

Constitution and Bylaws of Bryant Band Parents Organization  
Bryant High School

Article I: NAME

The name of this organization shall be Bryant Band Parents Organization (BBPO).

Article II: MISSION AND PURPOSE

Bryant Band Parents Organization exists for the following purposes:

- A. To support the Bryant School District's Band programs
- B. To support and sponsor activities of the band program with Bryant High School
- C. To promote a spirit of fellowship and cooperation among the membership of this organization and the community
- D. To provide moral and financial support through active involvement in meeting the needs of the band program
- E. To accept and disburse funds, and otherwise assist the entire band through cooperation with and guidance from the band directors

Article III: MEMBERSHIP

Membership in the BBPO shall consist of the following people who are expected to actively participate through consistent attendance in year-round events:

- A. Parents or guardians of students enrolled in any or all parts of the Bryant High School Band Program
- B. Bryant High School Band directors
- C. Any adult who is interested in assisting the band programs of Bryant High School.

Article IV: OFFICERS AND NOMINATIONS

Section 1: The officers of this organization shall be President, Vice-President, Secretary, and Treasurer. The officers and one parent from each grade in the high school shall comprise the Executive Board.

- A. The duties of the Executive Board will be to transact necessary business in the intervals between organization meetings and any business as may be referred to it by the organization
- B. The Executive Board shall communicate the specific objectives of any committees.

Section 2: The term of each office will be for one year (April through March).

Section 3: There shall be a Nominating Committee consisting of three members elected by the Executive Board during the January Executive Board meeting with all band directors serving as ex-officio members.

- A.** The Nominating Committee shall select one nominee for each office to be filled and shall report their selection to the Executive Board prior to reporting to the regular members at the February general meeting.
- B.** Following the report of the Nominating Committee to the general meeting, an opportunity shall be given for nominations from the floor.
- C.** Only those who have consented to serve if elected shall be eligible for the nomination, either by the committee or from the floor.
- D.** Elections shall be held in the month of March each school year. Officers shall assume their official duties at the close of the April meeting and shall serve for a term of official duty for one year.
- E.** Only those members present at the March meeting or the next regularly scheduled meeting if there is no April meeting shall be allowed to vote.
- F.** All officers shall have a student enrolled in the band program and may hold only one office at a time.
- G.** Before being elected as an officer, a person must have been an active member for the previous year. This active membership requirement does not apply to band parent representatives for tenth graders.
- H.** The nomination and election of one parent from each grade in the high school shall occur at the August meeting annually.

Section 4: The President shall guide and direct the organization.

- A.** The President shall preside at all meetings: regular, special, and Executive Board.
- B.** The President shall appoint committees as needed.

- C. The President shall act as an ex-officio, non-voting member of all committees, except the Nominating Committee.
- D. The President shall vote in the event of a tie.

Section 5: The Vice-President shall support the President.

- A. The Vice-President shall preside in the absence of the President
- B. The Vice-President shall co-chair any fundraising committees.
- C. The Vice-President shall coordinate all publicity: radio, television, print, online.
- D. The Vice-President shall serve as parliamentarian in meetings.

Section 6: The Treasurer shall manage all funds of the organization.

- A. The Treasurer shall keep accurate records of all receipts and expenditures.
- B. The Treasurer shall disburse funds only as authorized by the Executive Board and/or majority vote at a general meeting.
- C. The Treasurer shall present a statement of accounts at each meeting and at other reasonable requested times.

Section 7: The secretary keeps records and maintains correspondence for the organization.

- A. The secretary shall keep a record of all meetings of the general and Executive Board meetings.
- B. The secretary shall send out notifications of upcoming meetings
- C. The secretary shall take charge of all correspondence.
- D. The secretary shall write notices of appreciation for all courtesies extended to this organization by individuals or business firms.

Section 8: Vacancies

- A. Any vacancy of an officer or parent representative shall be filled by a special election called by the President at the next general meeting.
- B. In the event of a vacancy in the office of the President, the Vice-President shall serve as President until the special election.
- C. In the event of a vacancy in the office of the Treasurer, the Executive Board shall call for a special audit immediately.

Section 9: The Executive Board shall have the power to act in emergency situations.

Section 10: All officers will be in attendance at each and every organization meeting and Executive Board meetings. Any officer missing two consecutive meetings shall be given written notice that he/she is in jeopardy of being replaced. If a third meeting is missed by that officer, he or she may be replaced by Special Election at the next general meeting. Any special circumstances may be brought before the Executive Board for consideration.

Section 11: Any officer missing a meeting has the responsibility to have reports, minutes, or any other needed materials at the meeting to be presented to the body.

#### Article V: MONIES AND FINANCIAL POLICIES

Section 1: In order to ensure the accountability of the organization, financial accounts will be audited in May of each school year by a professional auditor. The auditor's report is to be presented to the Executive Board and the directors within two months of the closing of the books.

Section 2: There shall be a minimum amount of funds left in the BBPO account at the end of each school year. The amount shall be no less than \$5,000.

Section 3: The Treasurer shall disperse no monies without proper approval by the Executive Board or majority vote at a general meeting.

Section 4: By the first Monday of May, band directors shall present to the BBPO officers written requests of proposed expenditures for the next school year. Only items not normally included in the Bryant School District budget will be considered. Officers shall prepare and present a yearly budget to the membership during the May general meeting.

Section 5: Funds collected using the BBPO name shall be deposited into BBPO accounts. Officers shall administer the dispersal of said funds. The Treasurer shall be the signer on all band accounts and will delegate the use of the credit card.

Section 6: At all times BBPO funds shall be kept separate from all school funds. At no time shall BBPO funds be commingled with any other funds.

Section 7: Any expenditure of \$1,000 or less may be executed with the approval of the Executive Board of the organization.

Section 8: Any expenditure above \$1,000 must be approved by the general body of this organization.

Section 9: All fundraising projects are subject to the approval of the BBPO and shall not be in conflict with the values of the Bryant School District.

#### Article VI: COMMITTEES

Section 1: The Executive Board shall appoint members to special (ad hoc) committees. Each committee will elect the chairman from its membership. Each committee shall dissolve upon the completion of the specified task.

Section 2: The President shall serve as ex-officio on all committees with the exception of the Nominating Committee.

Section 3: The chairman of each committee shall present a plan of work to the Executive Board for approval.

#### ARTICLE VII: MEETINGS

Section 1: The Executive Board will meet monthly throughout the school year. A calendar of monthly meetings will be established at the beginning of the school year.

Section 2: General meetings will be called by the Executive Board as needed with a minimum of seven days' notification to the regular members.

- A. The President can call special meetings of the Executive Board as needed.
- B. Any meeting can be canceled by a majority vote of the Executive Board.
- C. There will be at least one general meeting for each school semester.

Section 3: No business shall be transacted unless there is at least a quorum present.

- A. A quorum consists of ten regular members who shall include at least half of the Executive Board plus one band director.
- B. Regular members must represent a majority of the quorum.

Section 4: Any new business presented without prior knowledge of the Executive Board may be discussed and acted upon; however, the Executive Board shall have the option to table the proposal until the next general meeting, giving everyone additional time to evaluate the proposition. Action must be taken at the next general meeting on the tabled item. Each meeting is to follow an agenda including committee reports, new business, recommendations, and old business. Reports should be submitted in writing to the secretary one week prior to the meeting.

Section 5: A majority vote is required for the approval of any proposal at a general meeting or an Executive Board meeting.

Section 6: Robert's Rules of Order Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws.

## ARTICLE VIII: GENERAL

Any obligations entered into by this organization shall in no way be construed as an obligation of the Bryant School District. Likewise, no obligation entered into by the Bryant School District, the Bryant band program, or any other entity shall be considered as an obligation of this organization.

## ARTICLE IX: AMENDMENTS

The by-laws of this organization may be amended by a two-thirds vote of the members present at a properly called general meeting thirty days after the original recommendation/motion.

## **Amendment #1**

### **The Procedures Involved in Execution of a Special Election**

In the case of a vacancy on the BBPO Executive Board, the remaining members of the Executive Board with the Bryant High School Band Directors will, as a de facto Nominating Committee, research prospective replacements for the vacancy. Once they have found a suitable BBPO member to fill the vacancy, they will bring their recommendation to the next available BBPO General Meeting for a vote.