

# HICKORY BAND PARENT ASSOCIATION BY-LAWS

## **Article I: Name**

Section 101. The name of this organization shall be known as the Hickory Band Parent Association (HBPA). This organization is organized as a non-profit corporation under the provisions of the Internal Revenue Code Section 501(c)(3).

## **Article II: Objectives**

Section 201. The object of the HBPA shall be to provide assistance in furthering the endeavors of supported bands whenever possible, and in accordance with the approval of proper authorities, as follows:

- a. Band members are defined as musicians and color guard.
- b. Undertake fund raising projects responsibilities, including the operation of concession stand(s) at the Hickory High School stadium.
- c. Assist in promoting educational trips for Band members.
- d. Assist in promoting entertainment activities for Band members, using funds raised for such events.
- e. Assist in the purchase of uniforms and equipment for the Band members, using funds raised for such needs.
- f. Create a wider interest in music study and Band activities.
- g. Provide adult participation for approved events.
- h. Assist and support the Band, Band Director, and school authorities in the furtherance of the school music program objectives.
- i. Strive for close coordination and understanding between the Band, school and community.

## **Article III: Membership**

Section 301. The membership of this organization shall be composed of parents or guardians of active Band members who are in good standing at Hickory High School. A member IN GOOD STANDING is defined as a parent or guardian whose band member's dues are paid in full or up to date as agreed by the Executive Board. Parents or guardians of the performance based band programs, who have an active role in fundraising, are considered in good standing. Membership in good standing will be eligible to make motions, vote, hold office and serve on the Executive Board. If necessary, payment arrangements can be arranged with the President or Treasurer.

## **Article IV: Officers**

Section 401a. The officers of the HBPA shall be a President, a 1<sup>st</sup> Vice President, a 2<sup>nd</sup> Vice President, a Secretary, and Treasurer. These officers shall constitute the Executive Board.

Section 401b. The school principal(s) and the director(s) may assist the Executive Board as advisors.

## HICKORY BAND PARENT ASSOCIATION BY-LAWS

Section 402. Any HBPA member in good standing may be elected to any one of the offices or appointed as a chairperson of a standing or temporary committee.

Section 403. Vacancies in office due to death, resignation, or other causes creating an unexpired term in the office of President or 1<sup>st</sup> Vice President, shall be filled by the successions of 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President in that order. Vacancies in office for other offices shall be filled as voted by the Executive Board (majority approval required), at a regular or special meeting of the committee.

Section 404. Unexcused absence from three scheduled HBPA business or Executive Board meetings by an officer or chairperson, in one school year, shall be sufficient cause for removal from office. Eligibility to remain in office is entirely contingent upon membership eligibility (Article III, Section 301). Therefore, should eligibility terminate, the office shall be declared vacated and the provision of ARTICLE IV, Section 403 shall prevail.

### **Article V: Duties of Officers and Executive Committee**

Section 501. The President shall execute duties pertaining to the office. Under the President's direction, the provision of the HBPA by-laws shall be observed. The President shall preside at all Executive and General Business meetings of the HBPA. The President is empowered to make appointments for temporary committees as needed, and shall be a member of all appointed committees except the nomination committee.

Section 502. The 1<sup>st</sup> Vice President shall execute duties pertaining to the office. In the absence of the President, the 1<sup>st</sup> Vice President shall fulfill the duties of the President, except, during such tenure, is not empowered to change appointment without possessing the President's written approval.

Section 503. The 2<sup>nd</sup> Vice President shall execute duties pertaining to the office. In the absence of the 1<sup>st</sup> Vice President, the 2<sup>nd</sup> Vice President shall fulfill the duties of that office.

Section 504. It shall be the duty of the Secretary to have custody of the records of the HBPA and to keep a true record of proceedings of each meeting regularly convened. The Secretary shall have available for reference at all meetings a copy of the by-laws. It shall also be the duty of the Secretary to prepare HBPA communications, report communications during HBPA business and Executive and General Board meetings, and to maintain files of all correspondence. The secretary shall count the number of members present at each HBPA meeting to determine if a quorum has been met.

Section 505. It shall be the duty of the Treasurer to have custody of and be responsible for the proper distribution of all HBPA funds, maintain accurate financial records and correspondence files related to such funds. All members receiving HBPA monies shall, at the earliest practical date (not to exceed five business days), deliver monies to the Treasurer. The Treasurer shall

## HICKORY BAND PARENT ASSOCIATION BY-LAWS

make timely deposits of monies received in a banking institution in the HBPA's name. No HBPA monies received by the Treasurer shall be held un-deposited for more than ten (10) days after receipt.

Section 506. The executive Board shall be the governing body of the HBPA and their decisions shall have the same authority as Standing Rules, remaining in effect until ratified or rescinded by the membership. They shall assist the President and advise in administering the affairs of the HBPA as mandated by the membership, in accordance with the by-laws and/ or Standing Rules. They shall develop and submit an annual budget to the HBPA at the August business Meeting for approval (majority approval required).

Section 507. Standing Committees

- a. Ways & Means: Be responsible for meeting the financial needs of the organization as set forth in the budget. Will assist the treasurer as needed. The ways & means committee chair shall report to the Treasurer.
- b. SEVMG: Coordinate with the directors and sub-committee chairs. The SEVMG committee chair shall report to the President.
- c. Hospitality: Coordinate SEVMG hospitality tent and end of year banquet. The hospitality chair shall report to the President.
- d. Gatorade: Purchase Gatorade needed for band rehearsals and coordinate volunteers to assist during band rehearsals. The Gatorade committee shall report to the President.
- e. Travel: Assist the directors to arrange transportation, hotel and food. The travel committee chair shall report to 2<sup>nd</sup> Vice President.
- f. Uniforms: Shall serve and coordinate all uniforms during the marching band season and school year. The uniform committee chair shall report to the Secretary.
- g. Concessions: Operate the concession stand, set up and clean up, food and supplies inventory, provide equipment maintenance and coordinate concession volunteer needs. The concessions committee chair shall report to the 1<sup>st</sup> Vice President.
- h. Chaperones: Provide chaperones for football games, competitions and special events. The chaperone committee chair shall report to the 2<sup>nd</sup> Vice President.
- i. Spirit Wear: Coordinate the purchase and distribution of Hickory Band apparel and merchandise. The spirit wear committee chair shall report to the 1<sup>st</sup> Vice President.
- j. Color Guard Liaison: Work in close coordination with directors and color guard. Color guard liaison shall report to the 1<sup>st</sup> Vice President.
- k. Percussion Liaison: Work in close coordination with directors and drum line. Percussion liaison shall report to the 1<sup>st</sup> Vice President.
- l. Pit Crew Representative: Responsible for transporting, loading, unloading and set up of band equipment and props. Pit crew committee chair shall report to the 2<sup>nd</sup> Vice President.

## HICKORY BAND PARENT ASSOCIATION BY-LAWS

- m. Social Media: Maintaining all forms of social media. Social media committee chair shall report to the Secretary.
- n. Props & Special Effects: Design, build and maintain all props and special effects. Props and special effects committee chair shall report to the 2<sup>nd</sup> Vice President.
- o. Photographer/Videographer: Capture photos and videos from all band specific events throughout the school year. Produce end of the year video production. Photographer/Videographer shall report to the President.
- p. Field Maintenance: Maintain the practice field for marching band. Field maintenance shall report to the President.

The Duties of any special committee shall be specified upon appointment of said committee.

### **Article VI: Fiscal Year**

Section 601. The fiscal Year for the HBPA shall be July 1 to June 30 of the following year.

### **Article VII: Election and Terms of Office**

Section 701. There will be a Nominating Committee composed of three or five members. Volunteers to serve on the Nominating Committee shall be solicited at the February HBPA meeting. The President shall have the authority to appoint the Nominating Committee members should the positions not be filled from the floor. In this situation, the Executive board shall approve the Nominating Committee at their regular meeting in March. Any HBPA member seeking a board position, shall submit their name to the Nominating Committee by March 31<sup>st</sup>, in order to be considered.

Section 701a. The nominating Committee will elect its own chairperson, and meet at least once to fill the proposed slate of officers. The Nominating Committee will nominate at least one eligible person for each office to be filled and shall report their nominations to the HBPA members at the April general meeting. Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office. The Nominating Committee will be dissolved upon completion of the nominating report. If a board position is not filled by the Nominating Committee, then at the April HBPA meeting additional nominations may be taken from the floor for that vacant position.

Section 702. The officers shall be elected at the May general HBPA meeting and shall hold the office for said one-year term. A person shall not be eligible to serve more than two (2) consecutive terms in the same office. A person who has served in an office for more than one-half year of a full term shall be deemed to have served a full term in office.

Section 703. The officers shall be installed and chairpersons announced at the June general HBPA meeting and shall assume their responsibilities at the close of said meeting except for Treasurer. Their material will be turned over after completion of an auditing process. At the expiration of the term of office, each officer shall turn over all books, papers, and records to

## HICKORY BAND PARENT ASSOCIATION BY-LAWS

their successor. All such materials shall be current and in good order at the time they are surrendered.

### **Article VIII: Meetings**

Section 801. An HBPA General meeting shall be held on the 2<sup>nd</sup> Thursday of each month from August to June at Hickory High School, unless otherwise determined by the Executive board. All members shall be notified of such meeting.

Section 802. To conduct a general business meeting:

- a. The President or 1<sup>st</sup> Vice-President in the absence of the President must be present.
- b. A quorum of at least twelve (12) members in good standing which must include at least three (3) officers.

Section 803. An HBPA Executive Board meeting shall be held at least once each month from August to June at a time and place voted by the board. All members shall be notified of such meetings.

Section 804. To conduct an Executive Board meeting:

- a. The President or 1<sup>st</sup> Vice-President in the absence of the President must be present.
- b. A quorum of at least three (3) Executive officers must be present.

### **Article IX: Finances**

Section 901. No expenditure of HBPA funds will be undertaken without having proper approval of the Executive board except for budgeted items. No expenditure, in excess of five hundred dollars (\$500), for any un-budgeted items, shall be undertaken by the Executive Board without having prior approval of a majority of the members present at a regular HBPA meeting.

Section 902. There shall be a fund known as the HBPA General Fund kept in the banking institution checking account. Deposits to this account shall be accomplished by the Treasurer, withdrawals from this account will require two signatures per check drawn (countersigned by any two officers, one of which must be the President or Treasurer). The general fund shall be used to pay for operating expenses and as described in ARTICLE II.

Section 902a. The President, Treasurer and others so directed by the Executive Board, shall be permitted to utilize a HBPA credit card to pay for budgeted expenditures up to a limit pre-determined amount by the Executive Board.

Section 903. There may be a fund or funds known as HBPA Reserve Fund kept in a banking institution. Deposits to and withdrawals from this account shall be determined by the Executive Board, majority approval required. The reserve fund shall be used to purchase equipment for the bands or any unfunded operating needs that may arise. A reserve of 10% of the available

## **HICKORY BAND PARENT ASSOCIATION BY-LAWS**

cash balance, or \$20,000, whichever is greater, will be retained in the Reserve Fund for the following year.

Section 903a. There may be a fund known as the HBPA Savings Account kept in a banking institution. Deposits to and withdrawals from this account shall be determined by the Executive Board, majority approval required. This account shall be used to accumulate funds to replace the existing uniforms as determined by the Director(s) with approval from the Executive Board, majority approval required.

Section 904. The President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Treasurer, Vice Treasurer and Concessions committee chairperson shall be bonded in the minimum amount of twenty-five thousand dollars (\$25,000). Said bonding to be approved by the Executive Board. Fees for this bonding shall be paid from the HBPA's general fund.

Section 905. HBPA accounts shall be independently reviewed each year in July. The accountant will be chosen by the Executive Board.

Section 906. Each spring the directors and the chairs of each committee will submit detailed budget requests for the following year to the ways and means committee.

Section 907. Directors shall submit anticipated instructor costs, list of instructors, payment dates and amounts to the treasurer.

### **Article X: Credit Accounts**

Section 1001. Credit accounts are established to allow each student to pay for expenses directly related to band in the following ways:

- a. Required parts of the uniform.
- b. Participation fees (ex. District band, band banquet)

### **Article XI: Amendments**

Section 1101. The by-laws may be amended as follows:

- a. Proposed changes shall be submitted in writing to Executive Board.
- b. The Executive Board shall act on any proposed changes received and submit its recommendation to the association membership not later than the second subsequent scheduled meeting following receipt.
- c. These by-laws can only be amended by a 2/3 vote for all members in good standing present at a regular association meeting.
- d. The by-laws shall be reviewed every two years by the newly elected board by July 31<sup>st</sup>.

### **Article XII: Rezoning and Refunds**

# HICKORY BAND PARENT ASSOCIATION BY-LAWS

Section 1201. Should the Chesapeake Public School System decide to rezone the boundaries of the Hickory High School, Hickory High School band members affected by the rezoning will be entitled to any dues paid and received by HBPA for the upcoming school year. Disbursements of dues paid, less outstanding debts, will be made by the Treasurer, directly to the HBPA member at the end of their attendance at Hickory High School.

## **Article XIII: Dissolution**

Section 1301. Upon the dissolution of this organization, the HBPA's general fund will be used to clear all debts and obligations incurred by the HBPA. Once all the debts and obligations are met, currently enrolled band members (grades 9-12) will receive their band credits, along with their percentage of the general fund. A member's percentage share of the general fund is defined as  $1/x$  of the current cash value of the HBPA's general fund (ex. In a band program with 500 members, each member would represent  $1/500^{\text{th}}$  of the band. In this example, each band member would be entitled to  $1/500^{\text{th}}$  of the cash value of the general fund). Disbursements will be made directly to each qualifying band member.

## **Article XIV Parliamentary Authority**

Section 1401. Robert's Rules of Order Revised shall govern the conduct of the HBPA in all matters not covered above.

Amended and HBPA approved on \_\_\_\_\_

Signed \_\_\_\_\_

President

Signed \_\_\_\_\_

Secretary