

BY- LAWS
STALEY MIDDLE SCHOOL BAND PARENT ASSOCIATION
SMS MUSTANG BAND

ARTICLE 1 – NAME

The name of this organization shall be the Staley Middle School Band Parent Association.

ARTICLE 2 – PURPOSE

The purpose of this organization shall be to support the band program of Staley Middle School and its' directors and to provide financial support for educational and rewarding activities for the students.

ARTICLE 3 – MEMBERSHIP

Membership in the Staley Middle School Band Parent Association shall be open to parents and/or guardians of Staley Middle School band students. Membership in the Staley Middle School Band Parent Associations requires the payment of dues. The dues are \$5 per family.

ARTICLE 4 - OFFICERS

The officers of this organization shall be as follows: The Band Director, President, First Vice-President (communication), Second Vice-President (fund raising), Third Vice-President (membership), Secretary, Parliamentarian, and Treasurer. All elected officers and the band director shall comprise the Executive Committee of the organization.

ARTICLE 5 – VACANCIES

In the event of a vacancy in the office of President, the First Vice-President should fill the vacancy if he or she so desires. The band director, with the consent of the executive committee, can appoint a new President if the First Vice- President declines the position. In the event of a vacancy or vacancies in the offices of First Vice-President, Second Vice-President, Third Vice-President, Secretary, or Treasurer, the Executive Committee shall fill the same by appointment.

ARTICLE 6 – RULES

Roberts' Rules of Order Revised shall be in effect at the regular and special meetings of the organization, unless otherwise provided herein.

ARTICLE 7 – DUTIES OF OFFICERS

SECTION 1 – PRESIDENT: The President shall preside at all meetings. He/she shall see that the By-Laws are enforced, appoint all ad-hoc committees in consultation with the Band Director, and perform such other duties that may pertain to the office. He/she shall sign checks in the absence of the treasurer.

SECTION 2 – FIRST VICE-PRESIDENT (communication): The First Vice-President shall perform the duties of the President in his/her absence or at his/her request. He/she shall present a tentative calendar of events and projects to the membership at the second regular meeting of the year. He/she will oversee the duties of the second and third vice-presidents.

SECTION 3 – SECOND VICE-PRESIDENT (fund raising): The second vice-president shall serve as Chairman of the Finance sub-Committee and be responsible for money raising projects.

SECTION 4 – THIRD VICE-PRESIDENT (membership): The Third Vice-President is responsible for the membership of SMSBPA, coordinating the volunteer list, and compiling the organization roster for the band director.

SECTION 5 – SECRETARY: The Secretary shall take minutes at all meetings and conduct all correspondence of the organization, including a quarterly newsletter.

SECTION 6 - PARLIAMENTARIAN: The Parliamentarian shall know and enforce Robert's Rules of Order Revised.

SECTION 7 – TREASURER: The Treasurer shall be custodian of the funds of the organization. The funds shall be deposited in a legal banking institution, and the Treasurer, or President shall sign checks. He/she shall keep all vouchers for all receipts and disbursements together with a correct record of them and give a summary report at each regular meeting. The Treasurer shall disperse funds as needed throughout the year according to the approved budget. Non-budgeted items exceeding \$100 shall need prior approval by two-thirds majority vote of the Band Parent Association. He/she shall render a complete financial report at any scheduled meeting when called upon to do so. A complete financial report will be given to the organization at the first regular meeting of the new year. Records of the Treasurer shall be audited at the direction of the President or majority vote of the membership. If for any reason the organization shall disband, the Treasurer and President shall deliver to the proper school authorities, for the use of band purposes only, all assets of the organization. The Treasurer shall serve as a member of the finance committee. With the close of the last meeting, the outgoing Treasurer shall have his/her books audited and will then turn over to the newly elected treasurer the books all money and all documentation belonging to the organization.

ARTICLE 8 – ELECTION OF OFFICERS

SECTION 1 – NOMINATING COMMITTEE: A Nominating committee of three members shall be appointed by the director in March of each year to nominate at least one member in good standing to each office. A member of the Nominating committee is eligible to be nominated for any open position.

SECTION 2 – LENGTH OF OFFICE: All officers shall be elected for a period of one year.

SECTION 3 – TIME OF ELECTION: The election shall be at a regular meeting during April and the installation shall be in May.

ARTICLE 9 – BAND DIRECTOR

Any actions taken by the Band Parent Association which affect the Band Program is subject to band director approval.

ARTICLE 10 – MEETINGS

SECTION 1 - EXECUTIVE COMMITTEE: The executive committee is comprised of the elected officers of the Band Parent Association and the Band Director. The Executive Committee shall meet prior to the regular meeting. Additional meetings may be called by the President or Band Director or by written request signed by at least three board members.

SECTION 2 - REGULAR MEETINGS: Meetings of the entire Band Parent Association shall be called as deemed necessary by the Executive Committee.

SECTION 3 – SPECIAL MEETINGS: The President or Band Director may call Special meetings at any time he/she deems necessary. Special meetings may also be called by signed petition of twenty five percent of the BPA membership.

ARTICLE 11 – COMMITTEES AND THEIR DUTIES

The following standing committee will be appointed by the Executive Committee:

SECTION 1 – FINANCE COMMITTEE: This Committee shall be responsible to present money raising projects each year to the full membership for vote. A yearly budget, as well as an administrative budget, shall be prepared by this committee and presented to the membership for their approval at the first regular meeting of the year.

SECTION 2- AD-HOC COMMITTEE: Other committees as needed shall be appointed by the President of the division on an ad-hoc basis not to exceed six months. A minimum of three members shall constitute a committee/subcommittee.

ARTICLE 13 – AMENDMENTS

SECTION 1 - A proposed amendment to the by-laws may be made from the floor at a regular meeting, reviewed by a Revision Committee, and presented with their recommendation for vote at the next regular meeting.

SECTION 2 – The By-Laws may be amended by a two-thirds vote of the members present at any regular meeting.

By-Law Committee Members: Terri Henry, Christie Briggs, Jeri Elliott, Kim Carroll, Gina Badgett, and Chad Wood.