

POMS BY LAWS

Article I. Corporation Name

The name of this corporation shall be Patrons of Music Students, Inc. The corporation shall also do business as (DBA) POMS.

Article II. Objective

The objective of this corporation shall be:

1. to support the Music Program at the elementary, middle school, and high school levels in the public schools of Bedford, Massachusetts; and
2. to stimulate and sustain interest in the Music Program among students and adults.

Article III. Membership

All adults interested in the objectives of this organization shall be eligible for membership.

1. All parents or guardians of students in the Music Program shall be considered general members unless they request otherwise. There are no dues or specific duties of general members, but voluntary contributions may be solicited and attendance at POMS meetings and Music Program activities may be encouraged.
2. The Board of Directors shall consist of the Officers, as defined in Article IV below, the Music Department faculty liaison, and several at-large members elected by the Board at its Annual Meeting.

Article IV. Officers

1. The Officers of this corporation shall be: President, Vice President, Secretary, and Treasurer. These positions may be jointly held.
2. These officers shall be elected at the Annual Meeting of this corporation for a term of one year and shall serve until their successors are elected and installed.
3. No one may hold the same office for more than three successive years, except for the Secretary and Treasurer, unless an exception is voted by the Board at its Annual Meeting.
4. Nominations for Officers shall be made by a nominating committee appointed by the President at least one month preceding the Annual Meeting. The nominating committee shall report at the Annual Meeting the names of candidates for offices to be filled. Additional nominations may be made from the floor at the Annual Meeting.

5. The Executive Committee shall consist of the Officers of the corporation. Its duties shall be to transact business between the corporation's meetings, and attend to such other matters as may be referred to it by the corporation.
6. A vacancy occurring during the year in an office shall be filled by the Executive Committee.

Article V. Duties of Officers

1. The President shall preside at all meetings of the corporation; shall be an ex-officio member of all committees; shall appoint all standing and special committees; and shall perform such other duties usually pertaining to the office of President.
2. The Vice President shall assist the President when called upon and perform the duties of the President in their absence or inability to act. They shall be authorized to sign checks in the absence of the Treasurer. If the role of Vice President is not filled, the President may appoint another Board member to sign checks in the absence of the Treasurer.
3. The Secretary shall keep minutes of the corporation and of the Executive Committee and shall see that each member of the Board has a copy of the by-laws. These by-laws are posted in a shared location accessible to all Board members.
4. The Treasurer shall collect and receive all monies due, shall be custodian of these monies, shall deposit them in a bank designated by the Executive Committee, and shall dispense the same only upon order of the Executive Committee. They shall present statements to the Board at their regular meetings and an annual report at the Annual Meeting of the corporation.

Article VI. Meetings

1. Regular meetings of the Board shall be held each year at times and places to be determined by the Executive Committee. These meetings shall all be considered public meetings, and the general membership is encouraged to attend.
2. A quorum, being a majority of the Board members, must be present for any Board meeting to be held.
3. The last meeting of the school year shall be known as the Annual Meeting, at which time annual reports shall be received and Officers for the following year shall be elected and installed.
4. Special meetings may be called by the Executive Committee.
5. When action by the Board is required between regular meetings, the President may call for discussions and votes via email, conference call, or other technological means accessible to all members of the Board. The Secretary shall record any votes taken in such cases on an individual basis, either by polling each Board member by voice, or receiving email responses from each Board member.

Article VII. **Standing Committees**

There shall be standing committees for Fundraising and Concessions, Private Lessons, Publicity, and such other standing committees as the Executive Committee shall appoint.

Article VIII. **Finances**

1. The Executive Committee shall manage the finances of the corporation in a responsible and prudent manner, and their financial support of the Music Program shall be in accordance with the current Funding Policy of the Executive Committee.
2. The Executive Committee shall appoint an outside third party to review the financial records and prepare taxes of the corporation annually and present a report during a meeting within the Fall term.
3. The Executive Committee shall make a grant to the Bedford High School Athletic Department each year as stated in the Funding Policy for Non Music Department Activities.
4. It is understood and agreed that the Private Lessons standing committee shall have a coordinator and treasurer, appointed by the Board, and shall maintain its own finances separate from the corporation's regular operating budget.

Article IX. **Annual Music Scholarship Awards**

There shall be one or more scholarship awards made each year to outstanding students selected by the Chair of the Music Department. The amounts for the awards are to be approved by the Executive Committee.

Article X. **Governing Rules**

Robert's Rules of Order shall govern this corporation in all cases to which they are applicable and consistent with these by-laws.

Article XI. **Amendments**

These by-laws may be amended at any regular meeting of the general membership by a two-thirds vote of the members present. The proposed amendment must be submitted in writing at the preceding regular meeting of the general membership.

Revised / Approved May 2002

ki 5/02

Converted to MS Word March 2013

Revised/approved June 2019

PATRONS OF MUSIC STUDENTS, INC. (POMS)

POMS FUNDING POLICY

The goal of POMS is not to accumulate money but to utilize any monies raised to cover its operating costs and provide maximum support to the Music Program in the Bedford Public Schools. Support to the Music Program shall be provided through scholarships, Music Department “Wish List” item expenditures, and other means deemed appropriate by the vote of the POMS Board.

By the second Board meeting of each school year, a yearly budget shall be prepared and approved. It shall contain at least the following major categories:

1. **General fund balance** at the start of the year.
2. **Income budget:** Estimated net income for the year.
3. **General operating budget:** Minimum cash balance needed on hand during the year, operational expenses such as general supplies, committed funds, and other planned or anticipated expenses.
4. **Annual scholarship budget:** This shall allow for at least the following annual scholarships:
 - a. Five CSF scholarships: Finney (vocal), Toland (band), Maffa (orchestra), Fox (memorial), Low (spirit).
 - b. Drum Major Camp scholarships—typically two.
5. **Long term purchasing budget:** An amount to be set aside for expenditure(s) that are larger than can be made in a single year, such as capital expenses for the Shack or other large, long-term needs. The Board shall determine the amount, if any, to be designated each year for this purpose.

If POMS has accumulated a balance in the long-term purchasing budget, and either

- (1) this fund has reached sufficient size to enable the intended purchase to be made, or
- (2) the purpose for which it was intended is no longer valid,

then the designated funds shall be returned to the current year's operating budget.

No later than the second Board meeting of the school year, the Music Department shall submit in writing a “Wish List” of proposed POMS expenditures in support of the Music Program. This “Wish List” should include prioritized items, with ceiling dollar amounts, that are not covered (or are only partially covered) by Bedford School operating budgets, Town Meeting warrants, grants, or other Bedford organizations.

The items included in the "Wish List" should enhance the Music Program. They may include, but are not limited to:

- a. Musical instruments
- b. Uniforms or performance dress apparel
- c. Storage facilities for instruments, uniforms, music, etc.
- d. Lighting and sound equipment
- e. Music software
- f. Support for visiting musical performances
- g. Performance items (risers, music stands. etc.)
- h. Transportation costs for field trips or special events

Once an item on the "Wish List" is approved by the Board, it can be purchased, subject to the limits of the item's ceiling amount and the availability of funds. Such purchases do not require further Board action unless the purchase of an item would exceed the approved ceiling amount for that item.

New items may be submitted by the Music Department in writing at any Board meeting for approval.

NON MUSIC DEPARTMENT FUNDING POLICY

In recognition of the relationship between the Marching Band and the sport of football, and in the spirit of cooperation, POMS will make a \$300 grant to the Bedford High School Athletic Department each year. This policy supersedes the Snack Shack agreement signed July 6, 2006, as shown in Appendix A.

Revision History:

14 June 1995 Adopted by POMS Executive Committee

13 May 1997 Revised and accepted by POMS Executive Committee

13 April 1999 Revised and accepted by POMS Executive Committee
ki10/99

26 March 2013 Converted to MS Word archival form

4 June 2019 Revised and approved by POMS Board

PATRONS OF MUSIC STUDENTS, INC. (POMS)

SCHOLARSHIP AWARD FUND POLICY

The Phinney-Toland Scholarship Fund was established in 1984, with an initial donation of \$1000 from C. Emerson Fox, to provide funding for yearly Music Department scholarship awards to selected Bedford High School graduating senior students. Subsequent POMS Executive Boards have made transfers into the Scholarship Fund, and have funded the annual Music Department Scholarship awards through general funds to permit compound growth of the Scholarship Fund. The Scholarship Fund policy has been reviewed by the POMS board in 1989, 1996, and again in 2002. This committee attempts to honor the Fund's original intent under its new entity as discussed below.

In late 2001, a new non-profit organization was incorporated, namely, Patrons of Music Students, Inc. (DBA POMS), under Section 501(c)(3) of the Internal Revenue Code. It was intended that current funds in the Phinney-Toland Scholarship Fund, under its predecessor POMS control, be donated to the new organization, and to maintain it as an endowment fund under the name Phinney-Toland Scholarship/Award Fund (Scholarship Fund). Said endowment fund was not created; funds are instead marked as a line item within the corporation's general operating budget. The following are the guidelines from which to maintain this funding.

1. The amount of each award in any given year is voted upon at a meeting of the POMS Board held before the award date.
2. Five Music Department scholarships are currently funded; Choral (Phinney), Band (Toland), Orchestra (Maffa), Fox (memorial), Low (spirit). The Patrons of Music Students, Inc. Board may consider requests for additional scholarship awards.
3. All graduating seniors within one of the three music disciplines for which awards are granted are eligible to receive a Choral, Band, or Orchestra scholarship awards. The Fox and Low awards may be awarded to graduating senior students from any music discipline. The recipients of the awards are initially determined by the members of the Bedford High School Music Department, approved by the Chair of the Music Department, and finally reviewed and approved by the Board of Patrons of Music Students, Inc. Should any Music Department Director or any Board member have a relative as an eligible award recipient in any year, they shall recuse themselves from a vote for that music discipline award that year.
4. The Music Department may choose to award more than one Scholarship Award for each discipline. The recipients of these awards are held in confidence by the Music Department until the awards are announced at the appropriate function.

5. Up to two (2) scholarships to cover attendance at Drum Major Camp may be awarded each year, with the recipients chosen by the director of the marching band.

413012002 Submitted by the Scholarship Committee

(Bob Sullivan, Bob Roe, Steve Fusi, Tim Gleason, Charlotte Belknap, Tim Fillion Kathy Leonard)

4/30/2002, approved by POMS Executive Committee.

3/26/2013 converted to MS Word Format

6/4/19 Revised and approved by POMS Board

Appendix A: Snack Shack Agreement

Snack Shack Agreement Between POMS and the BAA

Resolved, that POMS' long history of initiating, organizing, and staffing the Chuck Wagon and its successor, the Snack Shack, entitles it to the proceeds from the sale of snacks at all home football games,

Resolved, in recognition of the fact that the majority of those proceeds are generated by purchases made by football fans and the football players' families,

- POMS will grant a "wish list" item to the Athletic Department each year. The amount of the "wish list" item will be up to \$300 per year but shall never exceed 10% of the profit earned by POMS at the football games during the previous school year. In the event of a reduced profit earned by POMS, the amount of the wish list item will be adjusted appropriately.
- BAA and the Athletic Department agree that POMS will have sole jurisdiction over the Snack Shack for all future home football games, and that all of the proceeds, with the above exception, will go to POMS to support music organization.

Alice Churella
Alice Churella, POMS President

7/6/06
Date

Barry Low
Barry Low, Music Director

6/21/06
Date

Harry Bouhagian
Harry Bouhagian, BAA President

8/6/06
Date

Chris Aufiero
Chris Aufiero, Athletic Director

6/22/06
Date

Jon Sils
Jon Sils, Bedford High Principal

6/20/06
Date