

BYLAWS OF MANKATO AREA 77 LANCERS MARCHING BAND PARENT ASSOCIATION, INC

ARTICLE I: NAME

Section 1: This organization shall be known by the name of Mankato Area 77 Lancers Marching Band Parent Association, Inc., referred to herein as the Association.

Section 2: The Mankato Area 77 Lancers Marching Band Parent Association is a U.S. registered 501(c) (3) non-profit organization.

Section 3: The Mankato Area 77 Lancers Marching Band is a program run by Independent School District 77 (Mankato Area Public Schools).

Section 4: The Mankato 77 Lancer Parent Association is organized exclusively for charitable and educational purposes such as making distributions to organizations under Section 501(c) (3) of the Internal Revenue Code (or corresponding sections of any future Federal Tax code).

ARTICLE II: MISSION, VISION, VALUES

Section 1: VISION STATEMENT

Supporting the Mankato Area 77 Lancers marching program today, tomorrow, and into the future.

Section 2: MISSION STATEMENT

Drumming up resources for the Mankato Area 77 Lancers marching program.

Section 3: CORE VALUES

We believe our students deserve the opportunity to participate in marching arts, and our organization endeavors to support that opportunity with financial backing and community involvement.

We believe offering students a marching arts opportunity is a critical component in a well-rounded activities menu.

We believe our community deserves a marching band that represents it locally and nationally.

We believe marching band teaches students core life skills, such as leadership, professionalism, time management, endurance, teamwork, discipline, responsibility, and multitasking, in an inclusive and supportive environment. It is an activity that must be offered to all students and supported by our community.

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ARTICLE III: MEMBERSHIP

Section 1: Members of Mankato Area 77 Lancers Marching Band Parent Association shall consist of all parents/guardians of current registered Mankato Area 77 Lancer students. Registration is handled by Mankato Area Public Schools (ISD 77). Membership in the Association continues throughout the school year until the band's next scheduled season, providing that the student has not graduated from high school.

Section 2: Association Members are encouraged to serve on committees and help with fundraising activities.

Section 3: Association Members may make nominations to the Association to fill open Board positions and are eligible to serve on the Board of Directors if elected by the Association.

ARTICLE IV: NOMINATION AND ELECTION TO BOARD OF DIRECTORS

Section 1: Nominations and elections to the Board of Directors shall be held annually. Special elections may be held as needed according to Article V, Section 5.

Section 2: The Board of Directors shall encourage nominees from the Association membership to be included in the election for the next year's Board. Board of Directors nominees may be community members if nominated by a Lancer Parent Association member. Association members may self-nominate.

Section 3: Additional nominations may be made from the floor, provided the consent of the nominees has been obtained.

Section 4: Notification of nominations will be provided to the general membership at the annual meeting.

Section 5: Election to the Board of Directors shall be by simple majority vote.

Section 6: Election shall be by voice vote or by ballot as determined by the Board of Directors.

Section 7: Each Association member may cast one (1) vote in person and not by proxy.

Section 8: Elected Board Member terms are January 1 - December 31.

Section 9: Members of the same household may not serve in an elected position during the same term.

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ARTICLE V: BOARD OF DIRECTORS

Section 1: Association Board Membership shall consist of 7 to 9 parent and/or community members plus the Band Director(s). Board of Directors volunteers are nominated and voted upon by the Association Members. Board Membership shall consist of no more than 3 non-Association members from the community. Board members who no longer have an active student may continue to serve their remaining elected term as ex-officio members. Non-Association and ex-officio Board members shall have voting rights at Board Meetings, but not at general Association meetings.

Section 2: Current Director(s) as hired by Mankato Area Public Schools shall be members during the term of their contract with Mankato Area Public Schools, but shall not have voting rights on Board agenda items, except as outlined in Article V, Section 7.

Section 3: Voting for the upcoming year's Board members shall occur at the end-of-season general membership meeting. Nominations shall open 30 days prior to the meeting. Nominations may be made at the meeting as well.

Section 4: Elected Board members shall serve terms of up to 3 years. The terms of the elected Board members shall be staggered, such that 1/3 of the terms expire each year.

Section 5: If a Board member is unable to fill their position, the Board of Directors, at its discretion, may continue with no fewer than 7 members or call for a special election. Special election nominees who are elected will fill the remaining term of the vacated position.

Section 6: The Board of Directors shall be the decision-making body of the Association. The officers are to be elected each year by the Board according to positions listed in Article VI. Other positions will be assigned by the Board as needed.

Section 6a: Annually, at the December or January Board Meeting, outgoing and incoming Board members will meet to discuss membership transition and the duties of each position. Outgoing and incoming Board members will review Association Bylaws for potential changes and familiarity.

- a. All officers for the upcoming season shall be newly elected each year at this meeting. The Officers of the Board of Directors will be voted upon by the incoming and continuing Board members. No officer shall hold more than one office at a time. Officers shall not be prevented from being nominated for the same position they held during the previous season.
- b. This meeting will not have a regular agenda, other than minutes recorded of the Officer elections.
- c. The outgoing Officers will meet with their officer successor to transition materials and information.

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- d. In the event that the Treasurer position was filled by an outgoing Board member, this person shall be asked to continue to serve as a non-voting ex-officio member until tax filing for the fiscal year is completed. This position shall be allowed above the 9 member limit.

Section 7: A quorum of the Board of Directors shall consist of 2/3rds the elected members thereof. With the exception of Section 8 below, a simple majority vote of voting members present shall pass a motion. In the event of a tie vote, the Director may, at their discretion, cast a tie-breaking vote.

Section 8: To close, limit, or extend debate; to suspend the rules; expel a member; or object to the consideration of a motion requires a quorum of the Board and needs to have a two-third's vote of those present and voting.

Section 9: No Board members shall receive any compensation for services as a member. The Board of Directors may authorize reimbursement of reasonable expenses incurred by Board members in connection with carrying out the activities of the organization.

Section 10: The Board of Directors shall have general supervision and charge of the property and finances of the Lancers Parent Association. Commitments binding the Association must have prior authorization from the Board of Directors. In consultation with Mankato Area Public Schools, the Board may transfer certain property from the Lancers Parent Association to Mankato Area Public Schools.

Section 11: Special/Ad Hoc Committees may be established to assist the organization in completing the work of the organization. Each committee shall be chaired by a member of the Board of Directors but may include current Association and/or community members.

ARTICLE VI: DUTIES OF OFFICERS

Section 1: The duties of the officers are as follows:

A. The President shall:

1. Preside at all general and Board of Directors meetings.
2. Prepare the agenda for each meeting and notify appropriate members of scheduled meetings.
3. Appoint all committee chairs as needed, subject to approval of the Board of Directors.
4. Be an ex-officio member of all committees except the nominating committee.
5. Call all meetings of the Association.
6. Shall be the liaison between the Association and Mankato Area Public Schools employees (Band Director, Activities Directors, etc.).
7. Shall be an authorized signer on our bank accounts.
8. Annually convene the audit committee.
9. Perform such duties as are required by the Board of Directors.

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B. The Vice President shall:

1. Oversee all fundraising activities.
2. Appoint other Board members or community members to serve as coordinators of fundraising activity.
3. Serve as or ask another Board member to serve as a Grant Coordinator.
4. Follow up on status of fundraising activities.
5. Oversee that the Board of Directors is appropriately using raised funds.
6. Ensure that all reporting back to fundraising support is completed as required
7. Develop annual fundraising objectives and milestones to be presented to the Board.
8. Serve in the absence of the President.
9. Perform such other duties as may be assigned by the Board of Directors.

C. The Secretary shall:

1. Keep the minutes of all general and Board of Directors meetings.
2. Appoint a substitute Secretary when the Secretary cannot perform these duties.
3. Record a copy of the Treasurer's report to be distributed and kept with the Secretary's minutes of that business meeting.
4. Keep a permanent file with a copy of all current and past bylaws of the Association.
5. Publish each month's meeting minutes in a format and location accessible to the Association.
6. Perform such other duties as may be assigned by the President or Board of Directors.

D. The Treasurer shall:

1. Receive, account for, and deposit in a bank or other financial institution all funds of the Association, as directed by the Board of Directors.
2. Make authorized disbursements as approved by the Board of Directors in a timely manner.
3. Maintain appropriate financial records which shall be subject to inspection and audit as directed by the Board of Directors.
4. Provide annual receipts for donors according to tax law.
5. Prepare Association documents for timely tax preparation by an authorized public accountant.
6. Provide to any member, the record(s) of their Lancer student account, at a reasonable time and place upon request.
7. Provide a printout of the monthly financial statement at each meeting of the Board of Directors. This report shall include the balances in all bank accounts, and details of account activity since the last report.
8. Balance all accounts upon leaving office.
9. Perform such other duties as are required by the Board of Directors.

E. The Marketing and Communications Coordinator shall:

1. Identify and coordinate marketing opportunities.

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2. Oversee and maintain all digital publishing platforms.
3. Maintain the Association email and mailing lists.
4. Send out email announcements to the Association and interested Alumni and/or community members.
5. Maintain fundraising contact lists.
6. Perform such other duties as are required by the Board of Directors.

ARTICLE VII: MEETINGS

Section 1: Board of Directors shall hold regular monthly Board meetings, on such dates and times as the Board of Directors determine. The Secretary shall maintain a report (minutes) of each meeting held by the Board. Minutes will be published in a format and location accessible to the Association.

Section 2: Special meetings of the Association may be called by the President or by 3 or more members of the Board of Directors. Special meetings subject, date, time and place shall be communicated to the Association one week prior to the meeting.

Section 3: Association Members are welcome to attend monthly Board meetings and are encouraged to attend general membership meetings. General membership meetings shall be held at least 2 times per year. The first meeting shall be held the night of the Lancer recruitment gathering. The second meeting will be held at or near the end of the season. Notification of the meetings will be provided at least 2 weeks before the scheduled meeting.

Section 4: Association Members are eligible to request to be included as an agenda item for Board meetings; requests must be made to the President or Vice-President no less than 1 week prior to the Board meeting. The member will be notified of the time and place to present their request to the Board meeting. For time management of the meetings, we request that this member limit their input to 10 minutes. A Board member will follow up with this member after the meeting.

ARTICLE VIII: FINANCIAL

Section 1: The Association's Fiscal Year for IRS Tax purposes is January 1 – December 31. The tax return due date is 5 1/2 months after the fiscal year end.

Section 2: The Treasurer and President shall be authorized signers on all bank accounts.

Section 3: The audit committee shall consist of 2 Board of Director members, excluding the Treasurer. The committee will be formed by Board volunteers and affirmed by a vote of the Board. The Audit committee shall be convened at the request of the President at the March meeting with the audit completed and signed by the end of May. The signed report shall be reported and turned in at the June meeting.

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Section 4: The Treasurer will maintain the financial archival records of the Association according to IRS standards.

Section 5: The Board of Directors will propose and approve a budget for the year no later than the March meeting. The budget may be changed/adjusted throughout the year to reflect the financial position of the Association.

Section 6: All purchases will be supported by an invoice or other supporting documentation and properly authorized before goods are ordered. Receipts are to be given to the Treasurer for any funds to be given.

Section 7: Requesting of funds that are not budgeted shall follow the guidelines/purposes/mission of the Association and shall follow this process:

- a. \$500 or less—Decisions will be made by the President and Treasurer.
- b. \$501 or more—Decisions will be made by the Board of Directors at the next scheduled meeting or via an email/phone vote (if the timing can't wait for the next meeting). If the vote is conducted outside of a regular meeting, it shall be recorded in the minutes at the next meeting.

Section 8: The Board, at its discretion and in consultation with the Director, may elect to hold funds for individual students for the purposes of a trip or other activity to take place during the current season. Funds raised over and above the needs of the student's current season will be transferred to the Association general fund at the conclusion of the current season.

ARTICLE IX: BYLAW AMENDMENTS

The Bylaws of the Mankato Area 77 Lancer Parent Association may be amended by a vote of the Association members. Written notice of proposed amendments will be published to the Association at least 30 days prior to the meeting in which the proposed amendments will be voted upon. Approval of the proposed bylaws requires a 2/3 majority of Association members who have voted by the deadline. Voting may be in person or electronic at the discretion of the Board of Directors.

ARTICLE X: PARLIAMENTARY PROCEDURE:

In all questions of parliamentary procedure not already covered in these bylaws, Robert's Rules of Order Newly Revised shall prevail.