

# By-laws Of The North Shore High School Band Parents Association

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## ARTICLE I: Duties of Officers

- 1.01 The President shall preside at all meetings of the Association and appoint all committees, with the exception of the Nominating Committee. The President shall submit required documents to the school principal as required by district guidelines.
- 1.02 The Administrative Vice-President shall assume all duties of the President in his/her absence. The Administrative Vice-President shall be responsible for ordering all items needed for the band that are funded by the Association. The Administrative Vice President shall verify all orders upon arrival and facilitate the distribution of items to students. The Administrative Vice-President shall work with the Treasurers to ensure each order is complete and correct prior to submitting to Treasurers for payment.
- 1.03 The Operations Vice-President shall chair the Chaperone Committee, ensuring that all volunteers who desire to become chaperones for the band be a member of the Association, have on file a clear Criminal Background Check as required by the GPISD and have a photo ID badge representing the NSSH Band as a chaperone. The Operations Vice President shall oversee the operations of the Chaperone Committee.
- 1.04 The Secretary shall keep the records and minutes of all meetings and attend to all correspondence. The Secretary shall submit required documents to the school's principal following scheduled meetings.
- 1.05 The Treasurer/Co-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 be responsible for all monies of the Association. Monies disbursed from the treasury shall be by the consent of the majority of active membership. All checks issued shall be signed by the Treasurer and the President, or his/ her designated officer. The Treasurer shall close books for auditing on May 20 of the current year. No checks shall be issued after this date until the books are audited and reopened by the new officers on June 1 of the current year.
- 1.06 The Ways and Means Chairman shall chair the Ways and Means Committee and the Projects Committee.
- 1.07 Outgoing officers shall surrender all records and information to incoming officers by June 1 of the current year.

## **ARTICLE II: The Executive Committee**

- 2.01 The Executive Committee shall be composed of the elected officers of the Association, the past President, the band directors of NSSHS Band, and a Parliamentarian appointed by the President.
- 2.02 The Executive Committee shall have general supervision of the affairs of the Association.
- 2.03 The Executive Committee shall meet prior to each meeting in order to discuss the agenda for the meeting.

## **ARTICLE III: Standing Committees/ Appointed Positions**

- 3.01 The following shall be the standing committees: Ways and Means, Uniforms, Chaperones, Hospitality, Mule Team and Communications. Other committees the President deems necessary may be appointed from time to time.
- 3.02 The Ways and Means Committee shall consist of the elected chairman, an assistant chairman, two appointed members, and the Treasurer. The Ways and Means Committee shall submit their plans for raising funds to the Executive Committee for its approval prior to Presentation before the voting membership.
  - 3.02.1 Subcommittee - The Projects Committee will confer with the band directors of the NSHS Band and submit to the Executive Committee for approval a list of needs that concur with the objectives of the Association as mandated by the Constitution and By-Laws. The Projects Committee will be composed of three members appointed by the President, along with the Treasurer. The Ways and Means Chairman shall chair the Projects Committee.
- 3.03 The Uniform Committee shall consist of an elected chairman and will ensure that each student in marching band or concert band will be fitted appropriately for a respective uniform. The Uniform Committee will make necessary alterations to lengths of pants, jackets and concert dresses to ensure proper fit. The chairman will report to the Association president and directors on the condition of the uniforms/concert attire in a timely manner so that cleaning/maintenance can be scheduled. Uniform cleaning are to be scheduled at least twice yearly.
- 3.04 The Chaperone Committee shall consult with the band directors concerning activity dates and number of chaperones needed, and shall be responsible for securing chaperones for all activities of the NSHS Band. The Vice-President/Operations shall chair this committee.
- 3.05 The Hospitality Committee shall arrange for pre- and post-game activities, all meals and water/drinks for students, and help organize any other special events, including decorating for Homecoming, the Christmas and spring concerts, summer and winter dances, Band Banquet and other special events the Association hosts. The Hospitality Chairman shall also register members and guests at each meeting.
- 3.06 The Mule Team shall consist of a chairman, who will direct the committee in the transporting of all band and related equipment on/off the field and via truck to and from band performances, contests and other events as directed by the directors. The Mule Team Committee will also be in charge of staffing and organizing the traffic at games and events held at the GPISD Stadium.

- 3.07 The Communications Committee shall be responsible for notifying the members of the NSHS Band Parents Association of meetings and other events.
- 3.08 The Parliamentarian shall maintain certification of the active members for voting purposes.
- 3.09 The Directors of the NSHS Band shall be ex-officio members of all committees.
- 3.10 Standing committee chairman and appointed positions shall surrender all records to the Secretary at the end of the current school year.

#### **ARTICLE IV: Annual Financial Report**

- 4.01 An annual written report shall be submitted by the Treasurer at the last meeting of the current school year and then placed on file.
- 4.02 The Auditing Committee shall consist of three members appointed by the President in the April meeting. The Auditing Committee shall submit a report prior to June 1 of the current year to the President. The outgoing Treasurer shall be on stand-by at the time of the audit.
- 4.03 All student accounts will be zeroed at the end of a trip year. Any balances shall be absorbed by the general operating fund. If during a trip year a student has an excess of funds (i.e. more than needed to pay for the trip) the only refundable money will be that which was paid and not earned through fund-raising. If a balance remains, the student shall have the option of applying his/her balance to another student and/or parent's trip fund or transferring the balance into the Band Scholarship fund. Any monies paid by the student and/or the parent will only be refundable upon written request submitted to the Treasurer prior to May 20<sup>th</sup> of the current school year.

#### **ARTICLE V: Membership Dues**

- 5.01 The membership dues shall be \$6.00 per family. The membership dues may be adjusted by a closed ballot or simple majority vote of the active membership present.

#### **ARTICLE VI: Quorum**

- 6.01 A quorum shall be present when two-thirds of the Executive Committee and any active members are gathered for the transaction of business at a regularly scheduled meeting or a called emergency meeting.

#### **ARTICLE VII: Elections**

- 7.01 The Nomination Committee shall be comprised of three members: one from the Executive Committee, elected by the Executive Committee; one elected by the membership; and one appointed by the President. These elections and appointments shall occur at the regular March meeting of each year. The President shall appoint one person to serve as Chairman. The Chairman of the Nominating Committee shall personally secure the approval or disapproval of those nominated. Members of the nominating committee may not be candidates for an elected office.

- 7.02 Officers shall be elected during the regular meeting held in April. Written consent or presence at the election meeting is a requirement to be eligible for nomination. Nominations may be made from the floor after the report of the Nomination Committee has been presented.
- 7.03 A majority vote of the active members present shall constitute an election. The voting shall be by ballot. Officers shall assume duties on June 1 of the current school year.

### **ARTICLE VIII: Authority**

- 8.01 The rules contained in *Robert's Rules of Order, Revised* shall govern in all cases where they do not conflict with the rules of the association.
- 8.02 The Constitution, By-Laws, or rules adopted by the Association shall conform to the policies of North Shore High School, North Shore Senior High School and the Galena Park Independent School District.
- 8.03 The Constitution and By-Laws shall be reviewed every five (5) years by a committee to be appointed by the President.

### **ARTICLE IX: Amendments**

- 9.01 The Constitution and By-Laws may be amended by a majority vote of the active members and present at any regular meeting. The vote for approval of the proposed amendment(s) shall occur during the next regularly scheduled meeting of the Association following presentment.

# COLLECTION OF MONIES

*As copied from GPISD Board Policy*

## **PROCEDURE:**

1. Band monies shall be defined as any money that is received as a means of fund raising activities or donations by students, parents, or community members.
2. Collection dates and times will be scheduled after school hours by a committee appointed by the President of the Association. Money will be collected and receipted by the members of this committee only. Under no circumstances will money be collected before or during school hours or stored on campus.
3. Receipts will be written immediately in the order in which the money is received. All receipts must include the student name, the type of payment, the check or money order number, the date the money was received, and the purpose of the receipt.
4. Each receipt will reflect a single transaction. Monies will not be combined on receipts.
5. The Treasurer will make deposits within a 48-hour period after receiving money. In extenuating circumstances, such as holidays or early bank closings, the Treasurer will make deposits on the bank's next business day.
6. Student accounts shall be updated at least once a week. Each account must reflect the same information as the receipts -i.e. Student name, purpose and type of payment, check or money order number, and accurate date received.
7. The Association's bank book must be reconciled monthly to the bank statement with accurate totals and information listed in the check registry.
8. The Treasurer will prepare a monthly financial statement reflecting debits, deposits, and the current balance. The date and purpose of each debit and deposit will be indicated on the statement. This financial statement will be distributed to the members of the Association at the monthly meetings, with one copy sent to the principal and one kept on file in the directors' office.
9. Requisitions for reimbursement from any person must be accompanied by the completed requisition form and the original receipts. No reimbursements will be written without the written approval of the Treasurer and President (or designee) or without the properly receipted request.
10. All receipts, invoices, deposit slips, cancelled checks, and bank statements must be kept in an organized manner by month for audit purposes.
11. All bills must be paid in a timely manner before the due date.
12. The Treasurer will adhere to all other guidelines governing our organization as directed by the GPISD Board Policy, Section GE.