

# RIVER EAST COLLEGIATE MUSICAL ARTS PARENT ASSOCIATION

## CONSTITUTION

**Effective Date: September 17, 2013**

1. **Name of Organization:** River East Collegiate Musical Arts Parent Association (RECMAPA)

2. **Aims and Objectives**

It shall be the purpose of RECMAPA to promote, encourage, and support undertakings of interest and benefit to the musical arts programs of River East Collegiate and to encourage support from the community for these undertakings within the framework of the music program at River East Collegiate.

3. **Membership**

- I. Parents / guardians of students enrolled in the River East Collegiate music programs shall be considered active members.
- II. Other requestors, including music program alumni, may be granted membership at the discretion of the RECMAPA Executive.

1. **Executive Members**

- The affairs of RECMAPA shall be managed by the Executive members (assisted by *ad hoc* committees as deemed necessary).
- Executive members shall be considered to have vacated their positions if they miss three consecutive meetings without cause.
- Executive vacancies occurring between AGMs may be filled by a motion at a general meeting.

### List of Executive Committee Members

Chairperson, *non-voting*  
Vice-chairperson  
Secretary  
Treasurer  
Concert Coordinator  
Communication Coordinator  
Grant Coordinator  
Student Fundraising Coordinator  
Ex-officio: Band Program Teacher(s), *non-voting*  
                  Choral Program Teacher(s), *non-voting*  
                  School Administrator Representative, *non-voting*

#### **1. Executive Duties**

Positions shall carry out the duties listed below as well as other duties as decided by the Executive.

##### **Chairperson**

- Shall chair general and Executive meetings according to Robert’s Rules of Order.
- Shall maintain general supervision of all affairs of the Executive.
- Shall, in consultation with the parents, Executive, and administration, ensure that an agenda is prepared and circulated to the membership at least seven calendar days prior to general and executive meetings.
- Shall review, edit, and distribute minutes of meetings within 7 days of receipt of minutes from Secretary.
- Shall submit a report at every general meeting.
- Shall submit an annual report at the Annual General Meeting (AGM).

##### **Vice-chairperson**

- Shall perform the duties of the Chairperson in the absence of the latter.
- If the office of the Chairperson becomes vacant, the Vice-chairperson shall become Acting Chairperson until a new Chairperson can be found.

### **Secretary**

- Shall keep a brief and accurate record of minutes of general and Executive meetings.
- Shall have the minutes available to the Chairperson within 7 days of a meeting.
- Shall keep on file print copies (and digital copies when available) of all minutes, reports, correspondence, and any other documents and materials belonging to RECMAPA.
- Shall collect and archive all relevant materials from Executive members at the end of the year.
- Shall compile a list of Executive members' email and street addresses and phone numbers.

### **Treasurer**

- Shall handle the financial affairs of RECMAPA.
- Shall verify, in conjunction with another Executive member, the quantity of all incoming funds.
- Shall be responsible for all deposits and disbursements, which are authorized by signature of the Treasurer and the Chairperson (or any two of the three Signing Authorities determined annually by the Executive).
- Shall forward, at the first general meeting after the AGM, the Signing Authorization document which shall govern all RECMAPA financial transactions, to the School Administrator Representative member of RECMAPA Executive.
- Shall keep a record of all receipts and disbursements.
- Shall have, without prior Executive approval, the discretion to disburse funds up to the amount of \$25.
- Shall maintain running balances for all student accounts:
  - Shall carry forward balances from graduated students to eligible siblings;
  - Shall retire money from accounts of graduated students without eligible siblings to the general fund; and
  - Shall disburse student account funds for eligible activities as requested by authorized school representatives.
- Shall draft a budget and tentative plan of expenditures within 30 days of election to the Executive.

- Shall submit a financial report at every general meeting.
- Shall submit an annual report at the Annual General Meeting (AGM).
- Shall oversee an orderly transition of the books to the incoming treasurer within 14 days of the AGM.

#### **Concert Coordinator**

- Shall manage RECMAPA assistance with / involvement in concert events, including (but not limited to):
  - Shall coordinate with music teachers for ticket printing;
  - Shall receive ticket orders from teachers:
    - Shall account for all funds;
    - Shall disburse tickets;
    - Shall forward funds to RECMAPA school administrator.
  - Shall arrange for walk-up ticket sales, account for ticket funds collected, and forward funds to RECMAPA school administrator;
  - As necessary, shall arrange for refreshment sales, silent auction, raffle, etc. (proceeds for RECMAPA general fund);
  - Shall arrange for ushers and any other required personnel.
  - Shall arrange for any door prizes, grad corsages, teacher gifts, etc. as necessary.
- Shall submit a report at general meetings as required.

#### **Communication Coordinator**

- Shall have, as assigned by the Executive committee, primary responsibility for the flow of information from RECMAPA Executive and its ad hoc committees to the general membership.
- Shall compile and maintain current email / phone lists for general membership.
- Shall keep templates for all correspondence from RECMAPA Executive and committees.
- Shall develop and maintain any and all newsletter / social network communication as assigned.

- Shall submit a report at every general meeting.

#### **Grant Coordinator**

- Shall research, coordinate, and apply for grants.
- Shall serve as information resource for grant and scholarship opportunities for RECMAPA and music program students and teachers.
- Shall submit a report at general meetings as required.

#### **Student Fundraising Coordinator**

- Shall liaise with music teachers, parents, RECMAPA school administrator to plan and conduct fund-raising activities for student accounts.
- Shall strike ad-hoc committee from general membership of RECMAPA.
- Shall communicate with music teachers to determine funding needs for the upcoming year.
- Shall, in conjunction with the ad-hoc committee, plan the year's fund-raising event schedule for approval by school administration.
- Shall, after each event, coordinate with the RECMAPA treasurer to deposit and allocate funds to student accounts.
- Shall submit a report at general meetings as required.

### **1. Meetings**

- Shall be conducted according to Robert's Rules of Order.
- General meetings of RECMAPA shall be held monthly from September through June, unless otherwise decided by the Executive.
- Executive committee meetings can be called by the Chairperson or upon the written request of any three members of the Executive committee, in which case they must be held within 14 days of receipt of the request.
- Members in attendance at meetings shall vote on business of RECMAPA.

- Quorum shall be set at half of the number of Executive Committee members plus one.
- The Chairperson shall vote only in the event of a tie.

## **2. AGM / Elections**

- A membership meeting (AGM), at which the Executive members shall be elected, shall be held after the first day of school but not later than the end of September.
- Every effort shall be made to publicize the AGM to RECMAPA membership at least 14 days in advance.
- All RECMAPA members shall be entitled to vote at the AGM.
- Executive reports shall be presented for approval by the Chairperson and the Treasurer for the year in which they held office.
- Nominations for Executive positions shall be received prior to the AGM by way of Nomination Forms or from the floor at the AGM.
- Executive members shall be elected by those members present at the AGM.
- Executive member terms shall expire at the first AGM following the year of their election.
- All elected Executive members shall sign the RECMAPA Constitutional Letter of Agreement.

## **3. Constitutional Amendments**

- Constitutional amendments can be proposed in writing to the Executive by any RECMAPA member.
- All proposed constitutional amendments shall first be considered and adopted at a general meeting before being brought to the constitutional meeting for a vote, where a 2/3 majority of the voting membership in attendance is required to pass an amendment.
- When a constitutional meeting is required, it shall coincide with the next AGM.
- Every effort shall be made to publicize the constitutional meeting and the proposed amendments to the RECMAPA membership at least 14 days in advance.

*Previously Amended:*      *17 April 2007*  
*4 January 2004*