

# AUBURN MOUNTAINVIEW BAND PARENTS ASSOCIATION

## STANDING RULES

### Name and Purpose

1. The name of this organization shall be Auburn Mountainview Band Parents Association (BPA.)
2. The purpose of this association shall be to provide assistance to the band director, band staff and members of the curricular activities of the bands at Auburn Mountainview High School furthering the regular and extracurricular activities of the bands. It is understood that the word "bands" is interpreted to mean the inclusion of auxiliary organizations such as, but not limited to, color guard and winter guard. However the Association is not a part of nor controlled by Auburn Mountainview High School, the Auburn School District, the City of Auburn nor any other private, governmental or charitable entity.

### Membership

3. The membership of the BPA shall consist of Parents/Guardians of current band students, Alumni Parents, Alumni Students, Associate Members (open to the AMHS community), and a Student Representative elected by the current band students.

Member Rights	Vote at meetings	Hold office	Chaperone	Participate in events
Parents/Guardians	Yes	Yes	Yes	Yes
Alumni Parents	Yes	No	Yes	Yes
Alumni Students	Yes	No	No	Yes
Associate Members	No	No	Yes	Yes
Student Representative	Yes	No	No	Yes

4. Chaperones must have a current background check. Preference for chaperones will be given to parents. Chaperones can be removed for inappropriate or disruptive behavior, and may be reinstated by board approval.

### Executive and Board of Directors

5. The elected officers shall be president, vice-president, secretary, and treasurer. These officers shall constitute the Executive Committee. Co-Officers are allowed. They shall be elected at the general meeting in May for a one (1) year term that begins on July 1<sup>st</sup> and runs through June 30<sup>th</sup>. The committee shall meet at the discretion of the President or a majority of the Executive Committee. No individual can be elected to the same office for more than two (2) consecutive one year terms.

6. Duties of the elected officers shall be:

- A. President: Presides at all general membership and board meetings; appoints all committee chairpersons; coordinates the activities of all committees and serves ex-officio on all committees; assists the band director in carry out his/her goals and philosophies and in implementing the policies of the school district; assists the Vice-President in parent coordination for fund raising committees.
- B. Vice-President: Assumes the duties of the president in his or her absence; assists the president with general business and on special trips; chairs the Fundraising Committee.
- C. Secretary: Record minutes at all General Membership and Board Meetings; submit minutes of those meetings for approval; respond to all correspondence as deemed necessary by the board and band director.
- D. Treasurer: Presents annual budget at the June meeting; responsible for all funds of the BPA; keeps all financial records; reports financial status at all general membership and board meetings; deposits all monies to the Booster Club; submits all financial records for a yearly audit in June of each year; keeps record of student band accounts

7. The Board of Directors of the BPA shall consist of the elected officers, standing committee chairpersons, and the band director. Board meetings shall be held as designated by the President or Executive Committee, usually in advance of general meetings. Duties of the standing committee chairpersons

8. Special meetings of the Board of Directors may be called by or at the request of the president, band director, or any three members of the Board of Directors. The person(s) calling such a meeting may fix any time or place for holding the meeting.

9. A majority of the Board of Directors shall constitute a quorum for any meeting of the Board of Directors.

10. Any officer/board member may be removed from office, either with or without cause, by a majority affirmative written ballot vote of the Auburn Mountainview Band Parents Association.

11. All vacancies in an office shall be filled by the Board of Directors and approved by the general membership.

12. The Board of Directors can create standing and special committees and approve the plans of work of the standing committees.

13. No member can hold more than one office on the Board of Directors at a time.

### Meetings

14. General meetings will be held monthly. A quorum shall consist of ten (10) members.
15. Special meetings of the general membership can be called by any twenty (20) members, by signed petition.
16. Mandatory meetings will be held a) at the beginning of the school year and b) for large events/trips.

### Other Chairpersons or Committees

17. Standing Committees and Chairpersons of the BPA include:

A. Head Chaperone: coordinates itinerary with various departments; is aware of food schedules, set-up, rehearsal times, travel times, performance times; administers staff passes, chaperone or have a designee for all band functions as designated by the band director; coordinates chaperones for trips; assigns, schedules, and supervises volunteers and facilities; has current student medical forms and maintains appropriate first aid supplies. Head Chaperone must have a current first aid card and CPR training or must assure that a properly trained chaperone is available.

B. Fundraising: Chaired by the Vice-President. Oversees and coordinates all band fundraisers and grant writing. Committee includes one designated student senate representative.

C. Website: Webmaster maintains a fully-functional, easy to use website linked to the school band page; updates information in a timely manner;

18. Ad-Hoc Committees of the organization may consist of:

A. Nominating Committee: a nominating committee of three (3) members shall be appointed by the President in February. It shall be the duty of this committee to prepare and submit to the membership, at the May meeting, the names of one (1) or more persons qualified and willing to serve in each office of the BPA. Further nominations shall be permitted from the floor.

B. Audit Committee: An audit committee of three (3) members shall be appointed by the President. It shall be the duty of this committee to audit the financial records of the association two weeks after receipt of the final statement from the Booster Club. It is recommended the audit committee do a mid-year audit in January.

C. Budget Committee: a budget committee consisting of current and incoming board members will be formed in May. It shall be the duty of this committee to prepare and submit to the general membership at the June meeting a budget for the upcoming school year.

D. Equipment and Transportation: Chairperson coordinates all travel and itineraries; supervises loading and unloading of equipment at shows; responsible for equipment maintenance; responsible for rehearsal and performance filed set-up and tear-down of equipments; maintains a parking lot watch.

E. Uniform: Chairperson is responsible to uniform each member of the band; responsible for extra uniform parts and accessories to be sent to all competitions and performances; responsible for arranging to have uniforms cleaned.

F. Color Guard: Chairperson is responsible for color guard events, uniforms, make-up and accessories; responsible for maintenance of flags and color guard equipment; assists instructors with any uniform or equipment needs at competitions; coordinates a sewing staff for costume, uniform and flag needs; chaperones or has a designee for all winter guard functions as designated by the winter guard director.

### Financial

19. Our banking agent shall be the Auburn Mountainview Booster Club.

20. All funds received by the BPA shall be dedicated and vested solely for the benefit and use of the Auburn Mountainview High School Bands.

21. The budget will be approved at the June general meeting for the upcoming school year. Emergency expenses not included in said budget shall be approved by the Board of Directors.

22. An audit committee will review the treasurer's financial records at the end of the school year.

23. All accounts which are part of the BPA financial involvement shall require a minimum of two signatures (Treasurer and any other elected Officer) or any withdrawal action. All accounts shall be established with this requirement as a function of the agreement with the financial institution involved.

24. The Treasurer will maintain a General Fund and student band accounts. The General Fund consists of monies raised for and used by the BPA as a whole. Student Band accounts are funds raised by, deposited by parents, and used for individual students.

25. If a student decides to leave the band during the school year, or upon graduation has funds remaining in his/her account that have been raised through fundraisers on behalf of the band, those funds shall remain the property of the BPA, except that those funds may be transferred to a designated student who actively participates in the band program.

### Miscellaneous

26. These standing rules may be amended at any general membership meeting of the Auburn Mountainview Band Parents Association by a two-thirds vote, provided that the notice of the meeting shall advise the members that an amendment or revision is to be considered, and identify that general nature of the proposed amendment. The notice shall be no less than ten (10) days prior.

27. The minutes for the various meetings held throughout the year, available by contacting the secretary, shall stand as the annual report. This annual report shall generally summarize the nature of the activities undertaken by the BPA during the past fiscal year.

Prepared by the Standing Rules Committee: Niki Nelson, Celeste Harnish, Tom Curtis

Approved on August 8, 2011 by vote of the General Membership.

Last reviewed 7/28/13