

North Hunterdon Music Association  
By-Laws

- I. The name of this organization shall be the North Hunterdon Music Association (NHMA).
- II. The purpose of this Association is to encourage, promote, and support Music Area students, organizations and programs. Scholarships will be awarded to Senior Band members and senior Choir members at the Awards Dinner to be held in the Spring. The number and size of scholarships will be determined by receipts within the school year.
- III. Membership in the North Hunterdon Music Association is open to any adult who is interested in encouraging, promoting, and supporting the Music program of the North Hunterdon Regional High School District.
- IV. Organizational Structure:
  - A. Officers
    1. President
      - (a) The President will preside over meetings of the Steering Committee and general membership meetings.
      - (b) The President will serve as liaison between the Music Faculty and the North Hunterdon Music Association.
      - (c) The President will facilitate the functioning of the committees.
    2. Vice President
      - (a) The Vice President will conduct meetings in the absence of the President.
      - (b) The Vice President will act as Program Committee Chairperson.
    3. Secretary - the position of Secretary may be divided
      - (a) The Recording Secretary will record the minutes of the Executive Board and general membership meetings.
      - (b) The Corresponding Secretary will notify members of meetings and activities.
    4. Treasurer
      - (a) The Treasurer will collect, deposit, and disburse funds according to procedures and regulations of the Music area, North Hunterdon Regional High School District Board of Education, and the North Hunterdon Music Association.
      - (b) The Treasurer will report the financial status of the Association to membership and Music Faculty.
    5. Term of Officers:
      - (a) The terms of all officers will be from July 1 to June 30.
    6. Election of Officers:
      - (a) Officers will be elected in the Spring for the following year.

7. Standing Committees:
  - (a) Membership Committee, Publicity Committee, Ways and Means Committee, Newsletter, and Hospitality Committee will be designated as standing committees.
  - (b) Ad Hoc Committees will be formed as needed by the Executive Board.

B. Executive Board

1. The Executive Board will consist of officers and Standing Committee chairpersons, a Music Department representative, and administrative advisor as an honorary (invited) member from either the Board of Education of Administration, the immediate past President, and area representatives - all of whom will have a full vote.
2. It will appoint working sub-committees.
3. It will take action that will fulfill the Association's purposes.

C. Membership dues will be established by the Executive Board annually.

D. Areas that are not within the province of the NHMA. are:

1. School policy
2. Curriculum
3. Music area policy
4. Decisions involving performances (including selection of music)

V. Amendments:

- A. An amendment will be read as a proposal at a general membership meeting.
- B. The entire general membership will be notified that an amendment has been presented and will be voted upon at the next meeting.
- C. The amendment will be voted upon at the next meeting.

VI. Meetings of the General Membership

- A. There will be two general membership meetings each year required by the By-Laws, in the Fall and in the Spring, or at the end of the academic year.
- B. Other general membership meetings will be called as required.

Adopted by the membership on December 14, 1979  
Amended by the membership Spring 1988.

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VII. Procedure for Dissolution

In the event of dissolution of the North Hunterdon Music Association, all monies will be made into a trust for the use of scholarships for students in the North Hunterdon High School Music Department.

Amended April 8, 1997

VIII. Student Concerns

A. Financial Aid

Any North Hunterdon High School student in need of financial assistance for a music activity must make the request through the appropriate channels. The North Hunterdon Music Association will then determine whether an amount will be awarded; the specific amount will be determined on a case-by-case basis. The student and family will remain anonymous to NHMA.

B. Student Representatives

In order to facilitate better communication between the NHMA and the music students, representatives from the choir and band should be encouraged to attend the monthly NHMA meetings to discuss topics of common interest such as fund-raising activities and music department funding requests.

Amended March 8, 2005

***North Hunterdon Music Association  
Expenditure Policy***

Any NHMA (North Hunterdon Music Association) member shall spend no more than is allocated for their committee, event, or position under the current year's fiscal budget. Additional funds require approval by the majority of the NHMA Executive Committee **prior to the expenditure.**

**Adopted February 14, 2006.**

***North Hunterdon Music Association  
Reimbursement Policy***

Any member or approved person of the NHMA who requests reimbursement for items purchased for NHMA business must be sure to produce a receipt for the expenditure and turn that in with the Reimbursement form within 30 days of the expenditure. Reimbursements will be made within ten days. **A form and receipt must be submitted in order to be reimbursed.** All expenditures/purchases must be in accordance with the Expenditure Policy. *Receipts should be mailed to the treasurer's home address on reimbursement form.*

**Adopted** 5/9/06



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Adopted 5/9/06