

Coral Glades High School
Music Association

BYLAWS

Article I – Name

The name of this organization shall be the Coral Glades High School Band Parents Association, and will hereafter be referred to as “association”. This association is a non-profit organization.

Article II – Purpose

The purpose of this organization shall be to enlist the cooperation of parents, school, and the community for the purpose of actively supporting and promoting the band students, band program, and the Band Director of Coral Glades High School. The Association may offer improvement suggestions to affect the policy of the band program.

Article III – Membership

The Association considers every parent of a band or guard student as being a member of the Association.

Article IV – Board of Directors

Section 1: The Board of Directors shall be composed of 7-11 elected officers of the membership. The officers’ term shall be for the duration of one year, for a maximum of two consecutive terms in the same position. Each year new elections must be held.

Section 2: General elections are held during the Band Parents Association meeting in June, the exact date to be determined by the Board of Directors of the Association. All members of the Association are eligible to vote.

Section 3: From time to time, as deemed necessary by the Association, the board may appoint an advisory board for a specific purpose of conducting a certain study, or accomplishing a certain purpose and reporting to the Board, at which time the advisory board shall be dissolved unless requested otherwise by the Board of Directors.

Section 4: Any band parent member may attend the meetings of the Board of Directors. Attendees are observers only, unless otherwise authorized by the Board. Attendees may submit a written request prior to the meeting for an issue to be placed on the Board’s meeting agenda.

Article V – Officers

Section 1: The officers shall be President, Administrative Vice President, Recording Secretary, Treasurer, Fundraising, and two Alternate Directors. One of the Alternate Directors must be a representative of the color guard.

Section 2: Officers shall be elected by the membership as provided in Article IV, Section 2, by the general attendance.

Section 3: Authority and responsibilities of officers:

President:

- a. Shall preside at all Association meetings and shall be responsible for the agenda for such meetings.
- b. Is authorized to act in the name of the Association when directed by the Board.
- c. Is authorized to sign correspondence in the name of the Association and must provide the secretary with a copy of all such correspondence.
- d. May authorize expenditures and sign checks as authorized herein.
- e. Shall create those committees necessary to accomplish the Association's business.
- f. Shall call and schedule all regular and special meetings of the membership and the Board as specified herein.
- g. Shall be responsible for the execution of decisions, agreements, and other programs approved or adopted by the Board or the committees.
- h. May break a tie vote.

Administrative Vice-President:

- a. Shall assist the President in all ways.
- b. Shall assume the duties of the President as assigned and in the temporary absence of the President.
- c. Shall serve as liaison and spokes person for the Board to the Band Director, school officials, community, and press.
- d. Shall fulfill such other duties as may be assigned by the President and/or the Board.
- e. In the absence of either the President or the Treasurer, the Administrative Vice-President may sign checks.

Recording Secretary:

- a. Shall keep the minutes of the meetings of the Association and the Board.
- b. Shall keep a copy of the Articles as adopted by the Board.
- c. Shall be responsible for presenting the minute's at all official meetings.

- d. Shall maintain a current record of all band students, band parents, and the Association membership and share records with the Fundraising Director(s).

Corresponding Secretary:

- a. Shall send out notices to all band parents and interested parties of all regular and special meetings of the Association and the Board.
- b. Shall handle Association correspondence as directed by the Board.

Treasurer:

- a. Shall be responsible for all deposits, disbursements, and withdrawals of Association funds in the appropriate and/or authorized amounts.
- b. Shall sign disbursements as provided herein.
- c. Shall be responsible for collection of all monies, pledged, accumulated, and collected during fund-raising drives and projects or otherwise collected due to payment of fees, assessments, dues, or any and all sources of revenue.
- d. Shall maintain fiscal records and provide a written treasurer's report at each regular meeting of the Association and the Board and be prepared to answer questions by the attendees. The Board may request a written treasurer's report at any time.
- e. Shall advise all committee chairmen of procedures to be followed for the collection and turn-in of funds.
- f. Shall promptly transfer accounts and records to the succeeding Treasurer upon completion of their use. In the absence of a succeeding Treasurer, the President or Administrative VP shall assume possession of the records.
- g. The Board, at its discretion, may form an Advisory Board for a specific purpose of auditing the financial records. A written report of the findings must be submitted to the Board of Directors.
- h. Shall promptly deposit all funds in the designated bank account.

VP Fundraising:

- a. Shall be responsible for fundraising efforts, including but not limited to: all social and special events and performances for the purpose of fundraising, all community contacts, maintenance of business sponsorships, donations, and any and all projects for fundraising considerations.
- b. Shall promptly turn-in any and all collected funds to the Treasurer as specified herein.

Alternate Directors:

- a. Shall attend all Board Meetings and maintain knowledge of all discussions and actions contemplated by the Board.

- b. Shall perform those tasks not charged within definitions of authority and responsibility of the officers, as directed by the Board of Directors.
- c. In the event of illness, resignation or inability of another Board member to serve, directors shall be prepared to assume specific responsibilities of another Board Member for the duration of their term.
- d. At least one of the Alternate Directors shall be a representative of the color guard.

Article VI – Elections

Section 1: Qualifications for elections: Those parents nominated for the positions of officers and directors, by the membership prior to the close of nominations, shall be qualified for those positions by being a member of the association, and openly willing to serve if elected.

Section 2: Election procedures: The Board of Directors shall be elected by a majority vote of the attendees during the regular membership meeting in June of each year. In April a Nominating Committee will be appointed by the President and approved by the Board of Directors. The Nominating Committee will present a slate of officers at the June Meeting. The President shall call for nominations from the floor at the June meeting, but no name shall be placed in nomination from the floor without the person being present to accept the nomination or the written consent of the nominee.

Section 3: Two (2) members from the same family may not sit on the board concurrently in the President, Treasurer or VP Administrative office. If two (2) members of the same family are voted into any other office on the board, only one (1) of the two (2) officers will have voting rights.

Section 4: Vacancies and/or removals in the Board shall be filled upon the recommendation of the Board of Directors to the association by a majority vote of the attendees at its next regular meeting.

Section 5: Recommendations for removal of a Board Member shall be presented at a general meeting and be approved by a majority vote.

Article VII – Meetings

Section 1: At least four regular meetings of the association shall be held in September, November, March, and June. The Board of Directors will set the dates of the meetings.

Section 2: Board of Directors meetings shall be held at least one week prior to the regularly scheduled general meetings.

Section 3: Special and more frequent meetings shall be called at the discretion of the president, by the request of the Board or upon joint request of at least ten (10) members of the Association. The President shall arrange for a special meeting to be held and shall ensure notification of the Association parents at least seven (7) calendar days prior to the meeting. The Board of Directors may hold more frequent meetings upon discretion of President or request by the Board.

Section 4: No quorum shall be required for Association meetings to be held. A quorum of 50% will be required for a meeting of the Board of Directors.

Section 5: All Association meetings shall be open for active participation by all band parents. All Board meetings shall be open to the band parents as observers only. At times, and at the discretion of President or request by the Board, observers may participate in discussions.

Article VIII – Committees

As stated herein, the President is responsible for creating those committees necessary to accomplish the Association's business. The standing committees shall be fundraising, chaperones, uniforms, equipment, concessions, publications, e-mail/phone tree, special events, and nominations. Each committee will have a committee chair who can report to the Board. The Band Director is an advisory member of all committees.

Fundraising: This committee shall be in charge of raising funds and all fund activities. All funds collected shall be turned over to the Treasurer as described herein.

Uniforms: The uniform committee shall be responsible for ways to care and maintain the band uniforms. The committee also makes suggestions as to how we may outfit each band member, style, color, etc.

Chaperones: The chaperone chairman shall secure active parents who are available to ride on buses and serve as chaperones on the band trips and during band events.

Equipment: This committee is responsible for care and maintenance of all band equipment, moving and transporting the equipment for band trips and events. The committee also makes suggestions for replacement or acquisition of additional equipment.

Concession: This committee is responsible for purchase and preparation of all food and non-food items to be sold at all band events. The committee members shall be responsible for sale of the items and collection of funds to be turned over to the Treasurer as described herein.

Publications: The publications committee shall be responsible for gathering of all data on the band activities, events, and dates to be printed on the band publication

newsletter and provided to every band parent of the Association. The committee shall also publicize band activities in the newspapers, radio, TV, etc.

E-mail/Phone Tree: This committee shall maintain an accurate and updated list of all band parents, including address and phone numbers, in cooperation with the recording Secretary, and shall notify all band parents, or selected band parents of all meetings and/or events when there is short notice or immediate urgency.

Special Events: This committee shall be responsible for parent/student events such as dances, banquets, award ceremonies, and other similar events.

Nominating: This committee shall develop a slate of officers and directors to be presented to the membership at the June meeting.

Article IX – Disbursements

Section 1: All expenditures over \$25.00 must be approved by the President. All checks up to \$25.00 may be issued by the Treasurer, with his/her sole signature and without further approval. All expenditures of \$25.01 up to \$250.00 must have approval by the President and will require two signatures on the check. All other amounts must have prior approval of the Board and will require two signatures on the check.

Section 2: Signature authorization for valid disbursements shall be Treasurer's and President of the Association's. However, in the absence of either officer, the Administrative VP may sign the checks.

Section 3: All disbursements require a valid invoice or statement detailing the reason for disbursement of funds and the proper identification of payee. No funds shall be disbursed without an invoice unless authorized by the Board and documented in the minutes.

Section 4: Disbursements may be made without additional approval by the Board, if the expenditure has been budgeted for, and has received prior budgetary approval. Otherwise, such requests for additional capital expenditure must be approved by the band parents general meeting.

Section 5: The Board shall establish a "petty cash" provision for a total amount not to exceed \$100.00. Cash amounts may be paid out of the "petty cash" reserve with supporting receipt. Treasurer may transfer appropriate amount to the "petty cash" reserve for such expenditures.

Article X – Collection and Transfer of Funds

All members who are involved in any and all fundraising activities, including but not limited to; fundraising, concessions, games, parking lot, car wash, sales of items and articles, student parties, performances, and any and all other functions not mentioned

herein, but involved in the collection and transfer of monies, must immediately upon collection of said funds turn over the entire sum to the Treasurer of the Association.

The Treasurer shall complete a short form identifying the source of funds, date, amount, name of member, and signature of both the member and Treasurer.

Article XI – Dedication of Assets

Section 1: *The property of the band parents association is irrevocably dedicated to the educational purposes of the band program and its students.*

Section 2: Any real or personal property owned by the Association may be sold or leased by the Association. Such action must be approved by the Board of Directors.

Section 3: At no time properties owned by the Association may be taken away from the school property by any individual without written approval of the Band Director and at least one member of the Board of Directors. In such event, a form must be completed to identify the date, the nature of the property, the purpose for removal, duration, duration of removal, the person removing it and signature of both the person and an officer of the Board. These forms will be in the possession of the Administrative VP.

Article XII - Dissolution Clause

Upon dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of by a Court of Competent Jurisdiction of the county of which the principal office of the corporation is then located, exclusively for such purposes or to such organization(s), as said court shall determine, which are organized and operated exclusively for such purposes.

Article XIII – Conflict of Interest Policy

See attachment

Article XIV – Amendments

These Articles may be amended in whole or in part by a majority vote of the general membership during a regular Association meeting or a special meeting called for that purpose.