

**Jefferson Band Parents Association
CONSTITUTION AND BY-LAWS (approved: 2011)**

ARTICLE I

Name: Jefferson Band Parents Association

ARTICLE II

Objective: The objective of the Jefferson Band Parents Association is to organize the parents of the Jefferson Band members into an organization for the following purposes:

- To promote mutual understanding between the school and the home and to facilitate communication in matters pertaining to instrumental music education.
- To create an environment which encourages volunteerism in support of the bands.
- To provide an opportunity for parents/guardians to meet socially and to cultivate friendships and work in a courteous and respectful manner among those who have a common goal of higher music standards for their children and their school.
- To help finance, when necessary, expenses not provided by the Board of Education fund, as shall be agreed upon by this Association acting in cooperation with the Jefferson School Band Director(s).

ARTICLE III

Meetings:

- The general membership meetings are held the first Tuesday of each school month at 7:00 pm in the Jefferson band room. The meeting time, date, and location may be changed at the discretion of the Executive Board and/or Director(s).
- The general membership meeting shall follow the agenda established by the Executive Board and be conducted in the spirit of Roberts Rules of Order.
- The Executive Board shall meet at the discretion of the President and/or Director(s) to conduct business and set the agenda for the general meeting.

ARTICLE IV

Membership: All parents/guardians of band students automatically become members of the Association. Parents/guardians of band alumni are welcome to remain active in the Association as non-voting members. No dues will be required.

A quorum for the general membership meeting shall be those voting members present at the meeting.

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ARTICLE V

A. Duties of OFFICERS:

- President: The President shall preside at all meetings of the Association, chair the Executive Board, set the agenda for all meetings, and should be the primary liaison for the Association to school officials. It is his/her duty to appoint a Nominating Committee. Persons seeking the position of President should have prior Executive Board experience.
- Vice President: In the absence of the President, the Vice President shall assume all duties of the President. The Vice President shall chair committees at the direction of the President.
- Secretary: The Secretary shall attend general membership meetings and executive board meetings. The Secretary shall keep the records of the proceedings of all such meetings and maintain current officer job descriptions.
- Treasurer: The Treasurer shall pay all bills of the association and shall take charge of and handle the funds of the association, file an annual tax return as needed, and shall execute the annual budget.
- Volunteer Coordinator: The volunteer coordinator shall organize volunteers for all band related functions.

Any of the above offices may be elected and held by one or more persons jointly. Only voting members may be officers.

B. Duties of MEMBERS:

- To encourage their children to improve their musicianship through home practice and to carry out their responsibilities as members of the band.
- To volunteer and help the band in events throughout the year.
- To actively support all fundraising projects sponsored by the Association.

ARTICLE VI

The Executive Board: The Executive Board shall consist of President, Vice President, Secretary, Treasurer, Volunteer Coordinator, and Director(s) of the Jefferson Band. Chairpersons of special committees shall attend Executive Board meetings as directed by the Executive Board.

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ARTICLE VII

Finances:

- The Executive Board, in consultation with the Director(s) and immediate past Board members, shall create and execute an annual budget. The budget created by the Executive Board shall be presented to the membership for consideration. The budget will be presented at the **first meeting of the school year** and then voted upon at the **following general membership meeting**. The budget goes into effect immediately upon approval by the general membership.
- An Executive Board Discretionary Fund shall be part of the budget
- The Association's finances shall be audited annually.

ARTICLE VIII

Elections:

- In **March** of each year, the Nominating Committee shall present a slate of proposed officers to the membership. At the **March meeting**, additional nominees may be taken from the floor. The election shall be held at the **April meeting**, and installation of officers will take place at the **May meeting**. New officers assume their duties immediately upon installation.
- Persons running unopposed may be elected by voice vote. Contested positions shall be voted upon by written ballot of the members present at the April meeting.

ARTICLE IX

Amendment Procedures: The Constitution may be amended by a majority vote of the general membership present. Amendments to this Constitution may be presented at any general membership meeting. If supported by a majority of members present when the amendment is offered, such proposed amendments shall be referred to a volunteer committee for consideration. The committee shall review and present the pros and cons of the proposed amendment at a subsequent meeting within six months. After the committee reports to the general membership, the proposed amendment shall then be voted upon at the next regularly scheduled meeting. If passed, the amended by-laws shall take effect immediately. The Secretary shall post the amended by-laws by the next meeting and make available copies to the general membership at that meeting.

A copy of the by-laws shall be posted and provided to the general membership annually.

ARTICLE X

Termination: Upon termination of the Organization, any remaining assets will be distributed to an organization exempt from Federal income tax under section 501 (C) (3) of the Code.