



**SEMINOLE HIGH SCHOOL**

**BAND PARENTS ASSOCIATION**

**BY-LAWS**

BYLAWS AMENDED: April 2023  
BYLAWS NEXT NEED TO BE REVIEWD FOR POSSIBLE UPDATE: February 2026

## **Article 1 – Name**

The name of this organization shall be Seminole High School Band Parents Association, hereinafter the SHSBPA.

## **Article 2 – Offices**

**Section 1. Principal Office.** The principal office of the SHSBPA shall be located at 2701 Ridgewood Ave. Sanford, Florida 32773.

## **Article 3- Mission Statement**

**To enhance the experience of all band students and provide an opportunity for others to enhance their quality of life by being part of the SHSBPA by participating in the “Purpose” of SHSBPA.**

## **Article 4– Purpose**

The purpose and objectives of this organization are promoted through cooperation of parents, guardians, students, community, faculty, and administrators of Seminole High School. These include the following:

- 1) Keep best interest of students always in mind;
- 2) To continually maintain an enthusiastic interest in the band program of Seminole High School;
- 3) To lend all possible support, including but not limited to making a personal commitment to volunteer time in addition to providing moral and financial support to the Band Program of Seminole High School;
- 4) To cooperate with the Director(s) and Staff of the Seminole High School band program, or any program sponsored by SHSBPA, and the Seminole High School administrators to promote the highest possible ideals in music education.

## **Article 5 – The Association Membership**

To assist the students and Directors in reaching their goals, each family is expected to conduct a minimum amount of fundraising and event activities each year. All members are required to renew their dividend applications with Seminole County Public Schools at the start of each school year. A new application must be completed if one is not on file.

**Compensation.** SHSBPA Members shall not receive any monetary compensation for their services. However, the Association Board may elect to offer a gift or award for services rendered to any director,

officer or individual who made a meaningful contribution to the Association.

A. General membership. General membership shall consist exclusively of the parents or legal guardians of the participating students of the Seminole High School Band. Each parent member who becomes members of the SHSBPA shall have a vote in all matters as provided for in these Bylaws. Voting members shall consist of general members who have paid a membership fee as determined by the Executive Committee prior to the first General Membership meeting of the year and stays current on SHSBPA dues and volunteer requirements.

B. Associate membership. Associate membership shall be open to all other family members, alumni, or parents of alumni. Associate members may hold board positions if nominated by a General Membership board member and the individual being nominated stays current on SHSBPA dues and volunteer requirements. The Board may also extend Honorary Associate membership to any persons who have contributed substantially to the purpose of the Association.

C. Director membership. The Directors of the Seminole High School Band shall be deemed members of the organization.

#### **Article 5- 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.

#### **Article 6- 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 March SHSBPA Board meeting and the Spring Concert, when possible. 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.

#### **Article 7- Quorum**

In a General Meeting a quorum of the membership shall consist of at least ten (10) members, which must include at least one Executive Board member, with a majority (50% plus 1) vote required to pass any motion.

#### **Article 8 – The Board**

##### **Composition of the Board**

The SHSBPA Board of Directors, hereinafter The Board, shall consist of the Executive Committee, six (6) Committee Chairs (Fundraising, Events, Uniforms, Equipment, Chaperones, Media Services) , Band Directors and the Alumni Rep. The BPA Executive Board and Committee Chairs shall each be nominated and elected for one-year terms, with the term of office being July 1 – June 30. Term limits

for each specific officer position for the association shall be four (4) consecutive one-term years. A candidate who has served the maximum number of terms in a specific officer position may be elected to serve an additional term in such position, provided no other interested candidate is nominated and willing to serve. Note that there are no limits on the number of terms a person may be elected to serve in differing officer positions for the association. All Board members must be BPA members and stay current on SHSBPA dues and volunteer requirements.

**Board Alumni Representative:** 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 may continue as SHSBPA members.

### **Article 9- Purpose and Duties 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 SHSBPA.

- 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

### **Article 10- Election of the Board**

At the November Board Meeting the President will appoint a Nominating Committee composed of at least three (3) Board Members. 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. Any positions left unfilled shall be identified and final selection completed no later than the April SHSBPA Board meeting. 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 Board and 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 1<sup>st</sup> 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 may vote to remove the officer or representative at their discretion. Any officer or representative who is removed from office by a majority vote (half plus 1 of all attendant) will be notified by email or by letter no later than two weeks following the vote.

### **Article 11- Insurance**

Insurance on behalf of any Board member is provided against liabilities asserted against or incurred by

the agent in such capacity or arising out of the agent's status as such, whether or not the SHSBPA would have the power to indemnify the agent against such liability under the articles of incorporation, these bylaws, or provisions of law.

### **Article 12- Board Meetings**

Board Meetings will be held once a month during the academic year at a time and location that has been announced. Special meetings of the board may be called by the president and shall be called upon the written request of at least eight (8) members of the board.

Any Association member may raise an issue for discussion. Board Members must make all motions and only Board Members may vote.

### **Article 12- 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.

### **Article 13 – The Executive Committee**

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

The Executive Committee shall consist of the President, the Vice Presidents, the Secretary and the Treasurers. Please refer to the Roles and Responsibilities for detailed information regarding each Board position.

### **Article 14- 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. Consistent and open communication is required between the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President. A background check by SCPS will be required to serve in this board position. The cost of the background check will be paid by SHSBPA.

**1<sup>st</sup> Vice President / Finance** – The 1<sup>st</sup> Vice President will assist the President in his/her activities and will act as President in the temporary absence of the President. The 1st Vice President will provide oversight and assistance to the Treasurers and the Fundraising Committee Chair. The 1st Vice President will insure all Board Members are familiarized with the current By-Laws and parliamentary procedures. 1st Vice President will serve as chair of the Finance Committee: which is responsible for financial oversight of the Association and will include the President and the Treasurers. A background check by SCPS will be required to serve in this board position. The cost of the background check will be paid by SHSBPA.

#### 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 of the guidelines and procedures for use of the Sales Tax Exemption at the beginning of each fiscal year

Consistent and open communication is required between the President, 1st Vice President, 2nd Vice President and their respective Committee Chairs.

**2<sup>nd</sup> Vice President/ Operations:** The 2<sup>nd</sup> Vice President shall provide oversight and assistance to the Committee Chairs for Events, Uniforms, Equipment and Chaperones as well as perform other duties as requested by the President. Consistent and open communication is required between the President, 1st Vice President, 2nd Vice President and their respective Committee Chairs. A background check by SCPS will be required to serve in this board position. The cost of the background check will be paid by SHSBPA.

**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, and Accounts Payable Treasurer. All Treasurers/Finance people will have a background check, which is done by Seminole County.

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 Auditing process. This will be performed by an outside Auditor or if need be a Committee. The Committee shall be (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 Payable -Treasurer/ Accounts Payable** - This Treasurer is responsible for the prompt reimbursement of authorized expenses (not to exceed 30 business days), prompt payment of the Band credit card if applicable and monitoring the Band's bank account. This treasurer reconciles the bank account each month. This Treasurer will collect any person presenting the Band with an NSF check, an invalid check and any resulting penalties. If someone has presented the Band with two(2) NFS

checks this Treasurer may, at their discretion require future transactions be handled on a cash basis only. 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. The Accounts Payable Treasurer will report all students that still owe Band dues in March of the school year, will report it to the SHS Bookkeepers. This Treasurer will also recommend to the Board any changes in eligibility that are advisable. The Accounts Payable Treasurer is responsible for making sure the annual tax return is completed and submitted to the IRS by November 15th of each year. This Treasurer will make sure the Corporate Report is filed annually with Sun Biz and keep all records updated with the current bank being used. A background check by SCPS will be required to serve in this board position. The cost of the background check will be paid by SHSBPA.

**Treasurer/ Accounts Receivable** - This Treasurer is responsible for collecting all payments made to the Association including dues, rentals, trips and fundraising 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. A background check by SCPS will be required to serve in this board position. The cost of the background check will be paid by SHSBPA.

**Recording / Correspondence Secretary** – The Secretary will report to the President and be responsible for all correspondence for the Association, will maintain a current Board and Committee Chair Roster and will record and maintain the minutes of business meetings of the membership and Board Meetings. Additionally, the Recording / Correspondence shall handle all the official correspondence of the organization. The Recording/Correspondence Secretary will provide oversight to the Media Services Committee Chair and be a direct link to any social media working group leads. He or she shall keep and maintain all general mailing lists and databases in a safe and secure place.

### **Article 15- 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 (except Quarter Days who have their own guidelines) is responsible to submit to the Account Receivable Treasurer within 15 business days along with appropriate documentation.

### **Working Group Leads**

Working Group Leaders will be selected to serve at the discretion of the Board and be assigned to

corresponding Committee Chair or Board positions. These are not limited and may be created as need exists. Examples: Web - Secretary, Quarter Days - Fundraising, Continuity – Uniform, Trip Coordinators – Directors.

### **Article 16 – 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 at any time during a regularly scheduled board meeting. The By-Laws will be reviewed, revised where necessary and adopted every three years.

No member or employee of the Association shall at any time give out news releases or information that purports to represent a position of SHSBPA unless prior consent has been given by the Directors, President or the Executive Board Majority. Additionally, no persons shall print, distribute and/or design any marketing items without the Directors, President or Vice Presidents' approval.