

**Ponaganset High School
Music Parents Association
www.ponagansetband.org**



Music Parent Handbook

ABOUT OUR ORGANIZATION

The Ponaganset Music Parents Association is comprised mainly of parents of students in the Ponaganset High School Instrumental & Chorus Music Programs. Our primary goal as an organization is to assist the PHS Band & Chorus Directors in any way possible to help the Music Programs run smoothly and efficiently, thereby aiding the Directors and the Students in their pursuit of musical excellence.

Members of the Association work hand in hand with the Band & Chorus Directors throughout the year to help make this program one of the finest in the country. In order for our organization to succeed in its goal, we must rely on our members to volunteer their time and talents. Volunteer duties include providing hospitality for various events throughout the school year; producing memos, flyers, and other publications; maintaining a web site; and conducting fundraisers to help our students pay for their spring music festival trips.

We encourage all parents to do their fair share of volunteer work for our organization, our Directors, and our Students!

Officers

The PHSMPA is led by five officers: President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary. A slate of candidates for these offices, chosen by the Nominating Committee, is presented at the Annual Meeting in June and Officers are elected by the membership at that time.

Executive Board

The PHSMPA is guided by the Executive Board, consisting of the Ponaganset High School Band Director, Chorus Director, and the PHSMPA Officers.

Membership

Once your child is enrolled in the PHS Music Program, you automatically become an Active Member of the PHSMPA. Associate Members include the students and any interested Foster/Glocester residents.

Meetings

Meetings of the Ponaganset Music Parents Association are held on the second Monday of each month - September thru June. In the case of a Monday holiday, the meeting is held on the first Monday of the month. In the case of a school cancellation, the meeting is held on the third Monday. Reminders are often sent home with the Students, and the schedule is also posted on the PHSMPA website (www.ponagansetband.org). PHSMPA meetings are usually attended by the Band Director and Chorus Director, and are a good way to stay in touch with your Student's music-related activities. Students are also encouraged to attend these meetings.

Time: 6:30 PM

Place: Ponaganset High School Band Room

STANDING COMMITTEES

Standing Committees are mandated by the PHSMPA Constitution and are necessary to the basic functioning of the PHSMPA. Standing Committee Chairpersons are encouraged to attend meetings of the Executive Board. The Band & Chorus Directors serve ex officio on all Standing Committees.

Budget Committee

The Budget Committee proposes all estimated expenditures and recommends ways and means of raising the funds necessary to meeting said expenditures.

Bylaws Committee

The Bylaws Committee examines the rules by which the organization operates and proposes revisions as necessary. These proposals are presented to the membership for approval and subjected to a vote. See Constitution & Bylaws.

Nominating Committee

The Nominating Committee recruits volunteers and presents a slate of Officers at the Annual Meeting.

BUSINESS COMMITTEES

Business Committees are traditional, but not mandated by the PHSMPA Constitution. These committees are responsible for helping out at concerts, raising funds for the students' spring music festival trips, and generally assisting the Band & Chorus Directors in the efficient functioning of Music Program events. The following committees are currently in place, but some may be added and others deleted as needed.

Annual Program

Early each year our Chorus and Instrumental Music Students solicit ads for the "Annual Program" from family, friends, and businesses. These booklets are compiled by the PHSMPA Committee members, assigned by the President of PHSMPA, and prepare the ad book for bulk printing. The booklets, which contain Music Program information as well as contributors' ads, are distributed to hundreds of concert-goers throughout the year.

Financial Information: 100% of the net profit from this fundraiser goes toward the Student Accounts.

Concert Tickets

The Concert Tickets Committee sells "at the door" any concert tickets that may be available. Printing of tickets is paid for by the PHSMPA General Fund.

Financial Information: \$4 out of the \$5 for pre-concert ticket sales goes directly into the Student Accounts. The \$1 increase is for payment for a Fire Marshall and a police officer; 100% of the income from the sale of tickets "at the door" goes toward the PHSMPA General Fund.

Concert Ushers & Door Attendants

Concert Ushers greet our concert-goers with a smile and a program as they enter the auditorium. Door Attendants monitor the auditorium entrances so that hallway noise is kept to a minimum during musical selections, much appreciated by the Directors and students. This committee also enforces the rules of the school and the Music Directors regarding food and drink in the auditorium, entry during musical selections, etc. Door attendants arrange their schedules in advance so that no one misses his student's portion of the performance.

Floral

The Floral Committee arranges the purchase of boutonnieres for our Band and Chorus Directors, and presents our gift to the Directors shortly before each concert.

Hospitality

The Hospitality Committee provides snacks and beverages at a nominal fee during various events throughout the school year. Baked goods are usually donated by Band Parents and snacks and soda are solicited from area businesses by the committee members.

Financial Information : 100% of the net profit from this fundraiser goes to the PHSMPA General Fund.

Publicity

The Publicity Committee notifies the Providence Journal-Bulletin, The Observer, The Woonsocket Call, and other area publications of upcoming PHSMPA functions, meetings and other events throughout the year as needed.

Raffles

The Raffles Committee solicits or purchases raffle prizes from area businesses and organizes raffles at concerts and other events throughout the year.

Financial Information: 100% of the net profit from this fundraiser goes toward the PHSMPA General Fund.

Senior Gifts

Each year the PHSMPA presents a keepsake to our graduating seniors in the band & Chorus Music Programs ... a small token of our appreciation for all the beautiful music they have given us. This committee window-shops for appropriate gifts, and presents their ideas and pricing information to the membership. After a vote by the membership, the committee takes care of purchasing and wrapping the gifts, which are then presented to the seniors at the last concert of the school year.

Uniforms

The Uniforms Committee notifies all students about the fittings schedule at Our Place Tuxedos & Uniforms located in North Providence, RI at the beginning of the school year. They also help collect and inventory school-owned uniform items at the end of the school year, and see that everything is professionally cleaned and ready to go for the following year.

Website & Facebook

PHSMPA assigned member(s) will update and maintain website and Facebook page to disseminate PHSMPA information to parents and students. The website address is www.ponagansetband.org. * And if you're on Facebook, look us up and "Like" us, or go directly to our website ... we have a link!

**The formal organization name of PBPA is also PHSMPA for intents and purposes for materials used in publication, website, and Facebook.*

CONCERTS

Schedule

Traditionally, four concerts are scheduled throughout the school year:

November Concert
December Concert (usually two performances)
February Concert
May Concert

Tickets

Concert tickets are \$5 each and usually go on sale approximately two weeks before each concert. Because of the large number of students in the Chorus and Instrumental Music Programs and the availability of only 500 tickets per performance, parents are encouraged to purchase concert tickets soon as they are available. The ticket sales schedule is announced by the Band and Chorus Directors during class, and parents are urged to communicate frequently with their students regarding any band-related announcements as a scheduled concert approaches.

Each student is initially allowed to order two tickets. This order should be in the form of an envelope marked with the student's name and the number of tickets requested (maximum of two). A check made out to "PHS Band" should be placed in the envelope and the envelope sealed. Please note that placing cash rather than a check in the envelope will void the request. This envelope should then be placed in the "Concert Tickets" box in the Band or Chorus Director's office. The Band and Chorus Directors then collect the envelopes, completes the orders, assigns the appropriate amount to the Student Accounts, and distributes the tickets to the students. Following this initial ticket distribution, additional tickets may be purchased on a first-come, first-served basis.

Financial Information: \$4 out of the \$5 for pre-concert ticket sales goes directly into the Student Accounts. The \$1 increase is for payment for a Fire Marshall and a police officer; 100% of the income from the sale of tickets "at the door" goes toward the PHSMPA General Fund.

Guidelines

Music Students must arrive at the school at the time designated by their Director. All Music Students are required to remain in the Band Room and Chorus Room unless otherwise instructed by the Directors or designated chaperones.

Concert-goers are allowed to enter the auditorium 45 minutes before the start of the performance. All should bear in mind the following:

There is no admittance during musical selections. The Students and their Directors work very hard during the school year to provide the best performance possible to their audience. As a courtesy to them, and to those concert-goers sitting near the back of the auditorium, no one is

allowed to enter the auditorium during musical selections. All concert-goers are encouraged to time their exits and returns accordingly.

As a courtesy to the Students, their Directors, and to other concert-goers, kindly refrain from talking or otherwise disturbing others during musical selections.

Should you choose to forego the remainder of the concert following your Student's portion of the performance, please refrain from congregating in the foyer outside the auditorium. Noise from the foyer may disturb those concert-goers sitting near the back of the auditorium.

School policy dictates that no food or beverages be brought into the auditorium at any time.

Uniforms

Students are required to wear the designated uniforms at all concerts. The boys' uniform consists of a tuxedo, white cotton tuxedo shirt, bow tie, black socks, and completely black dress shoes. The girls' uniform for band consists of the ankle-length black shirt, white cotton tuxedo shirt, cross tie, and black dress shoes. The girls' uniform for chorus consists of Concert Chorus or Chamber dress, Black Knee-Highs, completely black shoes (closed toe & flats are preferred). The Music Department maintains an inventory of tuxedos and skirts. However, the white tuxedo shirts, which comes with tie and studs, must be purchased by the parents.

All students are fitted at the beginning of the year by the staff at Our Place Tuxedos & Uniforms in North Providence. A notice regarding the fittings schedule will be sent home with your student. Our Place graciously donates all fittings and tuxedo alterations, so we encourage our students and parents to acknowledge their generosity with a sincere "Thank You!"

The students are responsible for taking proper care of any uniform elements that belong to the school. At the end of the school year these elements are collected, along with a small fee to cover the cost of dry cleaning.

MUSIC FESTIVALS

Each spring, usually during April or May, our Music Students take part in major music festivals. Our Directors make certain that the festivals selected are well worth the effort and expense. In other words, there will be stiff competition worthy of our students, good food and accommodations, and a well-organized and safe itinerary. In the recent past, our students have traveled to such distant locations as Toronto, Williamsburg, Orlando, and even Austria.

Participation

The Band and Chorus Directors have found that traveling and competing is a great experience for the students. However, if your child is unable or unwilling to go on the trip, speak to the Band or Chorus Director immediately! It's possible that, with the Director's help, certain problems may be overcome. Barring this, the Director will be forced to make arrangements in advance if the group is to succeed. Please note that, in some cases, the absence of just one key performer can undermine the group's performance in the festival. Such problems must be addressed early in the year before the group is committed financially to the trip.

Chaperones

School regulations mandate that chaperones accompany our students on these trips. Chaperones are responsible for monitoring the students' behavior at all times, enforcing the school's and the Band and Chorus Directors' policies regarding proper behavior, and generally helping the Band and Chorus Directors provide for the welfare of our students. Chaperone candidates are usually Ponaganset High School staff members and Band Parents, and the Directors choose those applicants who will best fulfill the needs of the group.

Fundraising

There is no doubt that these trips can be rather expensive. Luckily, the Directors and PHSMPA organize fundraisers throughout the year to help filter money into your child's Student Account. With a moderate amount of effort, students and/or parents can end up paying little or no money towards the trip expenses.

Some fundraisers are run solely by the Music Directors. In such cases, 100% of the net profit earned by each student goes directly into that child's Student Account. Some fundraisers are run by PHSMPA. Depending on what has been decided at the monthly PHSMPA meetings, anywhere from 25% to 100% of the net profit earned by each student goes directly into that child's Student Account. The remainder of the money goes into the PHSMPA General Fund.

Of course, taking part in fundraising activities is not required. Students and/or parents are welcome to pay for the spring music festival expenses themselves without becoming involved in any fundraising activities. However, joining in these activities is a good way to get to know the Directors, the Music Students, and your fellow Band Parents; and the sense of accomplishment and camaraderie derived from these activities is well worth the effort. You should also remember that monies generated for the PHSMPA General Fund through fund-raising help your student in many indirect ways (see General Fund below).

It's possible that, due to work schedules and other factors, neither you nor your child will have much time to participate in fundraising activities. Thus, the cost of the music festival trip will not be offset by the Student Account. Therefore, it is up to you to plan ahead for these financial considerations. You should remember that deposits and payments are, in most cases, non-refundable after a certain date; so canceling at the last minute will usually result in a loss of all money paid to date. If coming up with the final payments is truly impossible, feel free to speak with your child's Director privately to find a solution to the problem.

Student Accounts

A Student Account is a collection of monies earned through fundraising activities by each of our Music Students. Although the funds are kept in one bank account, a detailed spreadsheet is set up, maintained, and posted by the Directors to keep track of money earned by each individual student. The money in each Student Account is used solely for the purpose of offsetting the expenses for that student's trip.

General Fund

The General Fund is a pooling of profits from various fundraising activities. These funds are used to help the Students and the Directors in ways not usually covered by the school budget; e.g. leasing a copy machine for use by the Music Students and Directors, printing concert and event tickets, and purchasing Senior Gifts, Hospitality Committee necessities, and Directors' boutonnieres for each concert.

MUSIC VENDORS

Following is an alphabetical listing of businesses that provide instruments, accessories, music, repairs, and/or lessons:

Axelrod Music

663 Killingly Street
Johnston, RI 02919
401-421-4833

Chepachet Music

1 Stafford Yard
Chepachet, RI 02814
401-568-2083
Mon-Fri 2pm-8pm; Sat 9am-5pm

Luca Music, Inc.

1530 Mineral Spring Avenue
North Providence, RI 02906
401-353-3800
www.lucamusic.com

The Music Complex, RI

615 Putnam Pike
Smithfield, RI 02828
401-949-1060
www.themusiccomplexri.com

Rick's Musical Instruments, Inc.

2352 Mendon Road
Cumberland, RI 02864
401-658-3404
Mon thru Thu 12-8, Fri 12-6, Sat 10-4
www.ricksmusicalinstruments.com

Robert's Musical Instruments

687 Quaker Lane
West Warwick, RI 02893
401-823-5459
Mon thru Friday 12-8; Sat 10-5
www.robertsmusicri.com

Ross Music Sales & Service

1800 Post Road
Warwick, RI 02886
401-738-7677
www.rossmusicstore.com

CONSTITUTION & BYLAWS

CONSTITUTION

ARTICLE I: Name

1. The name of the organization shall be “Ponaganset Band Parents Association,” hereafter referred to as the organization.

ARTICLE II: Purpose

1. By the pooling of efforts, ideas, and resources, to assist and support the Band Director(s) in providing an Instrumental Music Program 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 activities of the Instrumental Music Program rightfully under the purview of the Band Director(s) and/or the School Department.
2. To assist, when requested by the Band Director(s), in identifying areas for expansion and improvement of the Instrumental Music Program.
3. To assist, when requested by the Band Director(s), in the communication between the Band Director(s) and the parents/guardians of students in the Instrumental Music Program.
4. To encourage and foster community support and assist, when requested by the Band Director(s), in keeping the community informed as to the goals, purposes, and activities of the Instrumental Music Program.
5. To raise funds to provide for the Instrumental Music Program those items/services not covered by the Foster/Glocester Regional School Budget in order that the students may have music-related experiences above the basic level and beyond what the School Budget can reasonably provide; i.e., the organization shall not provide funding for basic items necessary to the proper functioning of the Instrumental Music Program, such as facilities, music, basic instruments, teacher salaries, etc.

ARTICLE III: General Membership

1. The General Membership of this organization shall consist of Active Members and Associate Members.
2. The Active Members shall be the parents/guardians of students enrolled in the Ponaganset High School Instrumental Music Program.
3. Active Membership for parents/guardians shall commence with the enrollment of the parents’/guardians’ student in the Ponaganset High School Instrument Music Program and shall cease upon that student’s withdrawal from the Program.
4. Active Members shall have one vote each on any matter under consideration at a regular or special meeting of the General Membership.
5. The Associate Members shall be any persons, within the following groups, who desire to foster the purpose and participate in the functions of the organization: current members of the Ponaganset High School faculty, students enrolled in the Ponaganset High School Instrumental Music Program, alumni of the Ponaganset High School Instrumental Music Program, and residents of the Foster/Glocester community.
6. Associate Membership shall commence upon registration with the Recording Secretary.
7. Associate Members shall have no voting privileges.
8. Neither Active nor Associate Members shall be required to pay a membership fee.

ARTICLE IV: Officers

1. The Officers of this organization shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer.

2. The Officers shall be Active Members elected at the Annual Meeting by the Active Membership and/or Active Members recruited and appointed, when necessary, by the Executive Board.
3. The Officers shall serve for a term of one school year, commencing from the close of the Annual Meeting.
4. The Officers shall serve without compensation of any sort.
5. Any Officer may be re-elected for any number of subsequent terms so long as Active Membership status is fulfilled.
6. In the event that an Officer's Active Membership terminates, the Executive Committee may waive the requirement that the Officer be an Active Member in order that said Officer's term may be completed.

ARTICLE V: Executive Board

1. The Officers and the Band Director(s) shall constitute the Executive Board.
2. A simple majority of the members of the Executive Board shall constitute a quorum.

ARTICLE VI: Standing Committees

1. The Standing Committees of this organization shall be the Budget, By-Laws, and Nominating Committees.
2. The Standing Committees shall be chaired or co-chaired by Active Members.
3. The Standing Committees shall be staffed by Active and/or Associate Members.
4. The Band Director(s) shall serve *ex officio* on all Standing Committees.
5. The Standing Committees shall conduct the business of the organization pertinent to said committees.
6. The Chairpersons and/or Co-Chairpersons of the Standing Committees shall be invited to attend meetings of the Executive Board, but shall not have voting privileges at said meetings.

BYLAWS

ARTICLE I: Parliamentary Procedure

1. The latest edition of *Robert's Rules of Order, Revised* shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of these Bylaws.

ARTICLE II: Meetings of the General Membership Meetings of the General Membership shall be held on the second Monday of each month at 7:00 p.m. from September through June.

1. Should the regularly scheduled meeting of the General Membership fall on a Monday holiday, said meeting shall be held on the preceding or first Monday of the month.
2. In the case of cancellation of school on the day of the regularly scheduled meeting of the General Membership, said meeting shall be held on the subsequent or third Monday of the month.
3. The Annual Meeting shall be the regularly scheduled June meeting of the General Membership.
4. Any number of Active Members present at any meeting of the General Membership shall constitute a quorum.

ARTICLE III: Special Meetings

1. Special meetings of the General Membership may be called by the Executive Board or the Band Director(s).
2. Notification of the purpose and scheduled date and time of the special meeting shall be given through distribution of a notice to the Instrumental Music Students or other means to all Active Members.
3. No business other than that for which the special meeting was called may be transacted.
4. Any number of Active Members present at any special meeting shall constitute a quorum.

ARTICLE IV: Executive Board Meetings

1. At least one Executive Board meeting shall be held annually, on a date after the Annual Meeting and prior to the regularly scheduled September meeting of the General Membership.
2. Subsequent Executive Board meetings may be held throughout the school year as deemed necessary by any member of the Executive Board.
3. All proceedings of said meetings shall be presented at the next regularly scheduled meeting of the General Membership.

ARTICLE V: Nominations

1. A Nominating Committee shall be established at the beginning of the school year.
2. The Nominating Committee shall consist of at least one Active Member and the Band Director(s).
3. The Nominating Committee shall present at the Annual Meeting a list of candidates willing to hold office for the subsequent school year.
4. Nominations for office may also be made by Active Members. Such nominations must be submitted in writing to the Recording Secretary no less than ten days before the Annual Meeting.

ARTICLE VI: Elections

1. The election of Officers shall take place at the close of business at the Annual Meeting.
2. If there is only one candidate for an office, election shall be by voice vote; if there is more than one candidate for an office, election shall be by ballot.
3. A majority vote of any number of Active Members present shall constitute an election.

ARTICLE VII: Vacancies

1. Should the office of President become vacant, the Vice President shall serve the remainder of the term.
2. Should any other office become vacant, the Executive Board shall recruit and appoint an Active Member to serve the remainder of the term, with said appointment subject to a majority vote of the Executive Board.

ARTICLE VIII: Dismissal

1. Should the Executive Board determine that a member has knowingly and wilfully violated the Constitution and/or Bylaws of the organization, the Executive Board may recommend to the General Membership that said member be dismissed from membership.
2. The Executive Board must notify said member in writing of violations and intent to dismiss at least fifteen days prior to the meeting at which the Active Members present shall vote on said member's dismissal.
3. The dismissal of said member shall be dependent on a two-thirds majority vote of the Active Members present at said meeting.

ARTICLE IX: Duties of the President

1. The President shall maintain communication with the Band Director(s) and the other Officers of the organization throughout his/her term.
2. The President shall preside and maintain order at all meetings of the General Membership and the Executive Board.
3. The President shall put all motions, when seconded, to a vote at any meeting of the General Membership and the Executive Board.
4. The President shall coordinate and schedule Executive Board meetings in accordance with Article IV, Section 1 of these Bylaws, and shall coordinate and schedule any subsequent Executive Board meetings deemed necessary by any of the Officers and/or the Band Director(s).
5. The President shall supervise the business affairs of the organization.
6. The President shall act as judge of all elections, cast the deciding vote in case of a tie, and declare results.
7. The President shall enforce a strict observance of the Constitution and Bylaws of the organization.
8. The President shall recruit and appoint Chairpersons for all Standing Committees, subject to the approval of the Executive Board.
9. The President shall create any special committees deemed necessary to fulfill the business and activities of the organization and shall recruit and appoint Chairpersons for said committees, subject to the approval of the Executive Board.

10. The President shall serve *ex officio* on all committees except the Nominating Committee.
11. Upon leaving office, the President shall transmit all property of the organization to his/her successor and shall provide advice and counsel, if and as needed throughout the subsequent term, to his/her successor.

ARTICLE X: Duties of the Vice President

1. The Vice President shall perform the duties of the President in the absence of the President.
2. Should the office of President become vacant, the Vice President shall serve the remainder of the term.
3. Upon leaving office, the Vice President shall transmit all property of the organization to his/her successor and shall provide advice and counsel, if and as needed throughout the subsequent term, to his/her successor.

ARTICLE XI: Duties of the Treasurer

1. The Treasurer shall serve as Chairperson of the Budget Committee and be responsible for presenting a proposed budget to the Executive Board for review and approval at the Executive Board meeting to be held prior to the September meeting of the General Membership.
2. The Treasurer shall present the approved budget to the General Membership for adoption at the September meeting of the General Membership.
3. The Treasurer shall receive all funds due the organization, issue appropriate receipts, and be solely responsible for deposit of said funds in a depository designated by the Executive Board.
4. The Treasurer shall pay all bills of the organization upon authorization of the Executive Board and shall retain said bills as vouchers.
5. The Treasurer shall maintain accurate records of all financial transactions of the organization, and shall submit a complete financial report at all meetings of the General Membership and the Executive Board.
6. The Treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the organization.
7. The Treasurer shall make all records of the organization available for audit, and coordinate said audit, by an outside party after the May meeting and before the June meeting of the General Membership, said party to be determined by the Executive Board.
8. Upon leaving office, the Treasurer shall transmit all property of the organization to his/her successor and shall provide advice and counsel, if and as needed throughout the subsequent term, to his/her successor.

ARTICLE XII: Duties of the Recording Secretary

1. The Recording Secretary shall act as clerk of all meetings of the General Membership and the Executive Board and record all votes and minutes of said meetings.
2. The Recording Secretary shall maintain a record of all Active and Associate members which will also serve as a list of all members eligible to vote in elections.
3. Upon leaving office, the Recording Secretary shall transmit all property of the organization to his/her successor and shall provide advice and counsel, if and as needed throughout the subsequent term, to his/her successor.

ARTICLE XIII: Duties of the Corresponding Secretary

1. The Corresponding Secretary shall be responsible for conducting the correspondence of the organization as directed by the President.
2. The Corresponding Secretary shall maintain accurate records of all correspondence received and sent by the organization.
3. Upon leaving office, the Corresponding Secretary shall transmit all property of the organization to his/her successor and shall provide advice and counsel, if and as needed throughout the subsequent term, to his/her successor.

ARTICLE XIV: Duties of the Executive Board

1. It shall be the duty of the Executive Board to oversee the government and management of the organization between meetings of the General Membership.
2. It shall be the duty of the Executive Board to appoint Officers when vacancies occur for any cause other than expiration of the term.
3. It shall be the duty of the Executive Board to call for special meetings of the General Membership as needed.
4. It shall be the duty of the Executive Board to designate an outside party to audit the financial records of the organization.

ARTICLE XV: Duties of the Standing Committees

1. It shall be the duty of the Budget Committee to propose all estimated expenditures and recommend ways and means of raising the funds necessary to meeting said expenditures.
2. It shall be the duty of the By-Laws Committee to examine the rules by which the organization operates and propose revisions as necessary.
3. It shall be the duty of the Nominating Committee to present a slate of Officers at the Annual Meeting.

ARTICLE XVI: Amendments

1. The Constitution and Bylaws of the organization may be revised, repealed, or amended at any time.
2. The Chairperson of the Bylaws Committee shall submit in writing any proposed changes to the Constitution and/or Bylaws for approval by the Executive Board.
3. Upon approval by the Executive Board, the proposed changes shall be presented for a majority vote at the next regularly scheduled meeting of the General Membership.

ARTICLE XVII: Dissolution:

1. Upon dissolution or disbandment of the organization, any and all unallocated cash funds shall be turned over to the school for exclusive use by the Instrumental Music Department.
2. In the absence of an Instrumental Music Department, said funds shall be turned over to the school for exclusive use in college scholarship programs for students planning to pursue a Music Major.