

# **EAST STROUDSBURG SOUTH BAND PARENTS**

## **BY LAWS**

### **ARTICLE I -NAME**

The name of this organization shall be The East Stroudsburg South Band Parents.

### **ARTICLE II -OBJECT**

The object of this organization shall be to promote good fellowship among its members, to stimulate interest in the activities and foster the advancement of the East Stroudsburg South Area School Bands and their members, and to render financial aid to these bands, if possible.

### **ARTICLE III -POLICY**

This organization shall be non-political.

### **ARTICLE IV -MEMBERSHIP**

- Section 1** Membership in this organization shall consist of active and associate members.
- Section 2** Active members shall include all parents and guardians of East Stroudsburg South Area School Bands.
- Section 3** Associate members shall include parents and guardians of former members of the East Stroudsburg South School Bands.
- Section 4** Associate members are not eligible to hold office or to serve as Chairman of Standing Committees. They may, however, serve as members of any committee.
- Section 5** Associate members absent successively for one year from regular meetings shall be dropped.

**Section 6** A member is defined as a person with the right to full participation, including the right to vote.

### **ARTICLE V – DUES**

There shall be no dues.

### **ARTICLE VI – OFFICERS AND DUTIES**

**Section 1** The officers shall be **President, Vice-President, Treasurer, Recording Secretary, Historian, and Corresponding Secretary**. The office of more than one person may fill vice-president. If more than one vice-president exists, they shall be known as **First Vice-President, Second Vice-President**, etc.

**Section 2** All officers shall assume their duties at the May meeting.

**Section 3** The President shall preside at all meetings, appoint all Committees, and shall be an ex-officio member of all Committees, except the Nominating Committee. The President also shall CO-SIGN ALL SIGNATURE CARDS PERTAINING TO THE FUNDS OF THE ORGANIZATION.

**Section 4** The Vice-President or Vice-Presidents shall assist the President with all the duties of the presidency and shall perform all duties of the President in his/her absence, and serve as chairperson of the Fundraising Committee.

**Section 5** The Recording Secretary shall keep a record of all regular and special meetings and report the same at each regular meeting, and also keep an accurate list of all active members.

**Section 6** The Corresponding Secretary shall send out all notices of meetings, conduct such other correspondence as may be required by the President, and keep same on file until authorized to be destroyed by the organization.

**Section 7** The Treasurer shall have charge of all the funds of the organization maintained in a checking and a savings account, pay out money with an appropriate co-signature, and render a monthly and yearly report.

### **ARTICLE VII -ELECTION**

**Section 1** The fiscal year and term of office shall be from June 1 to May 31 and all books shall be audited by May 31.

**Section 2** Nominations of officers for the next fiscal year will take place at the March meeting. Election of officers for the next fiscal year will take place at the April meeting. Inauguration of officers for the next fiscal year will take place at the May meeting.

**Section 3** All officers shall be elected for a term of one year.

**Section 4** All vacancies shall be filled by a special election.

### **ARTICLE VIII -COMMITTEES**

**Section 1** The Executive Committee shall consist of all the officers and the Band Director. The committee shall be responsible for preparing a yearly budget for submission to the organization at the September meeting. The committee shall conduct any business of the group not requiring a vote of the members. A simple majority of the committee members is required to conduct business.

**Section 2** Standing committees shall be: Nominating, Fundraising, Publicity, Hospitality, Scholarship, and Membership.

**Section 3** The Nominating Committee shall consist of three members to be appointed at the February meeting. This committee shall select candidates for each office. These candidates, together with all others put in nomination, shall be presented to the organization at the March meeting and elected at the April meeting.

- Section 4** The Fundraising Committee shall consist of the Vice-President and at least two other members. This committee shall oversee all fundraising. A yearly plan of action shall be presented at the May meeting.
- Section 5** The Publicity Committee shall consist of at least two members appointed at the September meeting. The primary responsibility of this committee shall be to advertise and promote the programs of the band and band parents.
- Section 6** The Hospitality Committee shall be appointed as needed for special functions, e.g. District Band and senior night.
- Section 7** The Scholarship Committee shall consist of three members. The committee shall not include a parent or guardian of a member of the senior class.
- Section 8** The Membership Committee shall consist of at least three members. The committee shall encourage active participation of all band member parents eligible for membership. The committee shall be appointed each September.

#### **ARTICLE IX -MEETINGS**

- Section 1** The regular meeting of this organization shall be the second Wednesday evening of each month from August through May.
- Section 2** Special meetings may be called by the president, or upon the request of five members of the organization. The entire membership must be notified at least ten days prior to said meeting.
- Section 3** Seven members shall constitute a quorum for business.

#### **ARTICLE X -SCHOLARSHIP**

**Section 1** The Band Parents Scholarship committee shall award a scholarship to a graduating senior, who will be continuing his/her education at a four-year college/university. The student must have participated in band for at least three years. The scholarship shall be awarded upon receipt of a copy of the first and second semester transcript showing an academic average of a 2.7 or better.

**Section 2** Criteria for the student to receive the award:

1. Musicianship/Character –Rated by the Band Director
2. Outstanding Service to the Band –Rated by the Band Director
3. Musical Accomplishments
4. Interview by Scholarship Committee
5. Academic achievement
6. Copy of college acceptance letter

**Section 3** Interested students will apply for the scholarship on the form provided by the band parents organization. Candidates will return this completed form to the Band Director.

**Section 4** The Band Director will complete the rating scale and submit it to the Scholarship Committee.

**Section 5** All applications will be reviewed by the Scholarship Committee, which will select finalists for an interview with the committee. All information from applications and interviews will be regarded as confidential.

**Section 6** From the finalists, the committee will select up to two qualifies recipients with the amount of the scholarship being minimum \$350 and maximum \$500 per candidate. The number of recipients and amount is at the discretion of the scholarship committee, with an eye to available funding.

**Section 7** The money is to be paid directly to the recipient, upon receipt of a copy of the transcript, but no later than August 15<sup>th</sup> of the following year.

**Section 8** The award is to be presented at the Annual Spring Band Concert by the President of the Band Parents Organization.

### **ARTICLE XI -AMENDMENTS**

Proposed amendments to the by-laws may be presented in writing at any regular meeting. Vote on said amendments cannot be taken before the next regularly scheduled meeting. Two-thirds of the members voting are required for adoption.

### **ARTICLE XII -PARLIAMENTARY AUTHORITY**

The Robert's Rules of Order, revised 1989, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with these by-laws.

### **ARTICLE XIII -CONTINUING RESOLUTIONS**

Continuing resolutions are motions of the organization, which dictate and/or change standard operating procedures of the group. These resolutions may not be in conflict with, alter, or add to any article or section of these by-laws. Continuing resolutions will be attached and kept as a permanent part of the by-laws of the Band Parents Organization. These resolutions can be changed at any regular or special meeting with a simple majority.

Revised April 6, 2011