

# ROXBURY HIGH SCHOOL BAND PARENTS ASSOCIATION

## BY-LAWS (DRAFT)

### ARTICLE I - NAME

Section 1. The name of this organization shall be the Roxbury High School Band Parents Association.

### ARTICLE II - DEFINITIONS

Section 1. The Roxbury High School Band Parents Association shall be referred to as RHSBPA in these by laws.

Section 2. The Roxbury Board of Education shall be referred to as Roxbury BOE in these bylaws.

Section 3. All aspects of music and performance are under the direction of the Roxbury High School Director of Bands, Assistant Band Director(s) and/or Associate Director(s), including but not limited to: Marching Band(s), Concert Band(s), Jazz Band(s), Chamber Music Ensemble(s), Color Guard, Indoor Percussion and Indoor Guard shall be referred to as the Program or Band Program in these bylaws.

Section 4. The Roxbury High School Director of Bands as recognized by Roxbury High School shall be referred to as the Band Director in these bylaws. The Assistant Band Director(s) of the Program as recognized by Roxbury High School shall be referred to as Assistant Director in these bylaws. The Associate Band Director(s) of the Program as recognized by Roxbury High School shall be referred to as Associate Director in these bylaws.

Section 5. The President and Treasurer shall be referred to as the Elected Officers in these bylaws.

Section 6. The Executive Board consists of the Band Director, the RHS Associate Band Director(s), the RHS Assistant Band Director(s), the President and Treasurer.

Section 7. The Elected Officers and Standing Committee Chairpersons of the RHSBPA shall be referred to as the Cabinet in these bylaws.

Section 8. Standing Committees – Shall consist of:

- Association Secretary

- Membership Committee
- Association/Student Fundraiser Committee
- Hospitality Committee
- Logistics Committee
- Uniform Committee
- Public Information Committee consisting of:
  - Publicity
  - Web Site
  - Social Media

Each standing committee shall have a Chairperson appointed pursuant to these by laws.

### ARTICLE III – ORGANIZATION STRUCTURE

Section 1. The RHSBPA shall operate within the guidelines and rules set forth by the Roxbury BOE, Roxbury High School and its Administration, and the Band Director.

Section 2. These bylaws, rules, and regulations of Roxbury High School and the Roxbury BOE shall govern all proceedings of the RHSBPA. In the event of a conflict between these bylaws and the rules and regulations of Roxbury High School and the Roxbury BOE, the latter shall prevail.

Section 3. The Band Director, acting within his or her authority given by Roxbury BOE and Roxbury High School Administration, shall be the final decision maker regarding all matters of the Program.

Section 4. The Elected Officers of the RHSBPA shall work with the approval of the Band Director in providing leadership and service to the Band Program.

Section 5. Standing and Special Committee Chairpersons shall be appointed by the Elected Officers as outlined in these bylaws and approved by the Band Director. The Standing Committee Chairpersons are required to attend all Cabinet meetings unless otherwise excused by the President.

## ARTICLE IV - MISSION AND OBJECTIVE

Section 1. The mission of the RHSBPA is to;

- provide support and resources to all areas of the Roxbury High School Instrumental Music Program in the form of fundraising, volunteer services and organizational coordination to provide students with the best possible educational and performance experiences in music;
- provide optimistic and positive support to the Roxbury High School Instrumental Music Department Directors and Staff;
- develop community awareness of, and appreciation for, the efforts and achievements of the students who are members of the Roxbury High School Instrumental Music Program ensembles.

Section 2: The objective of the RHSBPA is to support the band program as sponsored by the Roxbury BOE by rendering appropriate support to the RHS band program. This support will be executed as directed by the Band Director and will not conflict with the policies of the Roxbury High School performing arts department, Roxbury High School, or the Roxbury BOE.

Section 3. To conduct the business of the RHSBPA as a charitable and educational corporation consistent with the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1986 or corresponding provisions of future laws.

## ARTICLE V - MEMBERSHIP

Section 1. Parents or guardians of students who are enrolled in a full time regularly scheduled band class in any part of the Roxbury High School Band Program are considered Full Members of the RHSBPA and may vote, participate in all Association activities, and become Officers and/or Committee Chairpersons upon meeting the eligibility requirements as set forth by these bylaws.

Section 2. Full membership is granted to the Band Director, Assistant Band Director(s) and/or Associate Director(s) and elected officers and committee chairpersons of the RHSBPA

Section 3. If a student leaves the band program during a school year, the parents or guardians of said student lose their voting member status, but may remain in their current position until the end of the school year. Elected Officers must nominate a successor, to be approved by the Executive Board.

Section 4. Associate Members are parents and/or guardians of past Band Program students, and/or parents, or guardians of students enrolled in a part time basis of the Band Program. Supporters of the Band Program may become Associate Members of the RHSBPA. Associate Members may attend general meetings, but shall not vote, shall not hold elected office or serve as Chairperson of a Standing Committee. They may serve as a sub-committee chairperson or as a member of any committee.

## ARTICLE VI - MEETINGS

Section 1. The General Membership shall meet a minimum of two (2) times during the school year. The dates and times of the meetings will be set by the Executive Board. All General Membership meetings shall be held on the campus of Roxbury High School. The Executive Board may cancel and reschedule any meeting with notice to the membership.

Section 2: The number of full members of the RHSBPA equal to ten percent of the student membership in the Roxbury High School Band Program will constitute a quorum necessary for the transaction of business at any general meeting of the RHSBPA.

Section 3. The President or a majority of the Executive Board of the RHSBPA, or upon written request of twenty (20) voting members may call Special General Membership meetings. Notice of the meeting date, time, location and purpose shall be made known to the Members of the RHSBPA by at least two methods of communication of which one shall be in writing to include but not limited to email, telephone, publication, website, verbal announcement, or a combination of these efforts. Business transacted at a special General Membership meeting shall be limited to the purpose(s) for which the meeting was called. Special General Membership Meetings will be held on the campus of Roxbury High School.

Section 4. Executive Board meetings will be held as often as necessary for the proper operation of the RHSBPA, but at a minimum of three (3) times per school year, prior to each General Membership Meeting. One person over half of the filled positions on the Executive Board shall constitute a quorum of the Executive Board.

Section 5. The Band Director and/or the President of the RHSBPA may call additional meetings of the Executive Board as deemed necessary. In this case, each Executive Board member will be notified of the time, date, and purpose of the meeting with as much prior notice as possible.

Section 6. In all instances not provided by these bylaws, the rules of order and parliamentary procedure contained in Roberts Rules of Order, Newly Revised shall govern conduct of the meeting.

#### ARTICLE VII - ELECTED OFFICERS

Section 1: Elected officers of the RHSBPA will be the President and the Treasurer.

Section 2: A nominating committee consisting of the Band Director, the Associate Band Director(s) and the Assistant Band Director(s) will submit at least two candidates (when possible) for each position to the general membership for a vote. The candidates will be selected from applications received from the general membership by a date designated by the nominating committee.

Section 3: Election of officers will take place at a general meeting where a quorum is present.

Section 4: Elected officers will serve a term of one year, July 1 through June 30, and may serve as many consecutive terms for which they are duly elected.

Section 5: Newly elected officers (the officers-elect) will be invited to all Executive Board meetings, and will be responsible for planning activities for the upcoming year with the Cabinet-elect (see below). Current officers will be responsible for completing plans for the present year, while advising officers-elect if necessary. Current officers will sign documents and checks as necessary until the officers-elect assume full responsibility July 1.

Section 6: In the event the office of President is vacated, the Treasurer will fill the position and the Executive Board will appoint a new Treasurer.

#### ARTICLE VIII – EXECUTIVE BOARD

Section 1: The Executive Board will be comprised of the Band Director, the Associate Band Director(s), the Assistant Band Director(s), who are appointed by the Roxbury Township Superintendent of Schools and Board of Education.

Section 2: The RHSBPA Elected Officers (President and Treasurer) are also full voting members of the Executive Board.

Section 3: The Executive Board will have complete responsibility for the affairs of the RHSBPA and its expenditures.

Section 4: After the Executive Board selects Committee Chairpersons, each Committee Chairperson-elect will receive a list of members who expressed interest in serving on their committee.

#### ARTICLE IX - DUTIES OF OFFICERS

Section 1: The President will preside at all general meetings of the RHSBPA and serve as a standing member of the RHSBPA Executive Board; and will perform other duties as may be prescribed by these bylaws, or by the Band Director in order that the objective of the RHSBPA be achieved. He/she will also serve as the principal and responsible point of contact between the RHSBPA and the Roxbury High School administration. He/she will help monitor and maintain the RHSBPA post office box at the Succasunna, NJ postal facility and distribute mail to the appropriate parties.

Section 2: The Treasurer shall assume the duties of the President in the absence or incapacity of the President.

Section 3: The Treasurer will record credits and debits, balance books, and disperse funds in accordance with instructions of the RHSBPA Executive Board; and will provide a report outlining the RHSBPA's financial status on or about the 15<sup>th</sup> of the month for the preceding month, including current balance(s) and actual and anticipated credits and debits. At least two members of the Executive Board must approve any expenditure over \$300.00. The Treasurer will have possession of Business Documents, with additional copies given to the Band Director for safe keeping. Documents will be updated by filing the annual report as required by the Secretary of the State of New Jersey; will submit to an audit by the Roxbury High School secretary for student extra-curricular fund accounts; and will stand in place of the RHSBPA President in the event of his/her inability to serve. He/she will help monitor and maintain the RHSBPA post office box at the Succasunna, NJ postal facility and distribute mail to the appropriate parties.

Section 4: The Treasurer will abide by and use the RHSBPA Financial principles in order to maintain the RHSBPA in a sound financial position.

#### ARTICLE X –SPECIAL COMMITTEES DEFINITIONS

Section 1. Special Committees shall have a Chairperson appointed pursuant to these by laws. The RHSBPA Special Committees shall be:

- Marching Band Classic Committee
- Metropolitan Wind Band Invitational Committee

Section 2. The President will oversee the activities of each Standing Committee. Each Committee Chairperson shall make a record of the activities of the Committee and report that activity to the President who will then report to the Band Director.

Section 3. Each Committee Chairperson shall attend all Executive Board and General Membership meetings and may present a report to the membership if deemed necessary by the Executive Board

Section 4. Committee Chairpersons are appointed for a term of one year July 1 through June 30.

Section 5. In the event of a Cabinet vacancy, the Executive Board will appoint a new Committee Chairperson.

Section 6. All Cabinet members will deliver official materials to their successors by July 1 and shall be responsible for helping ensure a smooth transition.

## ARTICLE XI - DUTIES OF CABINET

### Section 1: The Association Secretary

- a. Will record minutes of Cabinet meetings, and general meetings and carry out the general correspondence of the RHSBPA as designated by the Executive Board. He/she will monitor the RHSBPA main email account and forward communications to the appropriate parties.
- b. After the Executive Board selects Committee Chairpersons, each Committee Chairperson-elect will receive a list of members who expressed interest in serving on their committee.
- c. Maintain an accurate database of membership information for all curricular and extra-curricular ensembles, including contact information for the student, as well as parents and/or guardians.
- d. Encourage members to participate in committee activities to assist band.
  1. Put special emphasis on informing, encouraging, and recruiting current 8<sup>th</sup> grade/incoming 9<sup>th</sup> grade parents or guardians.
- e. Devise and implement a system to notify band and RHSBPA members of activities or emergencies, cancellations, etc. This generally set-up through e-mail and social media accounts.

### Section 2: Association/Student Fundraiser Chairperson

- a. Organize and conduct various fundraisers run for the benefit of the RHSBPA in accordance with the Executive Board guidelines, as well as Roxbury BOE and Roxbury HS Administration guidelines.
- b. Suggest ideas for new or additional fundraisers.

- c. Act as custodian of all student fundraisers in collecting orders and funds.
- d. Keep accurate records of all individual student accounts, working in conjunction with the Treasurer.

### Section 3: Hospitality Chairperson

- a. Organize and host home game half-time refreshments for home and visiting bands.
- b. Provide refreshments at RHSBPA and Program events as designated by the Executive Board

### Section 4: Logistics Chairperson

- a. Coordinate and assist student logistics team with insuring truck/bus transportation of instruments and props. Assist with loading and unloading equipment at events.
- b. The Logistics Committee Chairperson will be the designated Safety Officer at all events where equipment is being used. The Logistics Committee Chairperson has the authority to cease any unsafe activity for the protection of students, staff and members.
- c. Coordinate the acquisition, purchase, construction and maintenance/repair of props and/or equipment as guided by the Band Director.

### Section 5: Public Information Chairperson

- a. Work with school-wide, town-wide, and state-wide media sources to encourage public support of and attendance at concerts, competitions, fundraisers, etc.
- b. Emphasize and publicize Instrumental Music Department accomplishments, both group and individual, to the Roxbury Community.
- c. Compile and publish the monthly newsletter, "The Gaels Chronicles".
- d. Refer any and all press inquiries to the Band Director. The Band Director will be the official spokesperson of the RHSBPA. No person shall speak to the media as an official representative of the RHSBPA without the direct consent of the Band Director.

### Section 6: Social Media Chairperson

- a. Social Media Chairperson will coordinate the RHSBPA Social Media campaign, including moderation of the association's social media accounts. Postings on these sites shall promote the RHSBPA in a positive fashion and will be in accordance with professional, non-profit organization practice and will be overseen by the RHSBPA President.

- b. Encourage members to join the various social media outlets in order to keep current on RHSBPA news and band events.

#### Section 7: Web Site Chairperson

a. Web Site Chairperson will coordinate and update and keep information current on the RHSBPA web site at the direction of the Band Director(s) and RHSBPA President. Postings on these sites shall promote the RHSBPA in a positive fashion and will be in accordance with professional, non-profit organization practice and will be overseen by the RHSBPA President.

#### Section 8: Uniform Chairperson

a. Organize and execute all business concerning the distribution, maintenance, and repair of the uniforms for the Concert, Jazz, Marching Band and Color Guard.

### ARTICLE XII – FINANCIAL BUSINESS

Section 1. The RHSBPA shall keep funds in financial institutions whose accounts are insured by the FDIC, FSLIC, or other agency of the United States Government. The balances of any financial accounts shall not exceed the federally insured limit.

Section 2. The RHSBPA shall maintain one General Band Account.

Section 3. All expenditures and disbursements must be made by check or by debit card. Only the Band Director, the President and the Treasurer will be issued a debit card.

Section 4. The Treasurer will submit the books of the organization to an independent audit each year on or about June 1. The audit report shall be received by the Band Director and President prior to July 1.

### ARTICLE XIII – BYLAW(S) AMENDMENTS

Section 1. The President shall appoint a Bylaws Review Committee at the discretion of the Executive Board once every 5 years. The Bylaws committee shall review the bylaws and present any proposed amendments to the General Membership for approval.

Section 2. The Bylaws Review Committee shall consist of five (5) Full Members; including the Band Director; the President and three (3) general Members.

Section 3. Proposed amendments shall be presented to the General Membership in advance of the meeting at which they are to be voted upon.

Section 4. Bylaws shall be amended by a majority vote of the Voting Members present at a regular meeting of the General Membership.

Section 5. Between the regular meetings of the Bylaws Review Committee any Voting Member may submit written proposed amendments to the President for a vote by the General Membership. These proposed amendments will then be forwarded to and reviewed by the Bylaws Review Committee.

Section 6. Bylaw(s) changes may be voted on in its entirety, by section, or by line; all parts that are approved by the majority of Voting Members present become effective immediately.

#### ARTICLE XIV – ADOPTION OF BYLAWS

These Revised Bylaws become immediately effective upon adoption by a majority of the Voting Members.

#### ARTICLE XV - DISSOLUTION CLAUSE

Section 1: Upon dissolution of the corporation, the Executive Board will, after payment of all liabilities, dispose of all assets of the Corporation conclusively for the purpose and in such a manner for such an organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify for exemption under Section 501 (c) (3) of the Internal Revenue Code of 1986.

Adopted \_\_\_\_\_