

# **Penncrest Band Parent Association Bylaws**

## **Article I**

### **Name**

The name of the association shall be the Penncrest Band Parents Association, henceforth known as the “Association.”

## **Article II**

### **Statement of Purpose**

The Association is organized exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

## **Article III**

### **Statement of Goals**

The Association exists as a nonprofit organization of its membership.  
The goals of this Association is to:

- Provide financial, moral, and logistical support for the Penncrest High School Band Program (including, but not limited to marching band, indoor color guard, indoor drumline, jazz band, concert band and
- wind ensemble) as set forth by the band director, so that the band program shall attain and maintain the highest possible degree of musical excellence.
- Assist in fulfilling the creative vision of the band director
- Promote the goals, activities, and positive reputation of the band program in our community.
- Recognize the achievements of band members
- Advocate for music education throughout the community

## **Article IV**

### **Membership**

Membership of this organization is strictly voluntary. Membership will consist of parents and/or guardians of current band members. At its inception, the Penncrest Band Parents Association does not charge any dues.

## **Article V**

### **Meetings**

1. There shall be five general membership meetings each year, to be determined based on the school calendar.
2. Those members present shall constitute a quorum for the transaction of business at any meeting, provided at least three (3) officers are present.
3. Committee meetings will be held as seen fit by each committee's volunteer coordinator.

## **Article VI**

### **Organization of Leadership**

1. The executive board shall consist of the band director and the organization's officers.
2. Officers of this organization shall consist of a President, Vice-President of Administrative Affairs, Vice President of Financial Affairs, Secretary and Treasurer, with the band director as ex officio.
3. Any member of the organization in good standing is eligible to become an officer.
4. A majority vote of the Association members present at the election meeting shall constitute an election.
5. Officers shall be elected by paper ballot in the month of May for a term of two years.
6. Officers shall assume their official duties following the close of the regular meeting in June.
7. No officer shall serve more than two (2) consecutive terms in the same office.
8. Officers will serve their positions without compensation, monetary or otherwise.
9. Any vacancy occurring in the office of Vice President, Secretary, or Treasurer shall be filled by the Executive Board. Should the office of President become vacant, it shall be filled by the Vice President of Administrative Affairs for the remaining term, and the office of Vice President of Administrative Affairs shall be declared vacant and filled by the Executive Board. Any officer appointed to fill a vacancy shall serve for the unexpired term of the predecessor in office.
10. An Officer may be removed from duty due to lack of attendance or conduct unbecoming the organization. This action may be proposed by any organization member and will pass with a majority vote of the membership in attendance.

## **Article VII**

### **Duties of the Executive Board**

1. Band Director
  - a. Provide the vision and mission of the band program.
  - b. Execute any and all decisions regarding the band program that have to do with curriculum and instruction.
  - c. Veto any Association action or program that does not promote the goals, activities, and positive reputation of the band program.
2. President
  - a. The President shall preside at all executive and general meetings and maintain order.
  - b. The President shall meet and communicate regularly with the band director and the other members of the executive board.

- c. The President shall have supervision over all affairs of the organization.
  - d. The President shall serve as ex officio on all committees.
- 3. Vice-President of Administrative Affairs
  - a. The Vice-President shall assume the duties of the President, in the event that the President cannot fulfill his or her obligations.
  - b. The Vice President shall work closely with the volunteer coordinators to oversee the band's various non-fundraising activities.
- 4. Vice-President of Financial Affairs
  - a. The Vice President shall work closely with the band fundraising coordinators to oversee the band's various fundraising activities.
- 5. Secretary
  - a. The Secretary shall prepare the meeting agenda and email the agenda to the band director and executive officers for additions and/or corrections.
  - b. The Secretary shall be responsible for meeting attendance records and the minutes (procedures) of the meeting and to deliver the minutes to the band director and executive committee within one week.
  - c. The Secretary shall communicate weekly with the communications coordinator to facilitate regular communication with all members of the organization.
  - d. The Secretary shall assist parent volunteers in creating and maintaining a formal band directory.
  - e. The Secretary shall serve as liaison with our parent photographers, videographer, and the social media coordinator.
- 6. Treasurer
  - a. The Treasurer shall have the responsibility of all the finances of the association and shall keep full and accurate accounts of all receipts and expenditures.
  - b. The Treasurer shall work closely with the bookkeeper to present a written monthly statement at every meeting to the executive officers.
  - c. The Treasurer shall work with the bookkeeper to maintain records of all fundraising activities, band expenditures and individual program finances.
  - d. The Treasurer shall manage the Penncrest Band bank account.
  - e. The Treasurer shall make public all financial records of the Association upon request from the band director, Association member, or school district administration.
  - f. The Treasurer shall keep track of all individual member accounts and provide individual statements for scheduled trip payments.
  - g. The Treasurer shall be responsible for the contents of the locked band box adjacent to the band director's office.
  - h. The Treasurer shall be responsible for preparing audits and tax statements for the 501(c) 3 corporation.
  - i. All fundraising money is to be delivered directly to the treasurer and verified by the officer chairing the fundraiser committee.
- 7. Outgoing Officers
  - a. All outgoing officers shall make themselves available to their successors through August to assist in the transition.
  - b. All outgoing officers must provide all materials pertinent to their positions to their successors.

## **Article VIII**

### **Financial Organization**

1. All funds of the band boosters will reside in a checking account at a local financial institution.
2. The band director and treasurer will be co-signers for the account.
3. The BPA accounts shall be examined bi-annually, during the midterm of the current treasurer, by an internal audit committee comprised of member volunteers. Members of the audit committee cannot be current or former members of the Executive Board. The audit committee will present their findings at the next general membership meeting after their audit is concluded.
4. In order to protect the assets of the organization and the exposure of its volunteers, collection of cash shall be done in accordance with sound cash management practices.
5. The Association is organized exclusively for charitable and educational purposes, and qualifies as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. As such, no part of the earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The Association shall not carry on any other activities not permitted for an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

## **Article IX**

### **Purchases**

1. All purchases over \$100.00 must be pre-approved by the treasurer.
2. Paid receipts and completed reimbursement form must be provided to the treasurer for reimbursement.
3. Committee members may purchase the following: fundraiser supplies, awards, banquet supplies, and miscellaneous items requested by the band director. Any additional requests for expenditures shall be brought to the treasurer and band director for authorization.

## **Article X**

### **Personal Band Accounts**

1. The Penncrest Band Parent Organization does not use IFA's (Individual Fundraising Account's).
2. The organization will maintain a personal account for each student in the band in order to track amounts received for band trips.
3. Band students must maintain a positive or zero balance in their accounts.
4. Negative balances will be (filled) before any privileges are permitted for the member, including but not limited to, participation in trips, membership in indoor groups, and the banquet.
5. In the event that a student moves, graduates, or leaves the organization, all monies in that student's account are absorbed into the general fund. A student in this situation may request that the funds are bequeathed to a sibling or another band member. The request must be in writing and approved by the executive board.

6. All funds recorded in student accounts are property of the Band Parents Association, not the student, and may not be refunded.

## **Article XI**

### **Amendments**

The bylaws may be amended at any regular business meeting by two thirds of the members present, provided that the proposed amendments were submitted in writing and read at the previous meeting of the organization. The President shall appoint a biennial committee that will have the authority to review and suggest amendments to the bylaws.

## **Article XII**

### **Parliamentary Authority**

1. The president or meeting presider reserves the right to invoke Robert's Rules. If there is a conflict between Roberts Rules of Order and the Bylaws, the Bylaws take precedence.
2. The order of conducting meetings shall be:
  - a. Call to Order
  - b. Review of Minutes
  - c. Director's Report
  - d. Treasurer's Report
  - e. Report of Committee Chairpersons
  - f. Old Business
  - g. New Business
  - h. Adjournment

## **Article XIII**

### **Dissolution**

1. The Band Parents Association may be dissolved by the band director, or by a two thirds majority vote of the members present.
2. Dissolution may be voted on at any regular business meeting by two thirds of the members present, provided that the proposal for dissolution was submitted in writing and read at the previous meeting of the organization.
3. Upon dissolution of the Penncrest Band Parent Association, all assets on hand after payment of all legal obligations shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.
4. The executive board shall determine the charity of a like kind for disbursement of funds.
5. Upon dissolution, all Association members are to immediately turn over all former association properties, documents, information including passwords, and keys to the Penncrest Director of Bands.

**Article XIV**  
**Addendum**

[Organizational Chart & Committee Chairs](#)