

Edison High School Band Parents Organization, Inc.

By-Laws

Revisions approved as of 3-APR-2012

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Article I: Name of the Association

The name of this non-profit organization shall be the Edison High School Band Parents Organization, Inc.

These By-Laws shall be distributed to the general membership at the General Meeting in October of each year.

Article II: Objectives of the Association

The objectives of Edison High School Band Parents Organization, Inc. are:

- A. To inspire and maintain enthusiastic interest in all phases of the Edison High School Instrumental Music Department.
- B. To facilitate and promote the activities of the Instrumental Music Department.
- C. To function in a manner which assures that these By-laws shall not relieve the Board of Education of its prior or future responsibilities and/or authority.

Article III: Membership

Section I: Qualifying for Membership

This organization shall be open to anyone:

- A. Having a common interest in the Instrumental Music Department
- B. Over 18
- C. Not enrolled in Edison High School

Section II: Dues

- A. Membership dues shall be:
 1. Single Membership \$5.00 (five dollars)
 2. Family Membership \$7.00 (seven dollars)
- B. No membership fees shall be collected during the General Meeting.
- C. Each paid member present during a vote may cast one (1) vote.

Section III: Membership List

A membership list shall:

- A. Be maintained by the Membership Chairperson
- B. Available at all meetings.
- C. Be on file with the President.

Article IV: Executive Board

Section I: Executive Board Members

The Executive Board shall consist of the elected officers who are:

- A. President
- B. 1st Vice-President
- C. 2nd Vice-President
- D. Recording Secretary
- E. Treasurer
- F. Corresponding Secretary #1
- G. Corresponding Secretary #2
- H. Immediate Past President (non-voting)

Section II: Executive Board Responsibilities

The Executive Board shall:

- A. Serve from July through June, and may be re elected only once, to the same office (Article VI, Section I-A-3).
- B. Be responsible for the establishment of the operating budget.
- C. Be responsible for assuring that all necessary year-end tax statements are filed.
- D. Not have 2 (two) members of a single household holding office at the same time.

Section III: President

The President shall:

- A. Preside at all meetings and shall be an ex-officio member of all committees.
- B. Appoint all committee-chairs.
- C. Countersign checks as necessary.
- D. Vote
- E. At the end of the office term, relinquish all records to the President elect.

Section IV: 1st Vice-President

The 1st Vice-President shall:

- A. Be the keeper of the by-laws,
- B. Serve on the Audit Committee (Article VII, Section II-A),
- C. Serve on the Nominating Committee (Article VI, Section I-A),
- D. Assume all duties in the absence of the President.
- E. At the end of the office term, relinquish all records to the Vice-President elect.

Section V: 2nd Vice-President

The office of the 2nd Vice-President shall be assumed by the Band Director.

Section VI: Recording Secretary

The Recording Secretary shall:

- A. Keep the records and minutes of all meetings.
- B. Publish the General Meeting minutes
- C. Maintain the by-law document up-to-date with approved amendments and provide the Vice-President with an updated copy.
- D. Compile all by-law modifications and make all updates at the end of the year into a by-law revision.
- E. At the end of the office term, relinquish all records to the Recording Secretary elect

Section VII: Treasurer

The Treasurer shall:

- A. Receive and deposit all funds due the organization,
- B. Pay all valid disbursements
- C. Maintain an accurate record of all receipts and disbursements.
- D. Provide financial reports per Article VII (Finances), Section I (Financial Reports).
- E. At the end of the office term, relinquish all records to the Treasurer elect.

Section VIII: Corresponding Secretaries (2)

The Corresponding Secretaries shall:

- A. Provide letter correspondence
- B. Provide media correspondence
- C. At the end of the office term, relinquish all records to the Corresponding elect.

Section IX: Immediate Past President

The immediate Past President will be an advisor to the Executive Board and aid in the transition from one term of office to the next. The Immediate Past President shall be a non-voting member of the Executive Board.

Article V: Meetings

Section I: General Meeting

The General Meetings of this organization shall be held once each month at scheduled intervals. The date, time, and place of the General Meetings shall be set by the Executive Board. The Executive Board shall set an alternate date for months with scheduling conflicts or holidays.

Section II: Executive Board Meetings

The Executive Board meetings of this organization shall be held once each month at scheduled intervals. The date, time, and place of the Executive Board Meetings shall be set by the Executive Board. An alternate date may be set for months with scheduling conflicts or holidays.

Section III: Special Meetings

The President or the Band Director has the authority to call special meetings.

Section IV: Motions

Any new motions made at a General Meeting must be made, and seconded by members in good-standing, and voted on at that meeting.

Article VI: Elections

Section I: Nominating Committee

- A. The Nominating Committee shall consist of the 1st Vice-President and four (4) persons from the membership appointed by the President at the March meeting.
 1. The 1st vice-President is the only person serving on this committee that may be nominated for election
 2. The Nominating Committee shall provide the membership with a slate of candidates for office. This slate shall consist of one candidate for each position. The selection process shall be kept confidential. The slate of officers will be presented at the April meeting.

3. The Nominating Committee may nominate an officer to a third or more consecutive year of office. A reasonable effort must be made to contact all eligible members of the Band Parents Organization before an officer is nominated for a third term. In the event that no eligible member of the organization is willing to serve, nominations will be taken from the floor at a general membership meeting.
- B. In order to be a candidate for office the following criteria must be met. The candidate must:
1. Have paid membership dues for the current school year
 2. Have attended at least 4 (four) meetings prior to the April meeting.
 3. Indicate his/her willingness to serve.
- C. Candidates for the Office of President and Vice-President must have a child in the Marching Band (to include Front) during their term of office, except when Article VI, Section I-A-3 applies. Of the remaining offices, recording secretary, treasurer, and corresponding secretaries, only one (1) may be filled by a member of the Band Parents Organization, Inc. who does not have child in the marching band and/or front. In the event that no candidate with a child in the band can be nominated, a member of the Band Parents Organization without a child in the band may be nominated by the Nominating Committee.

Section II: Nominations

Nominations of officers may also be made from the floor at the April and/or May meeting. Nominations must be in accordance with Article VII: Section I-C. Acceptance by the nominee must be made at the time of the nomination. The elections shall be conducted at the May meeting.

Section III: Qualifying

Only members that have paid dues prior to the April meeting and have attended a minimum of 4 (four) meetings prior to the May meeting are eligible to vote for officers.

Section IV: Resignations

- A. If an officer resigns before his/her term of office expires, the President shall appoint an officer to serve out the unexpired term.
- B. In the case of the resignation of the President, the 1st Vice-President shall assume the duties of the President for the unexpired term. The president will then appoint a new 1st Vice-President to fulfill that unexpired term. In the event that the 1st Vice-President cannot serve, the chain-of-command shall be: Recording Secretary followed by the Treasurer.

Section V: Voting

A majority vote of the members present shall constitute an election (Article VIII, Section II).

Section VI: Officer Misconduct

Any officer found to be derelict in his/her duties or fails to attend three (3) consecutive meetings, shall be subject to removal from office by majority vote of the Executive Board. (Except Illness)

Article VII: Finances

Section I: Financial Reports

- A. Monthly Reports shall include:
 - 1. A Treasurer's Report submitted to the Executive Board at each Executive Board meeting.
 - 2. A verbal or written Treasurer's Report delivered at each General Meeting.
- B. Annual Report
 - 1. An annual written report, reconciled against the annual budget, shall be submitted to the general membership at the May General Meeting.

Section II: Annual Audit

- A. A committee-chair, appointed by the President, shall conduct an annual audit of the accounts (Audit Committee). This committee shall consist of:
 - 1. 1st Vice-President
 - 2. Three (3) additional persons.
- B. This report shall be prepared for the July Executive Board meeting and presented at the September General Meeting.
- C. A copy of this audit will be held by the 1stVice-President. A copy shall be provided to the Band Director.

Section III: Budget

An annual operating budget shall be created by the Executive Board.

Section IV: Disbursement of Funds

- A. Disbursement of funds shall follow the plan laid out in the annual budget
- B. All disbursements shall be made by check signed by the Treasurer and the President, with the reason for the expenditure indicated on the check stub and a receipt on file.
- C. Funds requested by the Band Director are subject to the approval of the Executive Board and then the paid General Membership.
- D. Emergency expenditures of up to \$750.00 may be authorized by a majority vote of the Board, but such expenditures must be discussed at the next General Meeting and then included in the budget.
- E. The disbursement of funds are not restricted to, but shall include:
 - 1. Operating expenses for the organization.
 - 2. Senior Service Award
 - 3. Further Education Award
 - 4. Financial Assistance, at the discretion of the Band Director, for students to participate in events associated with the Edison High School Instrumental programs or Edison High School Guard Program.

Article VIII: Quorum

Section I: Executive Board

Majority of the Executive Board present at any Executive Board meeting shall constitute a quorum.

Section II: Membership

Ten (10) members present at a General Membership meeting shall constitute quorum

Article IX: Parliamentary Procedure

The General Membership and Executive Board meetings shall be run according to ROBERTS RULES OF PARLIAMENTARY PROCEDURE.

Article X: Amendments

These By-laws may be amended by a majority vote of members present at any General Membership meeting, provided that the opportunity for discussion has been made at the previous meeting and the changes have been approved by the Band Director. These revisions must be read at two consecutive membership meetings.

Article XI: Dissolution

Upon notification of dissolution all assets of this organization shall be transferred to the Edison High School Band Fund.

Signatures of Approval:

Band Director: Marc Denicuolo

President: Ruth Maiorana

Vice-President: Chris Iacoveli

Recording Secretary: Donna Teissonniere
