

BYLAWS

NORTH GARLAND HIGH SCHOOL BAND PARENTS

ARTICLE I: NAME:

The name of this organization shall be: North Garland High School Band Parents.

ARTICLE II: PURPOSE:

- A. The purpose of this organization shall be to support the North Garland High School band program under the direction of the elected board and Band Director.
- B. This organization shall be conducted as a non-profit, educational and charitable organization.

ARTICLE III: MEMBERSHIP:

- A. The membership of this Organization shall be open to all those interested in supporting the North Garland High School band program.
- B. Annual membership shall be free for all band parents.
- C. Only members with a student in the band program shall be eligible to serve in any of its elected or appointed positions.

ARTICLE IV: OFFICERS & THEIR ELECTION:

- A. The officers of this Organization shall be:
 - President
 - Vice President
 - Secretary
 - Treasurer
- B. A slate of Officers shall be proposed by a Nominating Committee. The Nominating Committee shall consist of the Band Director and at least 4 Band Parents, to be appointed by the Band Director and announced in April.
- C. Officers shall be elected by ballot at the May meeting. Newly elected officers shall assume their duties by July 1. If there is but one nominee for an office, election for that office may be by voice vote.
- D. Additional nominations may be made from the floor with prior approval of the Band Director and the Nominee.

ARTICLE V: DUTIES OF OFFICERS

- A. The PRESIDENT shall preside at all meetings of the organization and of the executive committee; shall perform such other duties as assigned by the organization or by the executive committee; shall be a member ex officio of all committees except the nominating committee and shall coordinate the work of the officers and committees of the in order that the purposes of the organization may be promoted.
- B. The VICE PRESIDENT shall act as an aide to the PRESIDENT and shall perform the duties of the PRESIDENT in his/her absence.
- C. The SECRETARY shall record the minutes of all meetings of the organization and of the executive committee and shall have a current copy of the bylaws.
- D. The TREASURER shall be the custodian of the funds of the organization; shall keep a full and accurate account of receipts and expenditures; shall make disbursements as authorized by the band director and two elected officers of the executive committee of the organization. Checks shall be signed by two authorized persons. Those authorized shall be the PRESIDENT, VICE PRESIDENT, TREASURER and SECRETARY, but no two members of the same family can be authorized to sign concurrently. The TREASURER shall present a financial statement at every general meeting of the organization and at the executive committee meetings. The TREASURER'S accounts shall be examined annually by an auditing committee composed of the incoming PRESIDENT, the current TREASURER, the Band Director and one other member appointed by the Band Director. The audit should be complete by July 1 and presented in written form at the first general meeting of the following year. The Board at any time it feels necessary can call for an Audit of Record, and has the authority to use an outside accounting firm of their choice to perform an audit of the books.
- E. Upon expiration of the term of office or in case of resignation, each officer shall turn over all pertinent material to the President or his designee and shall return to the Treasurer, without delay, all funds belonging to the Organization.
- F. A vacancy occurring in any office shall be filled by the Executive Committee (boosters).

ARTICLE VI: EXECUTIVE COMMITTEE:

- A. The Executive Committee shall be know as **Boosters**, and shall consist of the officers of the Organization, the chairmen of standing committees, and the Band Director. The chairmen of the standing committees shall be selected by the officers and the Band Director.
- B. The duties of the Executive Committee (Boosters) shall be (a) to transact necessary business between Organization meetings; (b) to approve the plans of action of the officers and the standing committees; (c) and to create special committees as needed.

ARTICLE VII: MEETINGS:

- A. A schedule of Parent meetings shall be presented by the Executive Committee at the first called meeting of the school year. A quorum shall consist of three (3) elected officers and fifteen (15) members.
- B. Roberts Rules of Order Newly Revised edition shall govern the Organization in all cases in which they are applicable and in which they are not in conflict with these Bylaws.

ARTICLE IX: DUTIES OF STANDING COMMITTEES:

The standing committees shall be:

- Freshman Liaison
- Fund Raising
- Newsletter
- Publicity
- Telephone
- Scripts
- Game Coordinator
- Volunteer Coordinator

1. **Freshman Liaison:** The Freshman liaison makes special efforts to inform first year parents about band and band activities. An email and phone list will be provided in August for use in communicating with parents. The Freshman Liaison will maintain close contact with the directors to acquire needed information about upcoming events and parent opportunities. During regular Parent meetings the Freshman Liaison will be afforded a place on the agenda to describe upcoming events to new parents. There will also be a 'new parent' section in the newsletter and website which the liaison will utilize for the dissemination of information.

2. **Fundraising:** The Fundraising Chair shall plan ways and means to raise funds to help finance the Bands' activities for the current year. All plans of action must be submitted to the Executive Committee for approval. Plans shall be presented to the Organization after approval of the Executive Committee (boosters).

3. **Newsletter:** The Newsletter Chair shall publish and distribute a regular newsletter (every 6 weeks minimum) that will be posted on the website, emailed to parents, and mailed to those with no email address. The newsletter Chair will obtain information from the directors and President. Space will be allowed in each newsletter for a short President's message and information for first year parents. Other opportunities include student profiles, a word from the principal, even advertising space. There are many possibilities for this position.

4. **Publicity:** The Publicity Chair will contact the newspaper and other media concerning the band's activities, fundraisers, achievements and community involvement. When appropriate, the Publicity Chair will obtain photos of an event from the band historians or assistant band director to forward to the media.

5. **Telephone:** The telephone Chair facilitates the communication of upcoming events, such as meetings, concerts, contests, fundraisers, etc.. to the band parents

in general. The Telephone Committee will consist of volunteer parents who are each responsible for keeping a small segment of the band roster informed. Approximately one to two weeks prior to an activity, the telephone committee will call the homes of band students with specific information about scheduled events. It is recommended that the Telephone Chair obtain information from a director and then compose a short script to distribute to the committee, so that each member can accurately cover all important information on a 30 second answering machine.

6. **Scripts:** The Scripts Chair will take regular scrips orders, organize and return them to recipients, and report scrips activity to the treasurer and assistant band director for accurate bookkeeping. The Scripts Chair will also promote the Scrips program at booster meetings on a regular basis.

7. **Game Coordinator:** The Game Coordinator will organize volunteers at home and away games, as well as marching contests. Duties will include the ensuring the provision of water and soft drinks at games, the monitoring of the loading crew, organizing the movement of equipment on and off the field for halftime. The Game Coordinator will work closely with the Volunteer Coordinator to assure a sufficient number of parents are available at games and contests.

8. **Volunteer:** The Volunteer Coordinator ensures that the activities of the band have sufficient parent support. They will collect names of volunteers and utilize the parents in a balanced and fair fashion. The Volunteer Coordinator will be provided with a full email and phone list of band parents. The website will include a "Volunteer Opportunities" plate where parents can view opportunities and sign up online. The Volunteer Coordinator should choose a "lead volunteer" for each activity that does not already have one assigned. This will reduce their workload and give the responsibility of coordinating the actual activities of the volunteers to someone else.

ARTICLE X: AMENDMENTS:

These bylaws may be amended at any regular meetings of the Organization by a 2/3rds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting at which the amendment is voted upon.

ARTICLE XI: DISPOSAL OF ASSETS AND FUNDS:

In the event this Organization ceases to operate, residual assets shall be disposed in the order as follows:

1. All debts shall be paid;
2. All individually owned assets shall be returned, or if at the individuals request become property of the North Garland High School Band.
3. Use of any remaining assets will be voted on by the Board and Band Director prior to cease of operation.