



**SEMINOLE HIGH SCHOOL**

**BAND PARENTS ASSOCIATION**

**BY - LAWS**

**August 2008**

Next review due July 2010

## **Article 1 – Name**

The name of this organization shall be Seminole High School Band Parents Association.

## **Article 2 – Purpose**

The purpose of this organization is to engage in activities which promote the Seminole High School Band Program, support the Band Directors and are in the best interest of the students.

## **Article 3 – The Association**

### **Membership**

Any person interested in the welfare of the Seminole High School Band Program may become an active member of this organization. The Board may extend honorary membership in the Association to any persons who have contributed substantially to the purpose of this Association.

### **Membership Dues**

The Board will establish a fee schedule of dues for membership in this Association. The monetary fee that must be paid for full membership in this Association is twenty dollars (\$20).

### **Term of Membership**

The membership term will be for one year beginning on July 1<sup>st</sup> and ending on June 30<sup>th</sup> of the following year.

### **General Meetings**

There will be three (3) General Meetings of the Association held each year. The time and place of these meetings should coincide with the Band Camp Concert, the Winter Concert and the Spring Concert. If for unforeseen circumstances the meetings cannot be held at these times the President may reschedule for another time and place to be announced. If required, the President can call for a Special General Meeting upon giving seven (7) days advance notice of time and location.

### **Quorum**

In a General Meeting a quorum of the membership shall consist of at least ten (10) members with a majority (50% plus 1) vote required to pass any motion.

## **Article 4 – The Board**

### **Composition of the Board**

The Board shall consist of the Executive Board, the Grade Representatives, the Board Alumni and the Band Directors.

## **Purpose of the Board**

The purpose of The Board is to direct and manage all affairs of this organization including establishing goals and assumption of responsibilities that are necessary to The Association.

## **Election of the Board**

At the January Board Meeting the President will appoint a Nominating Committee composed of at least three (3) Board Members not to include the incoming President (Vice-President). The Nominating Committee will compile a list, from those who consent to serve, of eligible candidates for each position and present the list at the March Board Meeting for discussion and decision. Only one member of an immediate family may hold an Executive Committee office. At the final General Meeting of The Association (Spring Concert) the membership will be asked to ratify the panel of nominees set forth by The Nominating Committee.

Newly elected officers will assume their official duties following the close of the June Board Meeting and will serve for a term of one fiscal year. A vacancy occurring in any office except President shall be filled for the unexpired term by a member who consents to serve and receives a majority vote of the remaining Board Members. In the case of a vacancy in the office of President, the Vice President shall serve the remaining term of office. In the event any officer or representative fails to attend three (3) Board Meetings or fails to perform the duties of his/her office, the Board vote to remove the officer or representative at their discretion.

## **Duties of the Board**

- To assist and support the Band Directors
- To transact the business of the Association in keeping with the organization's purpose
- To approve routine and non-routine expenditures consistent with the limits of the budget
- To present a report at the General Meetings of the Association

## **Board Meetings**

Board Meetings will be held once a month during the academic year at a time and location that has been announced. If required, special Board Meetings may be called by the President upon giving seven (7) days advance notice of the time and location. Any Association member may raise an issue for discussion. All motions must be made by Board Members and only Board Members may vote.

## **Quorum of the Board**

In a Board Meeting a quorum shall consist of at least a majority (50% plus 1) of the members with a majority (50% plus 1) vote of those present required to pass any motion.

## **The Executive Committee**

### **Composition of the Executive Committee**

The Executive Committee shall consist of the President, the Vice President, the Secretary and the Treasurers.

## **Duties of the Executive Committee**

**President** – The President will preside at all meetings of the Association. The President will perform the duties described in these By-Laws and direct the business of this organization. He/She should coordinate the work of the Board and Committees of this Association and execute the resolutions of the Board. The President will present an update at General Meetings of the Association.

**Vice President** – The Vice President will assist the President in his/her activities and will act as president in the temporary absence of the President. The Vice President will insure all Board Members are familiarized with the current By-Laws and parliamentary procedures. The Vice President will be considered the President elect for the following fiscal year. Further the Vice President will serve as chair of the Finance Committee; which is responsible for financial oversight of the Association and will include the President, the Treasurer(s) and at least one (1) other Board Member.

### Duties of the Finance Committee –

- Prepare and submit a budget for the coming fiscal year to the Association for approval
- Review the amount of dues at the end of each fiscal year and recommend changes if needed
- Review of the bank statement by a non-check writing committee member during monthly meetings
- Present a review the guidelines and procedures for use of the Sales Tax Exemption at the beginning of each fiscal year

**Secretary** – The Secretary will be responsible for all correspondence for the Association, will maintain a current Membership and Board Roster and will record and maintain the minutes of business meetings of the membership and Board Meetings.

**Treasurer(s)** – The Treasurer(s) will have custody of all funds of the Association; will keep books of account showing a full and accurate account of receipts and expenditures and shall make disbursements that are consistent with the approved budget. There shall be three (3) Treasurer(s) – Accounts Receivable Treasurer, Accounts Payable Treasurer and Student Accounts Treasurer. The Treasurer(s) will work together to monitor the budget and to alert the Board to any patterns of expenditures that present reason for concern. The Treasurer(s) will be responsible to prepare a financial report for every Board and General Meeting. The Treasurer(s) will facilitate the Auditor or Auditing Committee (made up of not less than 3 members) appointed annually by the President, whose responsibility it will be to examine the Association accounts and who, satisfied that the Treasurer(s) Final Report is correct, shall sign a statement of that fact at the end of the report.

**Treasurer/ Accounts Receivable** - This Treasurer is responsible for collecting all payments made to the Association and for keeping updated records for activities and events. This Treasurer will work with the Chairs of any committee where monies are collected to ensure that required payments have been made and that proper credit is issued. This Treasurer will collect, from any person presenting the Band with an NSF check, a valid check and any resulting penalties. If someone has presented the Band with two (2) NSF checks this Treasurer may, at their discretion, require future transactions be handled on a cash basis only.

**Treasurer/ Accounts Payable** - This Treasurer is responsible for the prompt reimbursement of authorized expenses, prompt payment of the Band credit card and monitoring the Band's bank account.

**Treasurer/ Student Accounts** – This Treasurer will create and document an accurate record of student financial transactions for every student that includes dues, rentals, trips and fundraising. Upon the request of the student or parent this Treasurer will furnish, in a timely manner a balance statement for the student. This Treasurer maintains sole responsibility for working with students who wish to set up a payment plan for dues or apply for a scholarship (partial or full and not limited by number of years or curtailed due to family member’s service on the Board) for band dues. This Treasurer will collect the completed scholarship application from the student, inform the Band Director of the application and submit it to the school principal for consideration. Every effort shall be made to maintain the confidentiality of these applicants and recipients, limited to the Principal, the directors and the Treasurers. This Treasurer is solely responsible for collecting money from students on payment plans and monitoring fulfillment of the required volunteer commitments for students/families on scholarship. This Treasurer will transfer any funds remaining after a student leaves the band program (including graduation) to the General Fund with the exception that funds may transfer from one sibling to another. This Treasurer will also recommend to the Board any changes in eligibility that are advisable.

### **Grade Representatives**

Each grade level will have one or more Grade Representatives serve as Board Members. These Representatives will have the right to vote at Board Meetings and will be responsible for accomplishing the work of the Association by serving as Chair of the committee of their choosing.

### **Board Alumni**

Recognizing the vast knowledge gained from previous year’s service, Board Members who wish to remain active after their student has moved on from Seminole High School may become Board Alumni. As such, they will continue as Board Members.

### **Article 5 - Committees**

The President may create committees and liaison positions, both standing and temporary, that he/she deems necessary to meet the objectives and carry on the work of the Association. The committees and liaisons will serve for one fiscal year, or the length of the project and members may return for subsequent terms. The committee chairperson is responsible to file a report of their respective committee at each Board Meeting when the committee is active. Any committee chairperson responsible for a committee where monies are collected is responsible to submit to the Account Receivable Treasurer in a prompt manner along with appropriate documentation. A list of committees and liaison positions and their description shall be maintained as an addendum to these By-Laws and shall be updated each year as needed.

### **Article 6 – General Information**

**Fiscal Year** – The fiscal year of this Association will begin on July 1<sup>st</sup> and conclude on the following June 30<sup>th</sup>.

**Parliamentary Authority** – Roberts Rules of Order Newly Revised in Brief will govern the Association in all cases in which they are applicable and in which they are not in conflict with these By-Laws. Meetings shall be run by Roberts Rules of Order Newly Revised in Brief.

**Amendments** - From time to time the Board may provide such By-Laws for the conduct of business and the carrying out of its purposes as deemed necessary. These By-Laws may be amended, altered or rescinded by a vote of the Board.