

BYLAWS OF THE
DECATUR HIGH SCHOOL BAND PARENT ASSOCIATION

Article I – TITLE AND PURPOSE

Section 1. Title

- a. The name of this organization shall be the DECATUR HIGH SCHOOL BAND PARENT ASSOCIATION (referred to as the "DHSBPA").

Section 2. Purpose

The purpose of this organization is:

- A. To maintain the support structure necessary to assist the Decatur High School Band and its auxiliary sections in achieving their highest level of musical and participatory achievement.
- B. To provide funding to enable participants in the Band programs to experience opportunities which would otherwise not be available within the constraints of the programs provided by the school. Funds will be sought through all appropriate means of raising money and encouraging community support.
- C. To provide assistance to the Band, its auxiliary sections, and the Director as needed.

Article II. MEMBERSHIP

Section 1. Qualification for Membership

Membership shall be limited to the following:

- A. Parents/guardians of students in the Decatur High School band and auxiliary sections.
- B. Any member of the DHSBPA who chooses to continue their service after the graduation of their student.
- C. Band and auxiliary section Directors and Assistants.

Section 2. Voting

All members of the DHSBPA are eligible to vote.

Article III. OFFICERS

Section 1. Positions:

The elected officers are president, vice president, secretary, and treasurer. Two co-presidents may serve in place of the president and vice president.

Section 2. Term

The term of office is two (2) years. The term of the officers begin on June 1, and conclude on May 31. The terms of the president and vice-president and of the secretary and treasurer may be offset by 1 year to allow overlap of experienced and inexperienced leadership. The terms of the officers will coincide with the fiscal year of the DHSBPA.

Section 3. Duties

- A. The President shall:
 - 1. Preside at all general and Executive Board meetings.
 - 2. Appoint all committee chairs as needed, subject to approval of the Executive Board.
 - 3. Be an ex-officio member of all committees except the nominating committee.
 - 4. Call all meetings of the Association.
 - 5. Perform such duties as are required by the Executive Board.
- B. The Vice-President shall:
 - 1. Serve in the absence of the President.
 - 2. Perform such other duties as may be assigned by the President or the Executive Board.
- C. In the case there are two co-presidents rather than a President and Vice-President, they will jointly perform the duties of both these offices.
- D. The Secretary shall:
 - 1. Keep the minutes of all general and Executive Board meetings.
 - 2. Appoint a substitute Secretary when the Secretary cannot perform these duties.
 - 3. Perform such other duties as may be assigned by the President or Executive Board.
- E. The Treasurer shall:
 - 1. Receive, account for, and deposit in a bank or other financial institution all funds of the Association, as directed by the Executive Board.
 - 2. Make authorized disbursements.
 - 3. Maintain appropriate financial records which shall be subject to inspection and audit as directed by the Executive Board.

Article IV. Executive board

Section 1. Membership

The executive board will consist of:

- A. Officers of the DHSBPA (voting members).
- B. Past presidents or co-presidents of the DHSBPA (non-voting members).
- C. Fundraising chairperson (voting member).
- D. Trip coordinator (non-voting member).
- E. Parent representatives of the auxiliary groups (non-voting members).
- F. Band director and assistants (non-voting members).
- G. Other committee chairpersons (non-voting members).

Section 2. Responsibilities

- A. Establish policy for the DHSBPA.
- B. Recommend the annual budget to the general membership.
- C. Confirm the President's appointment of committee chairpersons.
- D. Appoint officers and committee chairs to fill unexpired terms of office when the office becomes vacant.
- E. Direct the audit of the treasurer's records at least annually.

Section 3. Voting.

- A. In all Executive Board decisions, each voting member shall cast one (1) vote.
- B. A quorum for conducting business of the Executive Board shall consist of one-half (1/2) of the voting members.
- C. A majority (3 votes) is required to pass any vote.

Article V – COMMITTEES

Section 1. Chairperson Selection

The DHSBPA president and vice president (or co-presidents) are responsible for making sure that the standing committee chairpersons are appointed from DHSBPA members to serve from June 1 to May 31.

Section 2. Standing Committees

- A. Fundraising – Plans, promotes, and oversees fundraising events. Enlists and manages coordinators for fundraising opportunities. Verifies monetary transactions of fund raisers before turning over accounting to the treasurer.
- B. Uniforms – Oversees the distribution, cleaning, and upkeep of marching band and orchestra uniforms. Manages assignment of uniforms to students,

- including fittings at the beginning of the school year and student access to uniforms (signing in/signing out) for each performance.
- C. Volunteers – Enlists and manages volunteers for DHSBPA activities.
 - D. Concessions – Plans, stocks, and coordinates volunteer staff for concession stands at home football games.
 - E. Trip – Coordinates planning for a major trip every other year.
 - F. Hospitality – Coordinates planning to host visitors to Decatur.
 - G. Marching Band Pit Crew – Loads and unloads band trailer. Gets equipment and off the field.
 - H. Communications – Maintains the various forms of communication including but not limited to a monthly newsletter, the DHSBPA website, the Calling Post list and the Yahoo Group.

Section 4. Committee Membership

All committees shall be composed of a chairperson and unlimited other members as needed.

Article VI. MEETINGS

Section 1. General membership meetings

These meetings will be held once a month except for in June and July in the band room. The date and time will be coordinated each year by the Executive Board.

Section 2. Annual Meeting

The May meeting shall be known as the Annual Meeting, at which time the officers shall be elected. The Executive Board will present the DHSBPA budget for the upcoming year to the membership for approval at this meeting.

Article VII. PARLIAMENTARY CONDUCT

Unless otherwise specified, Robert's Rules of Order shall govern the procedures of the DHSBPA.

Article VIII. AMENDMENTS

Amendments to these Bylaws may be made whenever necessary by a majority vote of those at any general meeting. The Bylaws will be reviewed by the DHSBPA Executive Board every two years. Amended bylaws will be presented to the general membership at the August meeting. Bylaws will become effective pending approval of the general membership at the September meeting.

