

PUTNAM CITY NORTH HIGH SCHOOL  
PHILHARMONIC ORCHESTRA PATRONS

BYLAWS

**ARTICLE I: NAME**

This organization shall be known as Philharmonic Orchestra Patrons of Putnam City North High School, hereinafter referred to as POPS.

**ARTICLE II: PURPOSES**

The purposes for which this POPS is formed are, as set forth in its Articles of Incorporation, as follows:

1. To promote the study, knowledge, information, and skills in the fine arts of music.
2. To promote the use of musical instruments.
3. To encourage the creation of the skills of the playing of orchestral music instruments.
4. In conjunction with the Putnam City North High School, to encourage students to study and learn the fine arts of music.
5. To do all other legal and lawful things expedient or necessary for the furtherance of the business of POPS.
6. To assist and support the orchestra program, concerts, and other activities involving the Putnam City North High School Orchestra.
7. To raise necessary funds for projects that support the above-stated purpose.

### **ARTICLE III: OWNERSHIP AND BENEFITS**

The POPS shall be operated entirely on a non-profit basis and for the general welfare of the people in the State of Oklahoma, and no part of its activities shall in any way involve the carrying on of propaganda or otherwise attempting to influence legislation, nor shall any part of its earning or capital assets ever inure to, or be paid to, or for the benefit of private contributors, members, or individuals as such.

In the event of dissolution, all of its net assets of every nature shall go to the Orchestra Department of Putnam City North School or any successor.

### **ARTICLE IV: MEMBERSHIP**

Membership in POPS shall be open to parents, guardians, family members, alumni, and patrons of the Putnam City North High School Orchestra program.

Membership in POPS shall be made available without regard to race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status.

Each member shall be entitled to one vote.

No person other than the Director of Putnam City North Orchestra, Executive Committee, or their assignees, shall speak in the name of POPS before POPS or the Putnam City Public School Board of Education.

### **ARTICLE V: EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer and Directors of Putnam City North Orchestra.

**Section 2.** The duties of the Executive Committee shall be to:

- a. Hold regular board and membership associations meetings.
- b. Transact necessary business in the intervals between association meetings and other such business as may be referred to by the association.
- c. Create necessary committees (standing and special committees including but not limited to Class Representatives and/or Committee Chairpersons).

- d. Present a report at the regular meetings of the association.
- e. Act on behalf of and with the authority of the Executive Committee on all matters designated to it by the Executive Committee.

**Section 3.** The meetings of the Executive Committee shall be:

- a. Regular meetings of the Executive Committee shall be held during the year, the time to be fixed by the committee at its first meeting of the year.
- b. Special meeting of the Executive Committee may be called by the President or by a majority of the members of the committee.

**Section 4.** Three members shall constitute a quorum for the transaction of business.

**Section 5.** Any action required or permitted to be taken of the Executive Board (including amendments of these bylaws) or of any committee may be taken without a meeting if all the members of the Executive Board consent in writing to taking the action without a meeting and to approving the specific action. Such consents shall have the same force and effect as a unanimous vote of the board, or of the committees, as the case may be.

**Section 6.** Any vacancy on the Executive Committee resulting from death, resignation, or removal by action of the directors shall be filled by action taken by the balance of the Executive Committee.

**Section 7.** The Executive Committee shall have complete charge of all activities of POPS and all of its properties, and generally supervise and direct the activities.

**Section 8.** The Executive Committee shall meet at least four times each year at a time to be selected by it and at such special meetings as may be called by its chairman or by any three of its members.

**Section 9.** The Executive Committee members shall attend each meeting of the committee as full voting members.

## **ARTICLE VI: OFFICERS AND THEIR ELECTION**

**Section 1.** Each officer shall be a member of POPS.

**Section 2.** Each officer shall be a parent, guardian, or family member of a Putnam City North Orchestra member.

- a. The officers of POPS shall be President, Vice President, Secretary, and Treasurer.
- b. Officers, as such, shall not be paid compensation for their services.
- c. Officers shall assume their official duties following the close of the meeting in May and shall serve for a term of one year or until their successors are elected.
- d. Officers may not serve in a position longer than two years.
- e. A vacancy occurring in any office by virtue of expiration of term, existing or about to exist by virtue of expiration of term, death, or resignation shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of President, the Vice President shall serve notice of the election.
- f. The office of any officer not attending three (3) consecutive meetings without valid reason, shall be declared vacant, and the President shall appoint another officer to complete the term.

## **ARTICLE VII: DUTIES OF OFFICERS**

**Section 1.** The President Shall:

- a. Be the Chief Executive Officer of POPS.
- b. Preside at all meetings of the association.
- c. Perform such other duties as may be prescribed by these bylaws or assigned by the association.
- d. Be an ex officio member of all committees except the Nominating Committee.
- e. Coordinate the work of the officers and committees of the association in order that the Purposes may be promoted.

- f. Act in an advisory capacity and shall supervise activities of all POPS Projects and Committees.
- g. Seek chairperson of all standing and special committees.

**Section 2.** The Vice President shall:

- a. Act as an aide to the President.
- b. Perform the duties of the President in the absence or inability of that officer to serve.

**Section 3.** The Secretary shall:

- a. Record the minutes of all meetings of the association.
- b. Present previous minutes to association meeting for approval.
- c. Have a current copy of the bylaws.
- d. Maintain a membership list and keep meeting attendance.
- e. Perform other delegated duties as assigned.

**Section 4.** The Treasurer shall:

- a. Prepare annual budget and submit to the association for approval.
- b. Have custody of all the funds of the association.
- c. Keep a full and accurate account of receipts and expenditures.
- d. Make disbursements as authorized by the President or association in accordance with the budget adopted by the association.
- e. All purchases must of the approval of the Executive Board
  - 1. Checks, vouchers and/or debit card purchases must be authorized and/or signed by two authorized persons, being the Treasurer and President, or one alternate officer if the President is not available.

2. In an emergency, a maximum of \$200.00 can be spent without the authorization of the Executive Board.
- f. Present a financial statement at every meeting of the association and at other times when requested.
  - g. Make a full report at the meeting at which new officers officially assume their duties (usually the annual meeting).
  - h. Have the account examined annually or upon change of officer by an auditor who is satisfied that the Treasurer's annual report is correct and shall sign a statement of that fact at the end of the report.

## **ARTICLE VIII: CLASS REPRESENTATIVES AND THEIR ELECTION**

**Section 1.** Each representative shall be a parent, guardian, or family member of a Putnam City North Orchestra member.

**Section 2.** Representatives are “chairpersons” and not part of the Executive Board.

**Section 3.** Representatives shall assume their official duties following their approved election in August and shall serve for a term of one (1) year or until their successors are elected.

### **Section 4.**

- a. A vacancy occurring in any class representation by virtue of expiration of term, existing or about to exist by virtue of expiration of term, death or resignation shall be filled for the unexpired term by a person elected by a majority vote of the executive committee, notice of such election having been given.
- b. In case a vacancy occurs in the class representative position, the underclass representative will serve as representative for both classes until the position is filled.



The representative of any class not attending three (3) consecutive meetings without valid reason, shall be declared vacant, and Article VIII, Section 4. a. guidelines (above) will follow.

## **ARTICLE IX: DUTIES OF CLASS REPRESENTATIVE**

### **Section 1.**

- a. Attend all designated meetings of the POPS Executive Committee.
- b. Act as the representative for their class (Senior, Junior, Sophomore, and Freshman).
- c. Assist the Executive Committee with activities of fundraisers, concerts, and trips of the Putnam City North Orchestra.

## **ARTICLE X: COMMITTEES**

**Section 1.** The Executive Committee shall appoint a bylaws committee at least once every two (2) years to review these bylaws and update if necessary.

**Section 2.** The Executive Committee may appoint special committees as necessary.

## **ARTICLE XI: FUNDS**

Donations, fundraising money and other fees deemed necessary by the Orchestra Director goes into a general POPS fund.

## ARTICLE XII: AMENDMENTS

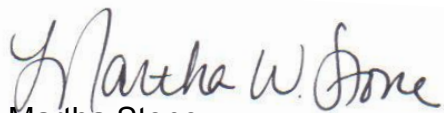
1. The bylaws of the POPS may be altered, amended, or replaced and new Bylaws adopted by a majority of voting members present at any annual meeting called for that purpose.
2. These bylaws shall be subject to review at least every two years.
3. Any proposed change in the bylaws must be presented by the Executive Committee one month prior to being voted on at the Annual meeting.

## ARTICLE XIII: CONCERN/PROBLEM PROCEDURE

1. Questions, concerns, and/or comments should be directed to a member of the Executive Board.
2. Individuals can schedule to bring their questions, concerns and/or comments before the board for discussion.
3. After board discussion and if deemed necessary, a vote of the Executive Committee will be required to make changes to the POPS bylaws.

### *Non Discrimination Statement*

*POPS does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.*



Martha Stone  
POPS Secretary 2022

Revised  
09/2022