

**-CONSTITUTION-**  
**Mount Vernon Fine Arts Association**

Article I.       NAME

The name of the organization is the Mount Vernon Fine Arts Association, hereinafter referred to as MVFAA.

Article II.       PURPOSE

The MVFAA fosters the growth and development of the fine arts education in Mount Vernon Community School District (MVCS D) by:

- A. Supporting projects that enhance the fine arts education of students, and
- B. Raising and distributing funds to enrich the fine arts programs.

Article III.       MEMBERSHIP

Membership consists of all students and parents/guardians of students participating in co-curricular and extra-curricular fine arts programs in the MVCS D (Mount Vernon High School, Mount Vernon Middle School, and Washington Elementary) and any other interested individuals.

Article IV.       EXECUTIVE BOARD

- A. OFFICERS: The officers shall consist of the President, Vice President, Secretary, and Treasurer.
- B. OTHER MEMBERS: Other members of the Executive Board include the Volunteer Coordinator, Communications Chair, Special Projects Chair, Past President, Members at Large, Faculty (non-voting), and MVCS D Board Liaison (non-voting). Each position may be shared with another individual.

Article V.       MEETINGS

All meetings of the MVFAA shall be held at times and places stated in the By-Laws of the organization.

Article VI.       NOMINATING COMMITTEE

The nominating committee shall consist of the officers of the Board.

Article VII. DISSOLUTION

In the event of dissolution of the MVFAA, the assets shall, after paying all outstanding obligations, be assigned to the Mount Vernon Community School District Foundation for use in furthering the fine arts programs of the schools.

# **By-Laws of the Mount Vernon Fine Arts Association**

## **Section 1.     *Terms of Office***

Officers are elected annually for a one-year term at the last scheduled general membership meeting of the academic year. Terms begin July 1. Officers may be re-elected, although no officer may serve more than four consecutive terms on the Executive Board in the same position.

## **Section 2.     *Duties of Executive Board Members***

- A. PRESIDENT/CO-PRESIDENTS: Shall convene and preside at all meetings or special meetings, manage progress on meeting action items, and communicate with the school administrators and the fine arts faculty regarding program support and expenditures. Shall work with the Treasurer to present an annual budget each spring and secure a financial review each year.
- B. PAST PRESIDENT/CO-PRESIDENTS: Shall be a part of the Executive Board with voting privileges.
- C. VICE PRESIDENT/CO-VICE PRESIDENTS: Shall serve in the absence of the President and is the President-Elect.
- D. SECRETARY/CO-SECRETARIES: Shall prepare and distribute minutes of all meetings, consult the President on developing monthly action items, and prepare a year-end summary highlighting the year's activities (which will include the Treasurer's year-end report) to be presented at the general membership meeting.
- E. TREASURER/CO-TREASURERS: Shall manage the budget, maintain records on income and expenditures and pay all bills incurred by the MVFAA, consult the president on progress of income and expenditures, provide written reports at each meeting and a year-end annual report of all expenditures which shall be presented to the Executive Board detailing the year's financial activity. Near April 1, Shall remind faculty that all expenses are to be submitted prior to June 1 deadline.
- F. VOLUNTEER COORDINATOR/CO-COORDINATORS: Shall be responsible for the recruitment and solicitation of volunteers for designated projects and events. Recruitment duties include attending parent/coach meetings to solicit volunteers, posting volunteer opportunities in school web site and weekly newsletter, and managing volunteer signup via Internet programs like SignUp.com. Serves as liaison between football/volleyball concession coordinators and MVFAA Board.
  - a. Football concession coordinator – purchases food/beverage (unless delegated), coordinates setup and tear-down for each game, coordinates pickup and return of cash box from Treasurer. Works with Board to coordinate pre-season prep of football stand and post-season cleanup.
  - b. Volleyball concession coordinator – purchases food/beverage (unless delegated), coordinates setup and tear-down for each game, coordinates pickup and return of

cash from Treasurer. Works with Board to coordinate pre-season prep of concession stand and post-season cleanup.

- G. COMMUNICATIONS: Shall prepare and publicize announcements for the school newsletter, alumni newsletter, and the local newspapers, update the MVFAA web site, create/coordinate other correspondence as determined by the Executive Board at the monthly meetings.
- H. SPECIAL PROJECTS CHAIR: Shall assist with the development of new fundraising opportunities and special projects as determine the Executive Board at the monthly meetings.
- I. MEMBER AT LARGE: Shall support and volunteer as needed to assist the officer positions, vacant subcommittee positions, and can serve as coordinators of special projects.
- J. FINE ARTS FACULTY: By virtue of their positions, shall be considered consulting non-voting members of the Executive Board. Shall inform the Executive Board of near-future large expenditures to adjust budget accordingly.
- K. SCHOOL BOARD LIAISON: Shall serve as a consulting member and informational resource and help to MVFAA board be aware of and utilize all resources made available by the School Board and the Mount Vernon School District. The School Board Liaison is a non-voting member of the board.

### **Section 3:     *Vacancies and Election of Officers***

Should a vacancy occur among the elected officers, the President shall appoint, with approval of the remaining members of the Executive Board, a replacement to fill the unexpired term.

The Nominating Committee will begin recruitment in March and present nominations at the May meeting. Nominees will be voted on by the MVFAA Board.

### **Section 4:     *Meetings***

- A. MVFAA meetings are open to the public. Any guests wishing to be added to the agenda must submit their request and supporting documents in writing to the president at least one week prior to the meeting.
- B. At least eight monthly meetings of the Executive Board shall be held during the academic year. A quorum will consist of the board members present at any given meeting. A majority of those present and voting shall be sufficient to approve a motion.
  - a. The President will send out a list of follow-up action items at least two weeks prior to the next meeting, with results reported back to the president one week prior to the meeting.
  - b. Faculty will submit their reports one week prior to the meeting.
  - c. The most recent minutes, faculty reports, agenda, and other supporting documents will be distributed one week prior to the meeting.
  - d. Executive Board members will review all documents prior to the meeting.

- e. The Executive Board will review the Constitution annually.
- C. A special meeting may be called at the discretion of the Executive Board or upon petition of at least ten members of the general membership.
- D. Voting will happen at monthly or special meetings after discussion of a topic.
  - a. The Board may consider email blind-voting in extenuating circumstances, following discussion and agreement of all officers.
  - b. Program expenditures in excess of \$1,000 shall be discussed at one meeting and voted on at the following meeting.

**Section 5:     *Finances***

The MVFAA is a non-profit organization. There are no dues. No part of the net earnings or proceeds of the MVFAA shall be distributed to its membership without approval of the Executive Board. All faculty expenses are to be submitted by June 1 to close the financial books in accord with the School District's fiscal year.

**Section 6:     *Amendments***

This Constitution may be amended by two-thirds vote of the Board membership present any voting at any general membership meeting, provided that notice of the impending amendment, including its text, is distributed at least one week prior to the meeting at which it is voted upon.

Revised: March 2017  
Revised: October 2016  
Revised: March 2013  
Revised: April 2013  
Adopted: