

Broken Arrow Band Parent Association

Bylaws

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ARTICLE I.

Name and Objectives

Section 1. Name

The name of this organization shall be the Broken Arrow Band Parent Association (Association).

Section 2. Objectives

The objectives of the Association are:

- a. To arouse and maintain an enthusiastic interest in all phases of the Broken Arrow Public Schools (BAPS) Band Program (Band Program).
- b. To help support the band program's financial needs as determined by the Director of Bands.
- c. To support the Band Program and the BAPS in building and maintaining the highest quality instrumental music program possible.

Section 3. Agreement.

The activities and policies of the Association, and its By-Laws and other rules and procedures shall be in conformance and agreement with all policies of the BAPS and the "Broken Arrow Public Schools Instrumental Music Program Volunteer Handbook (Volunteer Handbook). Nothing in these Bylaws should be supposed to supercede the policies of the BAPS or the Volunteer Handbook.

ARTICLE II.

Membership

Section 1. Active Membership

Active membership of the Association shall be parents and or guardians of students currently enrolled in the Band Program, grades 6-12. Only active members shall be entitled to vote on matters brought before the Association and be considered for the Executive Board of the Association.

Section 2. Special Membership

Membership in the association is extended to any member of the community. These non-parent \ guardian members will be special members and invited to participate in the association as nonvoting members.

ARTICLE III.

Board of Association

The Executive Board of the Association (Executive Board) shall consist of the Director of Bands or designee and all elected executive board members.

Section 1. Meetings of the Executive Board

The Executive Board shall meet monthly during the school year or as deemed necessary by the Executive Board.

Section 2. Procedure Manuals for the Executive Board

Each executive board member shall be in possession of a Procedures Manual designated for each office. These manuals will have current copies of the Volunteer Handbook, Bylaws, Standing Rules and any other pertinent information. These manuals shall be posted in the BABPA section of the Band Program website for public access to the BABPA

membership at large. These manuals and training shall be given to the incoming officers at the beginning of their term of office. At the end of each term of office, the officers shall train the incoming member and explain contents of procedures manual.

Section 3. Vacancies

The Executive Board shall fill any vacancy by an affirmative vote of a majority of the executive board members.

Section 4. Removal of Executive Board Member

Any elected or appointed Executive Board member or other appointee may be removed from office by an affirmative vote of two-thirds of the full Executive Board. Any such Executive Board member proposed to be removed shall be entitled to at least five (5) days notice in writing sent by certified return receipt mail of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

Section 5. Compensation

The active members of the Executive Board shall not receive any compensation for their services as a member of the Executive Board. Any executive board member who wishes to also be a vendor for the band program must demonstrate cost effectiveness through the finance office securing three (3) quotes.

ARTICLE IV.

Officers of Association

The Executive Board of this Association shall include a President, Vice President of Communications, Treasurer, Vice President of

Functions, Vice President of Fundraising, Vice President of Concessions, Vice President of Special Events, Vice President of Operations, President Elect in years as required and such other positions as are deemed necessary.

Section 1. Nomination, Election and Term

A nominating committee consisting of the Director of Bands, the President of the Association or designee and three (3) randomly selected volunteers from the Band Parent Association shall select the nominees for offices of the association. Any active member may be considered a nominee. Nominees shall agree to abide by the Volunteer Handbook, the Bylaws and Standing Rules of the Association. No employee of the band program or Visual and Performing Arts Office will be allowed to hold the Band Booster Club office of president or treasurer.

In February the Band Parent Association shall take applications from those interested in serving on the executive board. In March, the nominations for officers shall be read at the general meeting of the Association. Nominations from the floor shall not be accepted. The list of nominations for officers shall be published on the Band Program website.

Election of Executive Board members shall occur in April for the upcoming term of office. Executive Board members shall be elected by a majority vote of active members present. The term of all elected positions shall begin at the beginning of first general meeting in May and shall be for one (1) year, ending with the last general meeting the following May. An active member shall hold only one elected office.

Section 2. Duties of Executive Board Members

The Executive Board members shall perform their duties in service to the Broken Arrow Band Program as specified by the Director of Bands and as described in the Standing Rules commonly referred to as the Job Description Manual.

ARTICLE V.

Appointed Positions

The Executive Board of the Association shall create positions and appoint members to those positions when necessary to perform the activities of the Association.

ARTICLE VI.

Meetings

There shall be a minimum of four (4) general meetings of the Association during the school year. The President of the Association shall schedule and conduct such meetings.

Section 1. Order

Unless otherwise herein provided, Robert's Rules of Order Newly Revised shall govern all matters of procedure.

Section 2. Quorum

A quorum of four (4) executive board members and twenty-five (25) active members shall be required to hold a general meeting where a vote of the membership is required.

ARTICLE VII.

Amendments

These Bylaws shall be amended or replaced by a majority vote of the Executive Board at their meeting followed by a majority vote of the active members present at the next general meeting of the Association. Proposed

amendments shall be published and given one (1) month public view prior to such votes being taken.

ARTICLE VIII.

Standing Rules

The Standing Rules shall be changed or replaced by a majority vote of the members present at a scheduled Board meeting.

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ARTICLE IX.

Review Policy

The Bylaws and Standing Rules of the Association shall be reviewed or updated as needed or at a minimum every five years to assure that they are current with the affairs of the Association, the policies and procedures of the BAPS, and the Volunteer Handbook.

By action of the active membership of the Association, the foregoing are adopted as Bylaws and, in so adopting the said Bylaws will govern the Association accordingly.

Adopted 1993

Revised: _____ February 2016 _____

Director of Bands

President of Broken Arrow Band Parent Association

Secretary of Broken Arrow Band Parent Association