

BAND FANS PARENT ORGANIZATION CONSTITUTION

This constitution contains articles defining the name, purpose and structure of the organization.

Article I Name

This organization shall be known as the Band Fans Parent Organization.

Article II Purpose

1. To promote and encourage community support of the Horizon High School Band with the following objectives:
 - a. To involve the community in supporting the band.
 - b. To supplement school board support of the band.
 - c. To provide financial support for band activities.
 - d. To actively support all performances of the band.
 - e. To build and maintain an organization which will help promote the general activities of the band.

Article III Structure

1. Under the provision specified in the Bylaws, this organization shall be governed by the Executive Board and the Membership.

BYLAWS

These Bylaws include articles pertaining to membership, officers, meetings, committees, fiscal/financial matters, dissolution and amendments.

Article I Membership

1. The Association shall have only one class of member and shall consist of any adult wishing to promote the Horizon High School Band.
2. Band students may attend all general membership meetings. However, they do not have voting powers.
3. Each member shall have one vote on any matter under consideration by the membership at a meeting of the membership.
4. An amount for an annual donation for membership will be determined by the Executive Board each March for the school year.

Article II Officers

1. General Guidelines
 - a. The officers of this organization shall be the following, and shall constitute the Executive Board:
 - i. President
 - ii. 1st Vice-President
 - iii. 2nd Vice President
 - iv. 3rd Vice President
 - v. Secretary
 - vi. Treasurer
 - vii. Booster Club Liaison
 - viii. An immediate past Executive Board Member
 - ix. A student representative of the band shall also be included as a non-voting member of the Executive Board
 - b. The terms of the offices will run from January 1 through December 31.
 - c. The outgoing officers will act as advisors for the remainder of the school year.
 - d. An Executive Board Member may be removed from the Board for being absent from three (3) consecutive meetings without excuse satisfactory to the Board by a majority vote of the Executive Board.

2. Nominations

- a. A Nominating Committee of three (3) shall be elected at the November meeting from those members wishing to serve. If no one steps forward at that time, the current President shall appoint the Nominating Committee within one week of the November meeting.
- b. The Committee shall attempt to reach each member to establish their interest in serving as an officer.
- c. Candidates will be presented at the general membership meeting in December, at which time nominations from the floor will also be accepted.

3. Elections

- a. Elections shall take place at the December general membership meeting, with the installation of new officers to take place in January.
- b. Chairperson of Nominating Committee shall act as judge of all elections and declare results.
- c. If there is only one candidate for an office, election shall be by voice vote.
- d. If there is more than one candidate for an office, election shall be by ballot.
- e. A majority vote of the membership present shall constitute an election.
- f. Vacated positions are filled by appointment by the Executive Board.

4. Duties of President

- a. Shall be in communication with the Band Director and all other officers of the Organization.
- b. Have supervision over the business affairs of the Organization.
- c. Chairperson of the Executive Board.
- d. Preside at all executive and general meetings.

5. Duties of 1st Vice President

- a. Shall perform duties in absence of the President.
- b. Shall appoint committee chairs for membership, chaperones and volunteers.
- c. Shall be in charge of membership, chaperones and volunteers.

6. Duties of 2nd Vice President

- a. Shall appoint committee chairs for various fundraising activities.
- b. Shall be in charge of all fund raising.

7. Duties of 3rd Vice President

- a. Shall appoint committee chairs for various special events.
- b. Shall be in charge of all special events.

8. Duties of Secretary

- a. Shall act as clerk of all meetings and record all votes and minutes. Shall have these in writing at the following meeting to be presented to all members.
- b. Shall keep copy of the Bylaws.
- c. Shall keep all documents pertaining to this Organization.
- d. Shall attend to all correspondence as requested by the Executive Board.

9. Duties of the Treasurer

- a. Bookkeeper shall provide to Booster Club information to file appropriate tax forms as necessary to preserve the tax exempt status of the Organization.
- b. Shall receive all funds due the Organization, issue receipts when appropriate, be solely responsible for deposit of same in a designated depository determined by the Executive Board, and pay all bills authorized by the Executive Board.
- c. Checks may be signed by the President or Treasurer. Two (2) signatures are required on all checks over \$1000.
- d. Shall give complete financial report at each meeting, or upon the request of the Executive Board.
- e. All disbursements will be made by check or debit card and deposits will be made in the name of "Band Fans Parent Organization".
- f. Shall hand over all records upon demand of the Executive Board for the purpose of audit, which shall be conducted at least once per year.

10. Duties of Booster Club Liaison

- a. Communicate information and concerns between the Booster Club and the Band Fans Parent Organization.

Article III Meetings

1. General Membership Meetings

- a. The general meeting of the Organization shall be held once per month during the school year. The day and time of the meetings shall be set by the Executive Board with at least one week's notice.

2. Executive Board Meetings

- a. Executive Board meetings shall be held at the call of the President or a majority of the Executive Board.

3. Quorum

- a. The assembled members at a regular or special meeting of this Organization shall constitute a quorum.
- b. For Executive Board meetings, a quorum is defined as a majority of the current Board members.

Article IV Committees

1. Auditing Committee
 - a. There shall be an Auditing Committee consisting of three (3) members appointed by the President to audit the books of the Treasurer at the first Executive Board meeting in January each year.
 - b. Upon completion of the audit, the results shall be presented at the next general meeting.
2. Other Committees
 - a. Other committees shall be created as deemed necessary by the Executive Board and Band Director, such as Chaperones, Equipment, Uniform, Communications, etc.

Article V Fiscal/Financial Matters

1. The Organization is and shall make every effort to maintain its status as a tax exempt organization.
2. The Band Fans Parent Organization shall incur, or cause to be incurred, neither liability nor obligation whatever which shall be subject to liability of any other organization, sub-division, group of persons, or other individuals or corporations.
3. Monies or funds raised by, for, or in the name of the Band Fans Parent Organization become the property of the Band Fans Parent Organization.
4. Such funds are to be used only to cover operating expenses and to support approved projects, activities, programs and special instructors for the band.
5. The fiscal year shall be from January 1 to December 31.

Article VI Dissolution

1. Upon dissolution and/or disbandment of this Organization, any and all unallocated cash funds shall be turned over to the school for the exclusive use in the band program.

Article VII Amendments

1. These Bylaws shall be made available to the general membership prior to the first general membership meeting of each calendar year. Amendments shall be recommended at the first general membership meeting of each calendar year.
2. If a recommendation for amendments is made, a Bylaw Committee will be formed.
3. All amendments or changes shall be then submitted in writing to the Committee for review.
4. All amendments shall be put before the members at a general membership meeting, voted upon and passed with a 51% majority present.
5. At the October 10, 1996 general meeting, an amendment to these Bylaws was passed to change the name of this Organization from Band Fans to Horizon Band Parents Organization.
6. At the February 20, 2007 general meeting, an amendment to these Bylaws was passed to change the name of this Organization from Horizon Band Parents Organization to Band Fans Parent Organization.
7. At the January 27, 2009 general meeting, an amendment to these Bylaws was passed to change the option of each Executive Board member to serve the next higher held position should the immediate Board member decline another term. Said positions shall be filled by nominations and elections as per Article II.
8. At the February 22, 2010 general meeting, an amendment to these Bylaws was passed changing wording of general meetings to general membership meetings and changing some wording to clarify the intent of the statements.
9. At the February 28, 2011 general meeting, amendments were passed to clarify the financial reporting requirements of the Treasurer, to make the 2 signature requirement on checks consistent with the requirements of Booster Club, to move the yearly audit into January to allow completion of the calendar year's financial report, and to remove the requirement for a general meeting during summer months.