

BY-LAWS OF THE MCA BAND PARENTS

Article I. DUTIES OF OFFICERS

- Section 1 The President shall preside at all meetings, appoint all committees, and shall be an ex-officio member of all committees.
- Section 2 The Vice-President shall assist all officers and assume the duties of the President in his/her absence.
- Section 3 The Secretary shall record and keep records and minutes of all meetings and attend to all correspondence and perform other duties as assigned.
- Section 4 The Treasurer and Assistant Treasurer shall have access to any accounting or financial statements, receipts, and disbursements. Any purchase to be made over \$2000.00 (two thousand) dollars must be presented to the membership and approved by a majority vote of the body present; any purchase up to \$2000.00 requires a simple majority vote of the officers.

Article II. RESPONSIBILITIES OF PRIMARY MEMBERS

- Section 1 No negative balance will be created due to any purchase.
- Section 2 The treasurer will deduct money owed from **positive** accounts. Any outstanding assessments will be collected at the end of the year, or added to the cost of the trip. At no time shall assessments be carried over to a new year. Monies owed to the Association and not paid in full by June 30th will be referred to the school administration by the director for collection. Assessments will only be made to accounts for non-participation in mandatory fundraisers.
- Section 3 Any uniform purchases will be made on a cash only basis or drawn from a positive account balance.
- Section 4 Payment Plan options are at the discretion of the officers.
- Section 5 Students who are no longer members of the band are responsible to notify the treasurer in writing within 60 days if they wish to transfer

remaining funds to another student. If notification is not received in 60 days, money will be transferred to the general fund. Money is non-refundable after transfer. **NO money can be directly withdrawn from accounts.**

Section 6 **Student and parents** are strongly encouraged to participate in ALL fund raising activities. Fund raising money is to be remitted by specified due dates to the Chairperson. In the absence of fundraising, cash payment is expected for all expenses. Cash deposits can be made any time to an individual account. Mandatory fundraisers will be per family as opposed to per child.

Section 7 Maintenance of uniform is the responsibility of **student and parent**. Financial responsibility will be assumed by the parent for damage or loss of uniform or uniform parts. Uniforms must be returned within 2 weeks of leaving the band or parent will otherwise be billed for its entirety.

Section 8 Parents are responsible to be aware of band schedules, arrange for transportation to and from school for events and to notify the band director in writing of student absences (in advance if possible).

Section 9 ALL of the above responsibilities must be met to be an active member.

Article III.

MEETINGS

Section 1 The regular monthly meeting of the Association shall be held on the second Tuesday of each calendar month, or at the discretion of the officers. Officer meetings shall be held prior to the regular monthly band parent meeting. Special meetings may be called by the officers and/or band director.

Section 2 In order for a member to make a motion regarding the spending of monies from the treasury, he or she must be an active member and a member in good standing; a member in good standing is any member who has not missed three consecutive meetings.

Section 3 Order of Business:
The regular Order of Business shall be as follows:

- A. Call to Order
- B. Salute to the Flag
- C. Motion to Dispense reading of the minutes of previous meeting
- D. Financial Report – Motion to accept
- E. Officers agenda
- F. Reports of Committees
- G. Old Business
- H. New Business
- I. Band Director's Report
- J. Motion to adjourn

Article IV.

ARTICLE IV - ELECTIONS

- Section 1 Election of all officers shall be held every 2 years.
- Section 2 Nominations for officers shall be made at the April meeting. To be eligible for nomination, said person must be an active primary member and a member in good standing at time of nomination. They need not be a primary member for both years of the term. At no time shall two (2) officers be elected that would create a conflict of interest, i.e. husband/wife, family relationships, etc.
- Section 3 Officers will be elected at the May meeting.
- Section 4 Outgoing and incoming officers shall co-chair the June meeting.
- Section 5 Newly elected officers will assume full duties on July 1.
- Section 6 All officers shall be elected to serve a two-year term and shall serve until their replacements are duly elected and assume their duties. All officers may serve more than one consecutive two-year term but not more than two consecutive terms in the same office.
- Section 7 Written resignations shall be accepted, and the remaining officers shall appoint replacements for a specified period of time, or the remaining term of the vacant office, however they deem necessary.
- Section 8 Any officer, who misses two consecutive meetings without a written notification to the Officers, will be relieved of his/her responsibilities and duties to the office held. Replacement shall be appointed by remaining officers.
- Section 9 All records are the property of the Association and must be turned over to the newly elected officers by July 1.

Article V.

ARTICLE V - AMENDMENTS

These By-laws may be amended or added to at any regular meeting of the Association by a majority vote (majority vote being one over half of primary members in good standing that are present); provided the said amendment was presented in writing at the preceding regular meeting and provided further that it had the approval of a majority vote at that meeting. These By-laws will be reviewed on an annual basis at the end of the fiscal year and amended as necessary.

Article VI.

RULES OF ORDER

Where not inconsistent to the Association's Constitution and By-laws, ROBERTS RULES OF ORDER, shall govern the conduct of the meetings. The Vice-President, Secretary and Treasurer's may make motions and may vote: The President shall only vote in the case of a tie or may give up his seat to the Vice-President.

Article VII.

GENERAL

- Section 1 Any legal questions or problems pertaining to the majority of the Association shall be directed to the school solicitor.
- Section 2 An audit of the Association's financial records will be performed annually by ALL officers and an appointed committee. At the expiration of the treasurer's term, an external audit shall be performed.

Article VIII.

TRAVEL

- Section 1 As necessary, the officers will assist the band director and staff with plans for travel.
- Section 2 A Head Chaperone shall be appointed by the officers and shall oversee all other chaperones.
- Section 3 To be eligible to chaperone any overnight or long day trips, one must be of good moral character, must have regularly helped with fund-raising activities, and must have chaperoned through marching season. Chaperones will be chosen according to their work history within the organization.
- Section 4 If possible, at least 2 officers should be available to handle unforeseen circumstances and/or emergencies, and to prepare and run nightly chaperone meetings, without the duty of also chaperoning rooms.

REVISED 7/12/09

APPROVED: 8/11/09