of the HFM Executive Board shall be:

- a. To transact business and to direct the organization in accordance with the bylaws.
- b. To make decisions for the organization if the officers feel the decision is in the best interests of the organization and in accordance with Article I, Section 2 (a)

- c. To report on the status of the organization at board of director and general membership meetings.
  - d. To prepare an annual calendar of events for activities sponsored by the organization.
  - e. To prepare an annual budget for the organization based on the treasurer's notes and filed reports from committee chairs of the previous fiscal year.
  - f. To have the calendar of events and budget available for membership review at the general membership meeting in August.
  - g. To review and approve expenditures over and above the approved budget amount, article IV (b) (emergency clause).
  - h. To insure the organization remains non-partisan and non-sectarian in nature and does not discriminate against any student or adult regardless of sex, race, or creed.
  - i. To appoint an audit committee to review financial activity from January to June and then again from July to December and report on the financial condition of the organization twice in the calendar year. The audit committee will comprise at least two members who have not served as board members during the prior twelve months. In lieu of an audit committee, a volunteer CPA can be appointed.
7. Whenever a change occurs in an officer position, there shall be a meeting of the board within fifteen days (if possible) to insure an orderly transition of records and information.
8. If a permanent vacancy occurs in the office of the Vice President, Treasurer or Secretary, the directors will appoint someone to fill the office for the remainder of the term.
9. Immediate past officers should be available in an advisory capacity to assist new officers with their responsibilities as needed.
10. Spouses and/or relatives are not permitted to hold elected offices simultaneously.

## **ARTICLE V – ELECTION OF OFFICERS AND TERMS OF OFFICE**

1. In November of each year, the board will appoint a nominating committee to prepare a list of members interested in becoming officers during the next term.
2. The nominating committee should consist of at least three organization members who are not currently officers. One (at a minimum) shall not be a senior parent.
3. The nominating committee will present the list of candidates at the January general membership meeting and arrange to have the list included in the January minutes prior to the February general membership meeting.
4. Those interested in becoming an officer who are not on the list prepared by the nominating committee can be nominated prior to the vote, if they meet the criteria in Article V (7).
5. The nominating committee will prepare ballots so an election can be held at the February general membership meeting.
6. The nominating committee will tabulate the results of the election and announce the results.
7. An individual must meet the following criteria to become an officer of the organization:
  - a. The individual must have a student involved in the Hatboro-Horsham High School Marching Ensemble, or Indoor Percussion program or Indoor Color Guard program. The student must be involved in one of those programs during the term of office.
  - b. An individual of the organization may serve as an officer for no more than three consecutive terms in any one position. They may be eligible to serve in any other office if they meet the criteria of Article V (7) and are elected.
  - c. If the individual assumed an office because someone else could not complete a term, any time served in the office for more than ½ year, shall be considered one term.
  - d. The individual must have attended three general membership meetings during the period of January of the preceding year up until and including the election month of February.
  - e. Two individuals may mutually agree to run as co-officers. If individuals run jointly for an office, it shall be noted on the voting ballot. If individuals are elected as co-officers, they shall be counted as a single vote on all matters. Article VII (12)
  - f. If no qualified candidates are interested in any certain office, then the office is open to anyone who meets the criteria in a & b, listed above in this paragraph.
  - g. Spouses and/or relatives are not permitted to hold elected offices simultaneously.
8. The term of office for officers will be one year, July 1 to June 30 (not to exceed 365 – 366 in a leap year/ consecutive days).

9. Outgoing officers will be asked to work with the newly elected officers who will assume their position on July 1 of the calendar year they were elected.

10. Any member of the organization who meets the requirements to become an officer, and has attended three general membership meetings during the period of January of the preceding year up until and including the election month of February shall be eligible to vote for officers.

11. A simple majority of the votes cast will determine the winner. Only eligible voters will be permitted in the room at the time of the election. All votes must be cast within the confines of the room in which the vote is taking place.

12. If a question arises concerning the eligibility of a member casting a vote, the records of the Secretary, as kept under Article IV, Section 5, subparagraph d, shall determine eligibility.

13. If a tie vote occurs for any office, a second vote will be taken. Anyone who meets 7a can vote.

14. If an officer is appointed by the directors to complete a term, the appointed officer must meet the same eligibility criteria as an elected officer. Article V (7)

15. Any member of the board may be removed from their position for causes deemed to be detrimental to the goals and mission of Hatters for Music.

- A meeting of the directors must be called for the purpose of removing a board member. The member must be told of the meeting and the reasons stated for removal. The member must be given an opportunity to defend him/herself.
- In order for the board member to be removed, a majority of all members of the directors in attendance must vote for removal.
- Once the board member is removed, the directors will have to vote to replace the member in accordance with Article IV, section 8.



## **ARTICLE VI – ESTABLISHMENT OF COMMITTEES**

1. An Audit committee must be established by the board in accordance with Article IV, Section 6, subparagraph i.
2. A nominating committee must be established by the board in accordance with Article V, Sections 1 and 2.
3. The directors will serve as the budget committee in accordance with Article IV, Section 4, subparagraph f & Article IV Section 4.
4. The primary responsibility of the budget committee will be:
  - a. To determine how much money will be needed to run the organization;
  - b. To present to the general membership any single non-budgeted item purchase greater than \$2,500.00;
  - c. To develop a way for the organization to raise money;
  - d. To develop fundraising activities for the students to aid in paying for the costs of participating in the Marching Ensemble, Indoor Percussion or Indoor Color Guard programs;
  - e. To determine the amount of credits to be earned by the students from fundraising;
  - f. To have a budget completed in accordance with Article IV, Section 6, subparagraph e. The budget shall include where the money is going to be spent and how we expect to raise the money.
5. All other committees will be established at the discretion of the board to assist the organization in achieving the goals and objectives as outlined in Article I.
6. All committees shall remain in existence as long as the board feels they are necessary.
7. In accordance with Article II, Section 1, subparagraph c, a committee chairperson shall be a member of the organization's directors.
8. An officer can serve as a committee chairperson except as restricted by the bylaws.
9. A committee chairperson should be prepared to report on the status of the committee at board of director's meetings and general membership meetings.
10. A committee chairperson shall meet the same eligibility requirements as an officer in accordance with Article V, Section 7, subparagraph a.
11. All committee chairpersons shall work with the board in preparing an annual budget for their respective committees.
12. All committee chairpersons will review and authorize expenditures for their respective committees prior to submitting bills to the Treasurer for payment.

13. When a committee completes its assignment, the committee chairperson shall submit to the board a complete report of income and expenses and a recommendation whether or not to continue the committee in the future within 10 days of the end of the event.

14. If a committee is involved in an activity that involves student credits, the committee chairperson shall be responsible for calculating the amount of credits for each student and reporting the amount to the Treasurer within ten days after the completion of the activity.

15. If the committee chairperson recommends continuing the committee, the report should outline any changes, which will help to improve the committee.

16. All receipts must be turned into the treasurer within ten days.

## **ARTICLE VII – ORGANIZATION MEETINGS AND VOTING PROCEDURES**

1. The President and/or Director of the Marching Ensemble shall have the authority to call a meeting of the board to discuss matters relating to the organization.
2. The President shall have the authority to call a meeting of the directors as necessary to determine and to discuss the status of committees and the organization.
3. Anyone may be involved in discussions at the board of directors meetings, as long as the discussion involves an item on the agenda for the meeting.
4. The amount of time used for discussions can be limited at the discretion of the President.
5. The dates for general membership meetings will be published in the organizational calendar of events and the school district calendar (if possible).
6. Decisions of the organization, except as noted in Article IV, Section 6, subparagraph b, shall be made at a directors or a general membership meeting.
7. A vote cannot be taken unless a proper motion and a second is made.
8. With the exception of officer elections, any member of the organization may vote at a general membership meeting.
9. A quorum of at least five organization members, two of whom shall be officers, will be necessary before a vote can be taken.
10. A simple majority of members present will determine the results of a vote on a motion.
11. In-person votes at HFM Meetings are the preferred method of voting; however, in exceptional circumstances, online approvals/votes are permitted as long as the votes can be audited.
12. Absentee ballots will not be permitted.
13. In the event that more than one person is serving in the position of an officer or a board of directors, and a vote on a matter is taken at a directors meeting, the position is only entitled to one vote.
14. If the Executive Board, Board of Directors and/or General membership cannot come to an amicable decision, the Marching Ensemble Director will make the final decision; for the overall good of the organization.
15. “Robert’s Rules of Order” will settle any disputes or questions concerning parliamentary procedures not covered in the bylaws.

<http://www.rulesonline.com/rror-08.htm>

## **ARTICLE VIII – STUDENT CREDITS**

1. A separate savings account shall be established for the purpose of tracking student credits from the various fundraising activities.
2. The Treasurer will be responsible for tracking the student credits as reported by committee chairpersons in accordance with Article VI, Section 14 and depositing the money in the appropriate bank account.
3. The Treasurer:
  - a. analyzes the balance in the account(s) monthly by reconciling the bank statement with an itemized list of credits earned by each student;
  - b. prepares an updated itemized list of credits earned by each student. This listing will be made available to parents upon request to the treasurer.
  - c. is available to discuss any questions or discrepancies concerning a student's balance in the account.
4. Any interest earned by a bank account will be made available for the Marching Ensemble Director to use at his/her discretion to help students with financial hardships pay for items needed by the student to participate in the Marching Ensemble, Indoor Percussion or Indoor Color Guard programs.
5. The cost of a student's participation in the program shall be defined as any associated activity fees or trip fees.
6. The funds in the student credit account may not be used for any purpose other than paying for the costs of their participation in the Marching Ensemble, the Indoor Percussion or Indoor Color Guard programs, except as noted in Sections 7, 8, 9 and 10.
7. The students may use their credits to pay for the cost of a student's participation in the program, however, if their student credit is not enough to pay for the entire fee, the student must pay the remaining balance.
8. Any credits that remain in a student account after student no longer participates in the Marching Ensemble, the Indoor Percussion or Indoor Color Guard programs will be used in the same manner as interest earned by the account as stated in Section 4.
  - o All monies earned will be kept in the student account until the student graduates.

9. Individuals or graduating seniors (as a group) may designate leftover credits to the Directors fund or an Instrument/Equipment Fund.

10. As an exception to Section 8 of this article, student credits left over by a graduating senior shall be passed on to a sibling who will participate in either the Hatboro-Horsham High School Marching Ensemble, Indoor Percussion or Color Guard programs during the next school year.

## **ARTICLE IX – SCHOLARSHIPS**

1. Announcement of the scholarship program will be done twice a year, i.e., the beginning of the marching season and beginning of indoor season.

2. Scholarships will be presented in the Spring of each year to up to three graduating seniors.

3. Scholarships may be presented to graduating Seniors who participate in either; the Hatboro-Horsham Marching Ensemble, the Hatboro-Horsham Color Guard Winter Ensemble, or the Hatboro-Horsham Indoor Percussion Ensemble

4. Scholarship winners will be determined by the Marching Ensemble Director.

5. Scholarship criteria

- Student must apply by April of Senior year
- Applicants must have a G.P.A of 2.5 or better
- Must have completed 2 full seasons as a member of one of our competitive ensembles.
- Applicants are required to attend all rehearsals and performances, except for excused absences per the HHME Membership Guide
- Applicants must be in good financial standing with Hatters for Music.
- Must be considered by the HHME Director and staff to be of consistent high character and have consistently given their best effort in all areas related to their ensemble.

6. Students must request scholarship information in writing from the HHME Director and must submit application and requirements on time to be fully considered. The HHME director will review all applications, seek input from section leaders and staff, and will make the final decisions.

7. Scholarships will be given up to a maximum amount of \$500 each with the total amount awarded set by the board based on the annual budget and the current financial status of the organization.

## **ARTICLE X – AMENDMENTS TO THE BYLAWS**

1. The bylaws of the organization may be amended or changed in the following manner:

- A committee of at least three organization members (non-board members) will be appointed by the board.
- The committee will review the existing bylaws to determine if amendments or changes are needed.
- The committee will prepare a draft of any amendments or changes for review by the board and the directors.
- After a review of the draft is completed by the board and the directors, a notification will be placed in a communication to the general membership stating amendments or changes to the bylaws are under consideration.
- The notification will state the nature and the purpose of the amendments or changes.
- The notification will state when the proposed amendments or changes will be discussed at a general membership meeting.
- The notification will state when the proposed amendments or changes will be voted upon at a general membership meeting.
- The discussion and the vote cannot be held at the same meeting.
- A two-thirds majority of members present at a general membership meeting will be necessary to amend or change the bylaws.