

F.A.M.E. By-Laws
Friends of Auburn Music Education, Inc.
Auburn, MA 01501

PREAMBLE

We, the parents and teachers of the Auburn Public Schools, with a vested interest in the music and theater programs, do hereby pledge ourselves to support, through our personal efforts and interest, the organization hence forth known as Friends of Auburn Music Education (“F.A.M.E.”), Inc. a 501(c) (3) not-for-profit organization. Employer Identification Number (EIN): 47-2080129

ARTICLE I – NAME

The name of the organization shall be **FRIENDS OF AUBURN MUSIC EDUCATION (F.A.M.E.)**

ARTICLE II – OBJECTIVE

The objective of F.A.M.E. is to:

1. Provide support to the music and theater programs of the Auburn Public Schools, also known as Auburn Fine Arts Department, hereafter collectively referred to as “AFAD” in cooperation with the music directors and administrators.
2. Develop and organize fundraising events and activities, and coordinate volunteers to help support the events.
 - a. “Activities” shall include, but not be limited, to planning or supporting events or actions by providing either financial, physical, or technical assistance to any program specifically involving AFAD.

ARTICLE III – PURPOSE

The purpose of the organization shall be as follows:

1. To raise funds to provide AFAD programs items/services not covered by the annual budget of the Auburn Public Schools so that students may have enhanced experiences above the basic level of which the school budget can reasonably provide.
 - a. The organization shall not provide for basic items related to the essential functioning of AFAD, that are not covered by the Auburn School District’s annual budget.
2. Volunteering, fundraising, or soliciting donations at community events to provide supplemental financial support to AFAD, and students participating in related AFAD events and programming.
3. To seek and assist with the selection of qualified chaperones and sponsors for music/theater trips and other scheduled events, as requested by AFAD staff.

4. To assist AFAD directors in providing programs that will be educational, enjoyable and rewarding for the students, without interfering in any way with the control and/or management of the content, curriculum, policy, philosophy, and/or activities of the music/theater department rightfully under the supervision of the directors, supervisor of AFAD, administrators and/or the Auburn School Department.
5. To comply with all Auburn School District Board of Education policies, rules and regulations and specifically to refrain from engaging in any discriminatory conduct by promoting diversity and fairness in all practices.
 - a. F.A.M.E. shall not, as an entity unto themselves, outside the realm of the schools, enter into or attempt to enter into the administration of the Auburn Public Schools or AFAD, but shall act in an advisory capacity to the Auburn Public Schools, and shall serve as a liaison to provide better communications and help establish good working relationships among schools, the principals, the music directors, the parents and the School Committee.
6. To assist, when requested by the directors, supervisor of AFAD, or administrators, in identifying areas of expansion and improvement of the music and theater programs.
7. To become better acquainted with the aims and practices of AFAD.
8. To facilitate an efficient and transparent budget process, F.A.M.E. will comply with all reasonable requests and make available a breakdown of all expenditures or financial transactions in a timely manner.
9. To enjoy the fellowship of other F.A.M.E. members and the members of the AFAD, this for the betterment of the music/theater program, its staff and participating students.

ARTICLE IV – MEMBERSHIP

A. F.A.M.E. Members shall consist of:

1. Parents/Guardians of students in the Auburn Public Schools who are participating in AFAD programs;
2. Teachers from those departments; and also
3. Greater Auburn community members who wish to support F.A.M.E, or AFAD programs.

B. General Duties:

1. Members shall provide an email and a phone number.
2. Members may serve on a voluntary basis and make themselves reasonably available for fundraising efforts and/or the support of artistic programs.
3. Members are welcome to bring new fundraising/programming ideas forward at General Body Meetings for discussion and assessment. Depending on levels of complexity, ideas may be voted on at the General Body Meeting or may be revisited by officers at an Executive Board Meeting.

ARTICLE V – OFFICERS

A. Executive Board Composition:

1. The Executive Board shall consist of the following Officers: One (1) President; One (1) Vice President; One (1) Clerk/Secretary; and One (1) Treasurer.
2. Three (3) School Ambassadors shall be appointed (one representing each individual participating school).
3. In the event the Executive Board is at an impasse, items requiring approval will be brought to all F.A.M.E members for their input and vote shall be taken.
4. The Officers shall serve without any compensation of any sort.
5. AFAD Faculty and Directors may serve as ex-officio members. They have the right to speak at meetings but shall have no voting privileges. They may also serve as ex-officio members of all committees.

B. Executive Board Duties:

1. President shall:
 - a) Preside at all meetings and duly enforce the provisions of the by-laws outlined herein.
 - b) Appoint all standing committee chairs with the approval of the Executive Board by a simple majority vote.
 - c) Countersign the annual financial report of the organization and organization checks for the authorized disbursement of funds.
 - d) Report the actions of the Executive Board at meetings.
 - e) Represent the organization, as requested by APS school faculty or administration.
 - f) Call a joint meeting of the incoming and outgoing officers for the purpose of transferring organization records and responsibilities.
 - g) Ensure that the organization remains compliant with all local, state and federal rules, laws and regulations.
 - h) Lead communications efforts including, but not limited to:
 - a) Maintaining a list of all Officers and notify everyone of all meetings at least 2 days (48 hours) in advance.
 - b) Maintain the list of parents' email addresses who are members of F.A.M.E. and/or who wish to be kept abreast of ongoing activities.
 - c) Design, develop and maintain a website and social media channels to promote awareness and fundraising activities.
 - d) Develop templates for committee letters, slideshows and promotional materials.
 - i) Spearhead fundraising opportunities and coordinate outreach.

- j) Lead the effort to identify and secure product donations from individuals and corporations. Coordinate outreach efforts with Board members and volunteers.
- k) Track related donation and fundraising activities alongside the Treasurer.
- l) Upon leaving the office, the President shall transmit all property of the organization to their successor and shall reasonably provide advice and counsel, as needed throughout the subsequent term, to their successor.
- m) Serve a term that totals two-and-one half years (2.5 years). During the last half-year (6 months), the President shall serve in an advisory and training capacity for the incoming President. (See term limits below)

2. Vice President Shall:

- a) Preside at all meetings not presided over by President in cases of absence or emergency and duly enforce portions of the bylaws outlined herein, when doing so.
- b) Perform additional duties in the absence of President, or cases of an emergency as listed in Article V, Section B1(a-k) as necessary.
- c) Serve a term that totals two-and-one half years (2.5 years). During the last half-year (6 months), the Vice President shall serve in an advisory and training capacity for the incoming Vice President. (See term limits below)

3. Clerk/Secretary shall:

- a) Maintain and distribute, at the meeting, the minutes of the meetings prepare reports, and prepare the general correspondences of the organization.
- b) Collect and file all committee reports presented at each meeting.
- c) Maintain list of standing rules of organization.
- d) Serve a term that totals two-and-one half years (2.5 years). During the last half year (6 months), the Clerk/Secretary shall serve in an advisory and training capacity for the incoming Clerk/Secretary. (See term limits below in Section C,3).

4. Treasurer shall:

- a) Receive and retain custody of all organization funds, pay bona fide debts if within the prevue of the annual budget or as approved by the Executive Board, and maintain accurate records of all receipts, disbursements, assets, and liabilities.
- b) Render financial reports when requested.
- c) Prepare an annual financial report, executed by the outgoing President and Treasurer, to be presented at the September meeting of the organization.
- d) Prepare, maintain, and file all pertinent reports necessary for the organization to retain its tax-exempt status.
- e) Treasurer shall serve a term that totals two-and-one half years (2.5). During the last half year (6 months), the Treasurer shall serve in an

advisory and training capacity for the incoming Treasurer. (See term limits below in Section C,3).

5. School Ambassadors (3) shall:
 - a) One (1) representative will be appointed to represent each of the three schools who participate in AFAD programming. (Swanson Intermediate School, Auburn Middle School, and Auburn High School) to consist of three ambassadors total.
 - b) Ambassadors will serve a one-year term as representative of their schools.
 - c) Ambassadors will serve as liaison between F.A.M.E and the greater school community, including answering questions and concerns from parents and students.
 - d) School Ambassadors are also asked to attend monthly general meetings and monthly board meetings and serve as voting members of the Board.
 - e) In the event that an executive session is requested, non-voting board members will be excused from attending so that Officers may vote on or discuss a sensitive issue.

6. Non-Voting Board Members
 - a) Any member of the general body whom attends two (2) or more consecutive meetings in the annual year is welcome to regularly attend Executive Board meetings and serve as a non-voting member of the Board.
 1. Board members may share opinions and insights, lead sanctioned committees, bring questions to elected Officers and ask for permission to hold the floor for presentations.
 2. In the event that an executive session is requested, non-voting board members will be excused from attending so that Officers may vote on or discuss a sensitive issue.

C. Election of Officers

1. The officers shall be elected at the annual June meeting and/or recruited and appointed by the Executive Board by a majority vote as necessary, when a position becomes vacant.

2. Nominations and Elections
 - a) Nominations shall be presented at the May meeting.
 - b) Nominations can be taken from the floor up to the time of election.
 - c) Nominations may also be submitted via email to any member of the F.A.M.E. Executive Board up to the day prior to the annual June F.A.M.E. meeting. All nominations will be communicated publicly by the F.A.M.E. Executive Board at the June F.A.M.E. meeting.
 - d) All nominees must agree to serve the full term to the best of their ability if elected.
 - e) Officers shall be elected by a simple majority vote by the members present at the June meeting.

- f) The election shall take place by secret ballot unless the office is unopposed.
 - g) In the event of a vacancy, a special election requiring a majority vote will be held at the next scheduled meeting, or the meeting after an interested candidate makes themselves known, for the purpose of filling the office.
3. Term Limits
- a) The positions of President, Vice President, Clerk/Secretary, and Treasurer are elected for two (2) year appointments, with an additional 6-month transition period to aid the incoming elected officers.
 - b) School Ambassadors are appointed for a one (1) year period.
 - c) In the aim of promoting distributed leadership, encouraging new ideas and allowing as many interested F.A.M.E. members as possible to serve in leadership roles, an officer may only be re-elected if after a one (1) year hiatus from office or no other individual runs for the position they are vacating.
4. Removal /Resignation of Officers
- a) Each Officer is expected to make their best effort to attend all meetings. If an officer misses four (4) consecutive meetings, without the consent of the Executive Board, that Officer may be relieved of their duties and replaced with another individual via a special election as referred to in Section C3.
 - b) In the event that an Executive Board member is not: (1) fulfilling their job duties; (2) impeding the progress and objectives of F.A.M.E., or (3) demonstrating behavior unbecoming an officer; a motion to remove that Executive Board member from their position must be submitted in writing to the F.A.M.E. Executive Board.
 - c) The decision will be made by a silent majority vote at the next Executive Board meeting.
 - d) Alternatively, officers can be removed by a two-thirds vote of those present at a general body meeting, where at least 24-hour notice of the vote has been publicly disseminated.
 - e) Any officer who no longer wishes to remain on the Executive Board may submit a written letter of resignation to the president stating their request to be removed from the post. Officers will turn in any and all relevant material, property, credentials belonging to F.A.M.E. within a reasonable time period.

ARTICLE VI - FINANCES

A. Non-Profit Status:

1. Notwithstanding any other provisions of these articles, F.A.M.E. shall not engage in any other activities deemed impermissible by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

B. Fiscal Duties of Officers:

1. No part of the net earnings of the organization shall benefit any member or Officer of the organization, or any private individual except for the reasonable compensation or reimbursement for services rendered to or for the organization; and no member or Officer of the organization, nor any private individual shall be entitled to share in the distribution of any assets upon dissolution of the organization.
2. While all officers shall have fiduciary responsibility, the Treasurer shall be entrusted with the safekeeping of all funds and financial transactions conducted in the name of F.A.M.E.
3. There shall be a monthly and full annual Treasurer's Report ("Report"). These reports shall be kept in the books of both the Clerk/Secretary and the Treasurer.
4. At the end of each fiscal year, the President shall appoint up to three individuals to review the financial records of this organization; such individuals may be members, but not Officers or Chairpersons of fund-raising committees of this organization. The report on the review of the financial records shall be approved by the officers by June 30.
5. At or before the end of each fiscal year, the President and Treasurer will ensure that the necessary local, State and Federal filings and permit renewals are completed within the mandated timeframes. This includes, but not limited to:
 - a) Annual report with the State of Massachusetts
 - b) Annual tax filing with the IRS
 - c) Required permits for raffles, sales of concessions, etc.
6. When an amount of cash in excess of two-hundred fifty dollars (\$250) is received, the committee chairperson and at least one other person shall both count it; such amount shall be submitted to the Treasurer as soon as possible.
7. Officers will recuse themselves from voting on issues that concern the awarding/ reimbursement of goods and/or funds to their own children or immediate family members.
8. Officers shall demonstrate the highest level of ethical behavior and professionalism in relation to Raffles, Giveaways, Skill-based contests, Financial stipends, Drawings or Financial Reimbursements. Officers agree to utilize best available practices that will eliminate bias and conduct contests in accordance with state laws and municipal ordinances. (Examples include but shall not be limited to: blinding/anonymizing contest submissions, random name/number generators, seeking judges from different schools, etc.)
9. In the event that a contest submission, or entry cannot be anonymized, or the identity of an applicant is readily identifiable (i.e. an autobiography, essay or self-

portrait) a judge or officer shall recuse themselves from a vote concerning their relative -or judging the contest whatsoever. The remaining officers shall decide what is appropriate by a majority vote.

10. If a concern surrounding the award of goods or funds exists, and is timely raised by a member, F.A.M.E. officers will provide transparent explanation and documentation of its methods awarding prizes for each fundraiser and giveaway at the next general body meeting.

C. Fiscal Procedure:

1. The fiscal year shall run from July 1 to June 30.
2. All funds received by this organization shall be deposited, within a reasonable timeframe, into a bank account maintained by this organization. The Treasurer is authorized to sign checks drawn on the account. The President or Vice President is authorized to sign checks if the Treasurer is unable to do so.
 - a) Any checks in excess of \$250 shall require two (2) signatories: the first being the Treasurer, and the second being a member of the Executive Board.

ARTICLE VII – STANDING RULES

The Executive Board, from time to time, shall propose standing rules to be approved by a simple majority vote of members present at a regularly scheduled meeting. Once approved, these rules shall be binding until such time as they are changed by like procedure. These standing rules shall be consistent with these by-laws; and where there is a contradiction, **the bylaws shall prevail**. All standing rules must be in compliance with the policy, procedures and expectations of the Auburn Public Schools.

ARTICLE VIII – DISSOLUTION

Upon dissolution or disbandment of the organization, any and all unallocated cash funds shall be turned over to the Auburn Public Schools for exclusive use by AFAD directors to distribute the funds equitably in the form of a scholarship(s) for students planning to pursue a degree in the performing arts.

[SIGNATURES ON NEXT PAGE]