

Northern Lebanon Band Parents

By – Laws

September - 2022

Article I Organization Name

The name of the organization shall be Northern Lebanon Band Parents.

Article II Objective

The objective of the Northern Lebanon Band Parents shall be:

Section I To generate and maintain an enthusiastic interest in the advancement and welfare of the Instrumental Music Program in the Northern Lebanon School District.

Section II To individually and collectively lend all support possible: physical, moral and financial to the Instrumental Music Program.

Section III Strive to harmoniously cooperate with the School personnel in charge of the Instrumental Music Program and with the School Board in the diligent effort to keep the program at the highest peak of efficiency.

Article III Membership

Section I The membership shall be open to all interested individuals 18 years of age and older that are no longer attending School with no discrimination of race, color, creed or gender.

Section II To hold an office members must have a student active in the band. The Executive Board by a majority vote can appoint any member who does not have a child active in the band to chair a committee.

Section III There shall be no dues for membership.

Article IV Officers

Section I The officers shall consist of: President, Vice President, Secretary and Treasurer. All officers must meet membership requirements as defined in Article III of the By-Laws.

Section II Roll call of officers shall be held at every meeting.

Section III For accountability purposes no married couple shall hold the office of President and Treasurer at the same time.

Article V Duties of officers

Section I The President shall preside at all meetings including the Executive Board and will ensure all committees are activated as required.

Section II The Vice President shall assume all duties of the President in the absence of the President.

A) If for any reason the office of President becomes vacant, the Vice President shall assume this office, causing the office of Vice President to become temporarily vacant.

B) All vacant offices shall be filled per Article VI Section VIII.

Section III The Secretary shall keep the records of all meetings including the Executive Board meetings and attend to all correspondence.

Section IV The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity separately as well as a complete record of all funds. The Treasurer shall receive all funds due and deposit same in special accounts provided for this purpose. The Treasurer will report the financial position at each meeting.

A) An account will be kept in a bank Checking/Savings account(s) to be administered by the Treasurer and the President. All money collected must be deposited into this account.

B) Any member may submit a receipt for reimbursement. Any unusual request for a bill amounting to \$200.00 or more must be brought to a regular meeting discussed and voted on for approval before being paid.

C) The Treasurer shall be responsible for maintaining the insurance required for the equipment trailers and any other insurance bills.

Section V The Treasurer shall be responsible for contacting persons who have outstanding debts and use all resources available to recover those funds.

Article VI Election of officers

Section I The President shall appoint a nominating committee Chairperson at the March meeting who will assemble a committee shortly thereafter by asking for volunteers.

Section II Nominations for candidates can be taken from any member for the nominating committee to consider.

Section III The nominating committee shall present the list of candidates for the election at the April meeting. Every effort should be made to find at least two candidates for each office.

Section IV Election of officers shall be held at the May meeting.

- Section V New officers will be installed at the June meeting.
- Section VI The term for offices will be one year, however the President and Treasurer may serve a second term if approved at the April meeting.
- Section VII If an officer position should become vacant during the term of office the President shall appoint a member that meets the requirements as defined in Article III of the By-Laws to fill the position for the remainder of the term.

Article VII Executive Board

- Section I The Executive Board shall consist of the officers of the Northern Lebanon Band Parents and past active Presidents.
- Section II The Executive Board shall have general supervision of the affairs of the Northern Lebanon Band Parents.
- Section III The Executive Board shall have the final decision (using a majority vote) on any questions pertaining to the interpretation of the By-Laws.
- Section IV Any time the Band Parents contribute money towards any trip a maximum amount will be set by the Executive Board.

Article VIII Meetings

- Section I The regular meeting of the organization shall be held the fourth Monday of each month beginning in June and ending in May of each School year. There will be no December or July meeting.
- Section II Regular meetings may be omitted or rescheduled if the date is on a Holiday or if school is canceled for any reason.
- Section III Special meetings may be called by the President or the Executive Board.
- Section V Special Executive Board meetings may be called by any member of the Executive Board.
- Section VI No students will attend a Band Parent meeting unless invited to make a presentation. The President will make time for any presentation.
- Section VII All active Band Parent members present at a regular scheduled meeting constitutes a quorum.

Article IX Committees

- Section I The President shall ensure all committees are activated as required such as Ways and Means, Craft show, Redners and BG's save a tape program, Chaperones etc.

Section II Any member can Chair a committee as defined in Article III Section II of the By-Laws.

Article X Chaperones

Section I Chaperones are preferable to be Band Parents.

Section II No one on the buses except designated chaperones, band members, instructors.

Section III Chaperones should receive a written note from home prior to the bus departing from the School if a student is not returning home with the Band. If there is no note have the Parent sign the bus roster.

Section IV Chaperones are to remain in the area of the Band at all activities.

Section V Chaperones should not smoke in the presence of Band members.

Section VI Several chaperones along with the Band Director should remain until all students are picked up after all events.

Article XI Priority for picking chaperones for trips

Section I Band director and spouse, Instructors, School Administrator, Band Parent officers, Band Parents that have been active in previous years. Spouse's will not be included if not an active member.

Section II The Executive Board and the Band Director will make the final decision for chaperones.

Article XII Students

Section I It is not mandatory for a student to participate in any fund raising activities.

Section II Any student with an outstanding debt from any sale will not be allowed to participate in other sales until the debt has been settled.

Section III Any student that does not meet their financial responsibility by the deadline for any trip will not participate in that activity. Any extreme hardship cases may be presented to the Executive Board for consideration.

Section IV Credit from fundraising will be distributed in the following manner, 75% to the students account and 25% to the General Fund. This designation may be changed on an event-by-event basis with a vote by the membership.

Section V Upon graduation the student has three options for left over credit, it may be passed on to a younger sibling, the General Fund or the Instrument Fund. If no designation is made the credit will be placed in the Instrument Fund.

Article XIV Financial Audit

Section I A qualified person(s) as determined by the Executive Board shall review

the Treasurers books annually.

Article XV By-Law Revisions

Section I Proposed changes to the By-Laws must be communicated to the members in writing at least 30 days prior to a vote. A two-thirds majority vote of attending members at the meeting is required to add, delete or modify any provision of the By-Laws.