

Santa Monica High School Orchestra Parents Association

OPERATING PROCEDURES

Mission:

To promote and support the Santa Monica High School Orchestra program in pursuit of musical excellence for all Santa Monica High School Orchestra students.

PURPOSE

The purpose of the Orchestra Parents Association (“OPA”) also known as SMAPA-Orchestras, is to promote and support all of the orchestras of Santa Monica High School (“Samohi”), and help to insure that all Samohi students have an opportunity to participate in an orchestra.

OPA is a Participating Program of the Santa Monica Arts Parents Association (“SMAPA”), a California Nonprofit Public Benefit Corporation. The purpose of SMAPA is to promote education and public benefit through support of arts programs in the middle and high schools of the Santa Monica Malibu Unified School District that are designated by the SMAPA board as Participating Programs.

As a Participating Program of SMAPA, OPA operates under the bylaws of SMAPA, adopted in 2013. Under SMAPA bylaws, OPA has the authority to carry out programs and activities to benefit Samohi orchestra students; to elect officers; to conduct meetings necessary to manage its activities; and to raise and disburse funds for its own purposes and programs. OPA maintains its own books and records, as well as prepares and presents monthly financial reports and an annual budget to the SMAPA Board.

In order to accomplish OPA’s purpose and to fulfill its requirements under the SMAPA bylaws, OPA adopts the following procedures and practices.

MEMBERSHIP

All parents and guardians (hereinafter referred to together as “parents”) of students enrolled in any Samohi orchestra are members of OPA (“OPA Members” and together, “OPA General Membership”). Parents of students entering Samohi orchestras in the fall of the following school year may join OPA in the summer preceding their enrollment and will be considered OPA Members.

OPA Members serve on committees that are from time to time formed by the OPA Executive Board to carry out and support OPA activities, fundraising, events, and other initiatives supporting the Samohi orchestras.

EXECUTIVE BOARD

The Executive Board is responsible for leading and managing OPA programs, OPA and Samohi Orchestra activities, and events; in consultation with the OPA General Membership and the Directors of the Samohi orchestras, and subject to votes on the budget by the OPA General Membership. The Executive Board shall do its utmost to represent the interest of the OPA General Membership in its decision-making capacity.

The Executive Board shall be comprised of up to eleven parents plus one student. Any increase or decrease in the number of parent Executive Board Members must be approved by the current Executive Board, but no more than eleven parents may serve on the Executive Board at one time. Only OPA Members are eligible to be Executive Board parent members. The student member must be in a Samohi Orchestra and in good academic standing. The OPA Executive Board should have parent representation from as many levels of the Samohi Student Orchestras as possible, and should never be comprised of parents from one single orchestra.

Members of the Executive Board will elect OPA's five officers from among the parent Executive Board members: 1) President; 2) Vice-President; 3) 2nd Vice-President; 4) Treasurer; 5) **Communications Secretary**; and designate who is OPA's SMAPA Representative.

Term

Executive Board parent members shall serve two one-year terms and student members serve one-year terms; provided, however:

- Parents of Samohi students with only one year remaining at Samohi may run for the Executive Board for a special one-year term; and
- One-year Executive Board positions are to be offered during spring elections in order to preserve the alternating year schedule.

Both parent and student members are eligible for re-election, with no limit on the number of terms served as long as the parent has an enrolled student in a Samohi Orchestra.

Elections

Parent Executive Board members will be elected annually by the General Membership prior to, or at the last official OPA general meeting of every school year and take office at the end of that school year. Ideally;

- Five executive board members are elected in even-numbered years
- Four executive board members are elected in odd-numbered years

The OPA Executive Board will solicit candidates through usual means of electronic communication. Interested candidates may submit their names to the current OPA President or Samohi Orchestra Directors. OPA Members may also nominate candidates for election.

Orchestra students shall elect the student representative in the fall of each year.

Resignation/Vacancies

Resignation from the Executive Board must be made in writing and presented to the OPA President. The Executive Board may remove any Executive Board member by a two-thirds vote of the remaining Executive Board members. Vacancies on the Executive Board are to be filled by appointment by the President and subject to a majority vote of the Executive Board. Vacancies will be filled only to the end of that particular Executive Board member's term, although any person filling a vacancy may run for a full two-year term at the end of such interim period.

MEETINGS AND VOTING

General Membership Meetings

All OPA meetings, including General Membership and Executive Board, will be noticed on the OPA Website, and electronically at least one week prior. An agenda for all meetings will be posted on the OPA Website, and via email four days prior to each meeting.

OPA shall hold a minimum of three general membership meetings a year; ideally; 1) early in the fall semester; 2) before the time of Spring Break; and 3) in late May or early June before exam week.

The first OPA General Membership meeting should include an introduction to OPA, its Executive Board, activities, general plans and priorities for the school year, and presentation of its budget, with special attention to informing entering families and encouraging their participation.

Prior to the beginning of the last official General Membership meeting, elections to the Executive Board will be held. All OPA Members in attendance, including Executive Board parent members, may vote.

The budget for the upcoming fiscal year will be presented, debated, and adopted by the General Membership, preferably at the last official meeting of the previous school year. Amendments to said budget can be presented, discussed, and adopted by the General Membership at any General membership meeting.

OPA Operating Procedures (aka "OPA Bylaws") and Amendments thereafter shall be adopted by the General membership at a General Membership meeting.

Additional business may be conducted at each general membership meeting, and additional special meetings may be called as needed.

The OPA President, or acting President may call a Special OPA Meeting at any time providing there is a quorum. Such meetings shall be posted in the Orchestra Calendar as soon as the meeting is confirmed and the Special OPA Meeting Minutes will require approval at a regular meeting.

Executive Board Meetings

Executive Board meetings, will be noticed on the OPA Website, via email at least one week prior. An agenda for all meetings will be posted on the OPA Website, and electronically four days prior to each meeting.

Executive Board Meetings are to be held monthly or as needed to conduct OPA business. All members of the Executive Board will be voting members at Executive Board meetings. All other OPA Members are welcome to attend these Executive Board meetings, but only Executive Board members may vote.

Executive Board Members who are unable to be physically present at an Executive Board Meeting may contribute to a quorum electronically if he/she is able to participate in all aspects of discussion and information during the course of the meeting.

If necessitated by circumstance or other unplanned exception, the Executive Board may take action without a meeting if a majority of Executive Board members consent in writing (by email) to the action. The OPA Secretary, or an assigned Proxy, is responsible for conducting the vote after a motion has been made and seconded. Amendments to the motion can be made and must be accepted by the person who made the original motion. Once the vote is in motion, the Secretary will tabulate the votes, and let all members know whether or not the motion has passed by a majority. Such action by written consent shall have the same force and effect as any other approved action of the Executive Board. All such consents shall be filed with the minutes of the proceedings of the Executive Board.

Quorums

For purposes of voting, a quorum consists of at least a majority of the currently filled Executive Board member seats for OPA General Membership Meetings and for Executive Board Meetings.

Scheduling and Notice

The President, or a VP Proxy, is responsible for scheduling all OPA General Membership and Executive Board meetings. The Secretary is responsible for ensuring that the OPA Members are given notice of meeting dates and planned agenda.

A draft agenda shall be created and sent out to all Executive Board Members and Orchestra Directors seven days prior to each Executive or General Membership meeting. Any requested modifications to the draft agenda shall be determined by the OPA President, Vice Presidents or Secretary. A final agenda for all meetings will be posted on the OPA Website, and electronically at least four days prior to each meeting.

Notice of Executive Board meetings shall be given electronically not less than 72 hours in advance. Notices for the OPA General Membership meetings shall be given not less than seven days in advance. Notice of a special meeting must be given by email at least 48 hours before the time of such meeting.

Special Meetings

May be called at any time by the President or Vice-President, if needed in supplement regular Executive Board or general meetings to attend to urgent or high-priority or unexpected needs, and may be held in person or via email or virtual meeting.

PARTICIPATION OF SAMOHI ORCHESTRAS PROGRAM DIRECTORS

The Directors of the Samohi orchestras shall be present at General and Executive Board meetings, at which they will present updates on OPA related or funded activities and make recommendations for funding needs of the orchestras. Directors of the Samohi orchestras by rule are not members of the OPA, and shall not vote on OPA business, but shall be consultants and ambassadors of the OPA. They will play an integral role in communicating and prioritizing any administrative, organizational, financial, and other needs to the OPA with regards to planning and implementation of OPA activities and funding.

DUTIES OF EXECUTIVE BOARD OFFICERS AND MEMBERS

President: Shall call and announce meetings, run meetings, call for agenda items and create agenda for both Executive Board and OPA General Membership meetings. Shall directly communicate with Samohi Orchestra Directors regarding program needs. Shall, with Treasurer, generate annual budget for approval, and present monthly treasury reports at meetings. Shall appoint committees and work in accordance with the SMAPA by-laws and OPA operating procedures.

Vice President: At the President's discretion, shall support President and act in President's absentia presiding over meetings and other responsibilities as necessary.

2nd Vice President: At the President's discretion, shall support President and act in President's absentia presiding over meetings and other responsibilities when necessary.

Communications Secretary: Shall be responsible for keeping a roll of all members in attendance; recording minutes during Executive Board and OPA General Membership meetings; preparing minutes for review and approval of Executive Board; holding and filing OPA minutes and related files (such as budget reports) – specifically items requiring vote; and forwarding minutes to Executive Board for approval at subsequent meetings. Shall conduct and tabulate email voting. Shall be responsible for holding records and files necessary to the operations of the OPA. Shall provide certification to SMAPA indicating who is OPA's SMAPA Representative.

Members at Large (4 seats): Shall attend Executive Board meetings, assist in fundraising and other events, assist with volunteer coordination, chair committees when necessary, and be responsible for recruiting the OPA General Membership for volunteer help throughout the school year.

Treasurer: Shall maintain accurate and detailed bookkeeping of all financial transactions of the OPA, in accordance with generally accepted accounting principles, and in accordance with the by-laws of SMAPA. The Treasurer shall be responsible for collecting all revenues due to OPA; paying all bills owed by OPA; managing monies received and disbursed at all OPA fundraising events; and communicating with SMAPA accountants about finances of OPA. The Treasurer may designate OPA members to assist with any of the above tasks. The Treasurer shall deposit all money in the name of, and to the credit of, OPA with OPA's banking institutions. The Treasurer shall disburse the funds of OPA as necessary to fulfill OPA's obligations. The Treasurer shall present monthly treasury reports at meetings to the OPA Executive Board and report quarterly on the financial condition of OPA. With the President, the Treasurer will have signatory power over OPA's banking and merchant accounts. The Treasurer will maintain an accurate, detailed, and separate accounting for all donations and expenses pertaining to The Samohi Orchestra Tour Scholarship Fund (aka "Tour Fund"), and will work alongside the appointed Tour Treasurer. This accounting will be included any and all times that the OPA Budget is presented at an OPA Meeting.

SMAPA Representative: Serves as OPA's representative to SMAPA and is on SMAPA's Board of Directors.

Student Representative: Shall attend (or send Proxy to) Executive Board meetings and serve as liaison between all orchestra students and the OPA. Shall be responsible in recruiting student assistance during fundraising and other OPA events.

FUNDS AND PROGRAMS

Funds raised by OPA can be spent on any activity, event or program consistent with OPA's purpose, complying with the policies of the Santa Monica Malibu School District and including but not limited to: extracurricular education, travel and tours, concert production, festivals and competitions, coaching, publications, hospitality, scholarships and awards and others as decided by the OPA.

OPA's fiscal year shall be the same as the Santa Monica Malibu School District fiscal year, and begins on July 1 and ends on June 30. During the fiscal year, budgetary changes under \$750 can be approved by a two-thirds vote of the Executive Board. Changes in excess of \$750 must be submitted to the OPA General Membership for approval.

Any donation received by OPA may be rejected by the Executive Board. The President is responsible for communicating with the donor about the Executive Board's decision.

TOUR SUBSIDIES

The Adult beneficiary(s) of any discounted, free, or subsidized travel and/or lodging in relation to a Samohi Orchestra Tour, shall be decided by the OPA Executive Board, and must be carried by 2/3 vote.

The OPA can award tour scholarships to Samohi Orchestra Students who demonstrate a financial need. The process of determining the Student beneficiary(s) of Samohi orchestra tour scholarships shall be decided by the Orchestra Director(s). If any portion of the funding source of said scholarships comes from any bank account or fund other than the Tour Scholarship Fund, then the OPA General Membership must vote to appropriate these funds by $\frac{2}{3}$ vote.

AMENDMENTS

These OPA Operating Procedures may be amended via a two-thirds vote of the General OPA Membership. Amendments must comply with the Purpose of the OPA, be consistent with SMAPA and SMMUSD policy, and comply with any applicable California law.