

# Bylaws

## Article I: Purpose

This organization shall be known as the Leesburg Band Parents Association, Inc., (henceforth termed the "Association") whose purpose is to foster, aid, and promote bands and instrumental music at Leesburg High School.

## Article II: Membership

Voting members shall consist exclusively of the parents of students who currently participate in the band program of Leesburg High School, and the Executive Board of the Association. Honorary memberships may be extended by unanimous vote of the Executive Board.

### Section I: Leesburg High School Band Boosters Club

Any individual or business firm donating \$25.00 or more will become a member of the Band Boosters Club. Being a member of the Band Boosters Club does not specifically give the individual or business firm the right to be a voting member of the Leesburg High School Band Parents Association.

## Article III: Meetings of the Association

### Section I: Organizational meeting

An organizational meeting of the Association shall be held each year near the beginning of the school year. This will constitute the first meeting of the Association for the new school year.

### Section II: Regular meetings

Regular monthly meetings of the Association shall be held on the third Thursday of each month during the school year. Alternate dates, times, and places may be decided by the Executive Board as necessary.

### Section III: Annual Election Meeting

The election of Officers for the upcoming school year shall be held during the regular meeting in the month of May (Annual Election Meeting).

### Section IV: Special Meetings

The President, the Executive Board, or the Band Director(s) may call special meetings of the Association.

### Section V: Quorum

A quorum present for conducting the business of the Association at any meeting shall consist of not less than one-tenth (1/10) of the voting members of the Association, and a majority vote of those present shall be required to pass any official action of the Association, except for amendments to these Bylaws. In the event that a quorum is not present at a Regular or Special Association meeting,

business activities (with the exception of amendments to these Bylaws) may still be passed by a majority vote of those present with the express approval of both a Band Director and the President of the Association (or Vice President acting on his/her behalf) to proceed with the business activities. In the event of a meeting where Bylaws Amendments will be discussed, a quorum may still be established by the above means, however a 2/3 vote of those present will be needed to effect any Bylaws changes (see Article XI).

## **Article IV: Executive Board**

There shall be an Executive Board of the Leesburg High School Band Parents Association consisting of the Band Director(s), Color Guard Director (if so named), and elected Officers of the Association together with the Leesburg High School Principal, who shall be an ex-officio member of the said Executive Board.

### **Section I: Responsibilities**

The Executive Board shall manage the affairs of said Association, administer policies adopted by the general membership, and be empowered to elect and/or appoint any Officer or Committee Chairperson for the balance of the term of such Officer, should any Officer resign or become unable to serve. The Board shall further cooperate in every respect with the school authorities in the furtherance of the bands and instrumental music program of the school.

### **Section II: Quorum for the Executive Board**

A quorum present for conducting business of the Executive Board shall consist of not less than one third (1/3) of the voting members of the Executive Board and a majority vote of those present shall be required on any official action of the Executive Board.

### **Section III: Meetings of the Executive Board**

Regular or special meetings of the Executive Board shall be held as determined necessary by the Band Director or President. All meetings shall be open to all Association Members.

## **Article V: Color Guard Director/Sponsor**

The Band Director(s), at his/her/their discretion, shall name a Color Guard Director and/or a Color Guard Sponsor.

### **Section I: Color Guard Director**

A Color Guard Director shall develop and administer the policies and responsibilities of the Color Guard with the advice and consent of the Band Director(s) and shall serve as a member of the Executive Board of the Association. The Color Guard Director shall serve for a period of time as determined by the Band Director(s).

### **Section II: Color Guard Sponsor**

A Color Guard Sponsor shall administer the policies of the Band Director(s) with respect to the Color Guard. The Color Guard Sponsor shall not serve on the Executive Board of the Association. The Color Guard Sponsor shall serve for a period of one (1) year.

### Section III: Reimbursements

The Color Guard Director/Sponsor shall be reimbursed for time and expense by the Association in an amount determined by the Band Director(s) in the annual budget and approved by the Executive Board of the Association.

## **Article VI: Association Officers**

The officers of the Association shall at least consist of President, Vice-President, Secretary, Treasurer, Financial Secretary, Member-at-Large, and Associate Band Director if so named by the Head Band Director. Additional officer positions may be created, as necessary, by proposal of the Executive Board with veto power of the Head Band Director, and approval by the Membership.

### Section I: Elections

The incoming officers each year shall be elected, or reelected, upon approval by the membership at the Annual Election Meeting. To be an Officer of the Leesburg High School Band Parents Association, said parent(s) must be a member for at least one school year and be knowledgeable of its said functions. The Band Director in advance of the Annual Election Meeting, for the purpose of proposing nominations of Officers at said meeting, shall appoint a Nomination Committee. Nominations also may be taken from the floor at said meeting of the Association. Officers shall take office at a special joint meeting with the outgoing board on the last Thursday of the school year and shall serve for one (1) year, but may be reelected from term to term.

### Section II: Duty of Outgoing Officers

All outgoing officers shall turn in all records and materials obtained or kept during their term(s).

### Section III: Duties

The Officers shall carry out the duties assigned to them by the Executive Board and their principal duties shall be:

#### A. President

- a. The President shall preside at all meetings of the Association and, in the absence of the Band Director(s), preside over the meetings of the Executive Board, and shall observe the latest edition of Robert's Rules of Order on parliamentary procedure in conducting the meetings.
- b. The President and Executive Board shall assist all standing committees as prescribed herein, as well as creating any special committees deemed necessary.
- c. The President shall supervise the activities of the standing and special committees and make periodic reports to the Executive Board on their activities.

#### B. Vice President

- a. The Vice President shall perform all the duties of the President in the absence of the President, assist the President in every way possible in the functions of that office, and take an active part in the furtherance of the Association.

- b. The Vice President shall perform all duties assigned to him/her by the President, Executive Board, and the Association.
- c. The Vice President shall serve as Chairperson for the Ways and Means Committee and shall therefore search for fundraising opportunities and organize or delegate responsibilities of said opportunities.

#### C. Secretary

- a. The Secretary shall keep the minutes, in written or electronic form, of all general, Executive Board, and special meetings.
- b. The Secretary shall keep written or electronic records of the general membership as well as standing and special committee memberships.
- c. It shall be the duty of the Secretary at the end of each fiscal year to compile and bind all minutes and monthly financial reports.
- d. The Secretary shall handle all correspondence of the Executive Board and shall notify all Board members of meetings of the Board.
- e. The Secretary shall handle all correspondence of the Association and shall notify all Association members of meetings of the Association in coordination with the Communications Committee.
- f. The Secretary shall notify the Communications Committee to contact the members on upcoming meetings, activities, and special events.
- g. The Secretary shall perform other duties as may be assigned to him/her, by the President, Executive Board, or Band Director(s).

#### D. Treasurer

- a. The Treasurer shall be responsible for depositing all monies collected by the Association. All monies will be promptly counted and deposited into the Leesburg High School Band Parents Association, Inc. banking account.
- b. The Treasurer shall maintain and preserve proper records of collections and shall make a periodical report to the Executive Board and the Association.
- c. The Treasurer shall perform such other duties as may be assigned to him/her by the President, Executive Board, or Band Director(s).
- d. Any activities conducted within Checking and Savings accounts shall require two signatures from the President, Financial Secretary, or Band Director.

#### E. Financial Secretary

- a. The Financial Secretary shall be the disbursing agent for the Association, to make disbursement out of monies collected for items approved by the Executive Board, and shall make an accounting to the Board at each Executive Board meeting, as well as the Association at all regular meetings.

- b. The Financial Secretary shall perform such other duties as may be assigned by the President, Executive Board, or Band Director(s).

#### Section IV: Removal from office

An Officer who is felt to be neglecting the duties of their office may be removed from office by a two thirds (2/3) vote of the membership at a regular meeting, assuming quorum has been established. Such removal must also have the approval of the Band Director(s), who shall have veto power to block any such removal from office.

### **Article VII: Standing Committees**

The following Standing Committees shall be maintained and a report given at each Executive Board and Association meeting. All Standing Committees are required to seek the advice and consent of the Band Director(s) in determining policies.

#### A. Ways and Means Committee

- a. The Vice President shall be Chairperson of the Ways and Means Committee.
- b. It shall be the responsibility and duty of this Committee to carry out plans for all fundraising projects approved by the Executive Board during the year, including logistical planning for public concerts for the band.

#### B. Transportation Committee

- a. It shall be the responsibility of the Transportation Committee to plan for and organize all field trips.
- b. It shall be the responsibility of the Transportation Committee to maintain the vehicles assigned/belonging to the band program.

#### C. Communications Committee

- a. It shall be the responsibility of this Committee to notify all band parents of events, meetings, activities, and trips via email, telephone, and/or postal mail.
- b. This Committee shall collect and maintain contact information for all students, parents, and Association members.
- c. It shall be the responsibility of this Committee to handle public relations and publicity for band appearances and functions.

#### D. Uniform Committee

- a. It shall be the responsibility of this Committee to see that uniforms are distributed and collected as necessary
- b. Committee shall maintain an accurate accounting of said uniforms.

#### E. Social Committee

- a. It shall be the responsibility of this committee to make arrangements for Band Ball
- b. Committee shall make arrangements for all social activities
- c. Committee shall make appropriate contact with visiting bands and provide water for visiting bands.

F. Concession Committee

- a. It shall be the responsibility of this Committee to see that food is ordered and workers are made available when concessions are needed.

G. Color Guard Committee

- a. It shall be the responsibility of this Committee to assist the Color Guard Director (when so named) or the Band Director(s) as needed.

### **Article VIII: Special Committees**

A special committee can be created by action of the Executive Board, the Association, Band Director, or President.

### **Article IX: Budget**

The budget will be developed by the Band Director with advice from the Executive Board. The budget will be voted on and approved by the Board in advance of the May Association meeting, with final approval by vote of the Association membership at that meeting

### **Article X: Working with school authorities**

One of the principal purposes of this Association as outlined is to work closely with the school authorities in the furtherance of the music programs at Leesburg High School. In this connection, it is therefore essential that the Association, the Officers and the Executive Board assist the Band Director, when requested by the Band Director, to develop a program which will be consistent with the best interest of the student. Therefore, the President and the Executive Board shall request the presence of school authorities deemed necessary and desirable at all meetings in order to maintain a close working relationship.

### **Article XI: Amendments to these Bylaws**

A vote of two thirds (2/3) of the members present at a regular or special meeting of the Association will be required to effect a change in these Bylaws, once a quorum has been established (see Article III, Section V). Notice of the nature of the proposed change in the Bylaws must be given to the Membership in written form at least 30 days prior to the scheduled meeting where the Bylaws change will be discussed. For these purposes, emails, regular mail, or written notice supplied at the previous regular Association meeting shall suffice as due notice, provided communication was done at least 30 days prior to the amending meeting.

#### Amendment 022812-1

1. For the 2011-2012 School Year, a special election meeting shall be held on February 28, 2012 and in lieu of the Annual Election Meeting. All parents who have had at least six (6) months of membership in the Association shall be eligible to run for Executive Board office. All current Executive Board members will conclude their term at this meeting. At the conclusion of the 2011-2012 school year, this amendment will automatically expire and automatically be removed from the bylaws.

#### Amendment 022812-2

2. In the event that a board position becomes vacant due to any circumstances during the school year, a Special Election Meeting of the Association shall be called by the Band Director(s) or Executive Board to hold an election to fill the vacant position.

#### Amendment 022812-3

3. In the event that a Special Election Meeting of the Association is called, any members with more than six (6) months of membership shall be eligible to run for office.

#### Amendment 022812-4

4. In the event that the band association recognizes a need for a Co-Financial Secretary and/or a Co-Treasurer, the Band Director(s) or Executive Board shall reserve the authority to elect someone at any time during the school year.

End Bylaws

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