



COURTLAND HIGH SCHOOL
BAND PARENTS ASSOCIATION
P.O. Box 155
Spotsylvania, VA 22553

(Promulgated March 2005)

CONSTITUTION AND BY-LAWS

ARTICLE I. ORGANIZATION

- Section 1: The name of this organization shall be the *Courtland High School Band Parents' Association* (hereinafter the "Association" or CBPA).
- Section 2: The Association is solely a NON-PROFIT organization. NON-PROFIT means that no one person owns or controls any of the revenue personally for financial gains.
- Section 3: The Association shall administer and maintain a bank checking account for the receipt and disbursement of Association funds.

ARTICLE II - PURPOSES

The Objectives of the Association are:

- To foster and promote a positive image of the Courtland High School band students and band programs within the school and the community at large.
- To provide all possible moral and financial support and services to the Royal Brigade Marching Band, curricular band classes and other ensembles as defined by the Band Director and the Executive Board.
- To cooperatively support the efforts of the Band Director(s) and staff to provide students with a music education that meets the highest possible standards.
- To assist the Courtland High School bands in achieving growth in musicianship, in performance opportunities and in the number of students participating at all levels.
- To foster an appreciation within the Spotsylvania County Public Schools and community for the educational value of strong band programs.
- To work to build and maintain an organization of parents, which will help to promote the general activities of the Royal Brigade Marching Band, curricular band classes and other ensembles.

ARTICLE III. MEMBERSHIP AND DUES

- Section 1: Membership in the CBPA shall consist of regular and associate members.
- Regular members: Any parent or legal guardian of an active member of the Courtland High School Royal Brigade Marching Band program will become a regular member of the Association upon payment of RBMB dues. The Royal

Brigade Marching Band consists of members of the band and auxiliary. Regular members shall have full rights of CBPA membership.

- Associate members: Alumni and any parent whose student is not in the marching band, but is in the music program will become an associate member upon payment of associate member dues as defined by the CBPA. Associate members shall be entitled to vote on non-RBMB issues.

- Section 2: Membership dues for any band organization shall be determined by the Executive Board each year, with any increase being contingent upon approval by the membership at a CBPA meeting.
- Section 3: Students will have the opportunity to participate in fundraising activities.
- Section 4: For each additional child within a family, membership dues shall be reduced by 50% of that portion of the student dues not associated with trips or competitions.
- Section 5: Executive Board members shall have the dues for only one student reduced as follows: The President, 1st Vice President and Treasurer will have their dues reduced by 50% of that portion of the student dues not associated with trips or competitions. The 2nd Vice President, and Reporter will have their dues reduced by 30% of that portion of the student dues not associated with trips or competitions. The Secretary, Parliamentarian, and Rookie Representative will have their dues reduced by 10% of that portion of the student dues not associated with trips or competitions. These Executive Board member dues, less reduction, shall be paid according to the same schedule of payments as all other student dues, beginning with the \$50 non-refundable deposit.
- Section 6: Each student's participation in band program activities is dependent upon dues and fund-raising accounts being up-to-date at the time of the activity. No student may sign up for another extracurricular band activity if his account is in arrears, unless waived by the Executive Board.
- Section 7: Once monies are paid to the CBPA they are non-refundable unless identified otherwise by the Executive Board.
- Section 8: Student accounts are maintained by the treasurer on each member and consist of points. Students or parents working in approved activities or fundraisers may receive points and those points will be placed in their band student account. One point equals one dollar and may be used to pay approved band related fees.
- Section 9: The membership year will begin at the installation of the new Executive Board.
- Section 10: Each Association member family shall receive a newsletter when published.
- Section 11: Refer to the CBPA Treasurer's Handbook for more detail on financial aspects of the band. Any change to the Treasurer's Handbook must be approved by the Executive Board.

ARTICLE IV – OFFICERS AND DUTIES

- Section 1: The officers of the Association shall be the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Reporter, Parliamentarian, Rookie Representative and a Symphonic/Concert band Representative.

Section 2: A nominating committee will be appointed by the President at the February general meeting each year. They will present a slate of officers to the membership at the March meeting. Nominations will also be accepted from the floor at the March meeting. Elections shall take place at the April general meeting and the officers shall serve for a minimum one year term with the exception of the President and Treasurer which shall serve a minimum of two year term. The President and Treasurer shall be on staggered terms. All officers shall be installed at the May general meeting. All nominees shall be regular CBPA members in good standing with the exception of the Symphonic/Concert band Representative.

Section 3: All officers are required to attend Executive Board and General Parents' meetings as scheduled. If more than two consecutive meetings are missed without an excused absence this office shall be replaced following the procedures for filling a vacancy in any office as described in Section 4 below.

If at any time a current Executive Board member feels compelled to resign for any reason they shall provide a written two week notice to the Executive Board. The Executive Board will then be able to consider the resignation and potential replacements.

Section 4: Should a vacancy occur in any office the remaining members of the Executive Board shall nominate a person to serve the remainder of the unexpired term of the Board member who resigned. The vacancy shall be voted on at the next general membership meeting. Nominations can also be accepted from the floor. If the President resigns the 1st Vice President shall fill the vacancy until the next general meeting when an election would be held.

Section 5: The officers, terms of office and duties shall be as follows.

- The **President** shall serve a two-year consecutive term. The President shall preside at all meetings of the Association, appoint all committees except as noted elsewhere, and shall be an ex-officio member of all committees except the nominating committee. The President shall also have general supervision over the affairs of the Association subject to the direction and control of the Board. The President shall be authorized to perform the duties of the Treasurer in their absence. The President shall also perform other duties usually pertaining to the office.
- The **1st Vice President** shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Association. The 1st Vice President shall have overall responsibility for directing all fundraising activities. After each fundraiser, a financial report shall be provided to the Treasurer. The 1st Vice President, with the band director's help and approval shall be in charge of coordinating all trips i.e. over-niters, spring trip, and any other special day trips.
- The **2nd Vice President** shall perform the duties of the President should both the President and 1st Vice President be absent. The 2nd Vice President shall be responsible for directing non-fundraising activities and attend meetings (School Board and Board of Supervisor) where issues important to the Association are being discussed. The 2nd Vice President will provide a report of the meetings to the Executive Board. The 2nd Vice President is responsible for the band equipment and

the pit crew to include loading and unloading the equipment and safeguarding of the Association's equipment.

- The **Secretary** shall keep the records and minutes of all meetings and will ensure all correspondence for the Association is completed. The Secretary will also provide appropriate notice to the members of the Association of upcoming meetings. The Secretary will provide copies of the minutes to the Board members and have them available for the parents that wish to have a copy. The Secretary will perform other duties as prescribed by the Association and the Board.
- The **Treasurer** shall serve a two-year consecutive term. The Treasurer shall collect and be accountable for all monies (to include the collection of dues) of the Association in banks designated by the Executive Board. They will maintain a regular book of accounts (which shall be audited at the end of each fiscal year) and provide a report. The Treasurer will provide a monthly financial report at the General Parents' meetings. The Treasurer will provide the Band Director and Board members a listing of the current Association membership to include name, address and phone number. The Treasurer will also provide a list of members who have volunteered to serve in selected areas to the appropriate committee chairpersons.
- The **Reporter** shall keep a scrapbook of the activities of the Association and shall report to the news media the results of these activities after the review and approval of the Board. The Reporter shall be responsible for the publication and circulation of the newsletter of the Association.
- The **Parliamentarian** shall be the keeper of the "Robert's Rules of Order", a copy of the latest revised edition of the Constitution and By-Laws and shall maintain order at the Association's meetings in accordance with these documents. The Parliamentarian shall ensure attendance at the Association's general meetings by having the members present sign an attendance sheet. The attendance sheet will be turned over to the Secretary for filing.
- The **Rookie Representative** is the main point of contact for incoming freshman parents and is appointed by the President by the October General Parents' meeting. The Rookie Representative will answer questions and provide information concerning the functions of the Courtland High School Band Parents' Association. They will also be responsible for other duties as assigned by the President and Band Director.
- The **Symphonic/Concert Representative** will be appointed by the President no later than the October General Parents' meeting. The President will solicit volunteers in cooperation with the Band Director at the start of each school year. The Symphonic/Concert Representative will serve as a main point of contact for parents of students that have a student in the curricular band program and are not involved in the RBMB. They will answer questions and provide information concerning the CBPA. They will only be allowed to vote on issues pertaining to the curricular band classes. They will also be responsible for other duties assigned by the President and Band Director.

ARTICLE V. EXECUTIVE BOARD

- Section 1: The purpose of the Executive Board is to oversee the needs and manage the activities of the Association.
- Section 2: The Executive Board, chaired by the Association President, shall be comprised of the Association officers and the Band Director.
- Section 3: The Executive Board, at its discretion, may request past elected officers of the Association to serve as non-voting, ex-officio members of the Executive Board.
- Section 4: The Executive Board shall have a quorum with one-half of the voting members present at any meeting.
- Section 5: All matters concerning the disbursement or commitment of non-budgeted Association funds may be authorized as follows: The President may authorize the disbursement or commitment of up to \$200, and the Executive Board may authorize up to \$800. All matters concerning the disbursement or commitment of Association funds in excess of \$800, per item, shall be decided at a General Membership meeting upon recommendation of the Executive Board. The Treasurer shall be consulted before any disbursement is made to be sure adequate funds are available.
- Section 6: All meetings of the Executive Board may be attended by any member of the Association, keeping in mind that only members of the Executive Board may vote. With prior notice any member of the Association may be placed upon the agenda to address the Board.
- Section 7: A joint meeting of the out-going and in-coming Executive Boards shall be held after elections and before the end of the school year. The purpose of this meeting is to coordinate the ongoing activities of the Association and to ensure the smooth transition of officers' duties as described in Article IV.

ARTICLE VI. MEETINGS

- Section 1: The President presides over all meetings. If the President is absent then the 1st Vice President will preside over the meeting. This basic principle for presiding officer absentees will apply working through the ranking Executive Board members; see Article IV, Section 5.
- Section 2: An Executive Board meeting is held on the 2nd Tuesday of every month during the school year.
- Section 3: The Parents' monthly meeting will be held on the 3rd Tuesday of every month starting in August and ending at the RBMB Awards banquet in May. If the parents meeting needs to be rescheduled, 5 days notice shall be given of the new time and

location. A quorum must be established for action to be taken. A quorum is 20% of those voting members. Only members in good standing shall be permitted to vote. Each family shall have one vote. If that family has more than one child participating in the RBMB then they will get a vote for each child.

Section 4: If school is cancelled due to inclement weather, meetings will automatically be cancelled as well.

Section 5: Special meetings may be called by the President or the Band Director with reasonable notice given to the parent membership. Rules of the parents' monthly meeting shall apply.

Section 6: Parliamentary procedure shall be observed in accordance with Roberts Rules of Order (revised), except where they conflict with the Constitution and By-Laws; in such cases, this Constitution and By-Laws shall govern.

ARTICLE VII. COMMITTEES

Section 1: The following standing chairpersons shall be appointed each year by the President of the Association and their duties are as follows.

- The **Membership** Chairperson shall be the Treasurer. The chairperson shall prepare and make available applications to families of all band and auxiliary student members. The chairperson shall also follow-up with these applications until all memberships are fully paid. The Treasurer shall prepare a master list of all parents who are willing to serve as chaperones, work concessions, 50/50 Raffle, Souvenirs, Field Clean-up, Sewing Committee and any other formed committees and forward said list to appropriate chairpersons
- The **Telephone** Chairperson/committee shall assist all officers and committees in contacting parents whenever there is a need. At the beginning of the season the chairperson will compile a comprehensive phone tree and email list of all Association members and distribute to all members.
- The **Chaperone** Chairperson shall provide a list of chaperones to the Band Director prior to each band trip for his/her approval. The approved names will be sent back to the chairperson, who will then notify those parents who have been selected to chaperone a given event. Volunteers shall receive a reminder call of their participation no later than the Wednesday prior to the event. The chairperson shall meet with the Uniform Chairperson in order to learn the parts of the uniform, proper wearing of the uniform and the overall care in order for the chaperones to inspect all students in full uniform prior to each scheduled event.
- The **Concessions** Chairperson(s) shall be responsible for operating all concessions. The chairperson(s) shall obtain workers for each football game (varsity and JV), and numerous other concessions throughout the year.
- The **Marching Uniform** Chairperson/Committee shall be responsible for the care and maintenance of all uniforms, including arranging for the cleaning services. The chairperson/committee shall fit all band members during Summer Camp (winds, percussion and guard) with appropriate uniforms (jackets, bibbers, shakos, and guard attire). Alterations that need to be made must be completed by utilizing volunteers from within the band parents Association. In addition marching shoes and gloves

will be fitted and ordered from a company that the Band Director approves. The chairperson/committee shall be responsible for the correct and efficient distribution of uniforms prior to scheduled events. At the conclusion of those scheduled events, the Uniform chairperson/committee shall be responsible for proper collection and subsequent cleaning, when necessary.

- The **Field Cleanup** Chairperson shall be responsible to assemble a parent member and a group of student members to clean up the football field after home varsity football games but prior to the next school day.
- The **Fundraising** Committee shall be directed by the 1st Vice-President and will consist of the Chairpersons of each fundraising event. The chairperson of a fundraising event shall have the responsibility of notifying parents of any delinquent fundraising monies.
- The **Concert Attire Chairperson** will oversee the fitting and ordering of gowns and tuxes as the need arises taking explicit instructions from the Band Director. They will also take care of all dry-cleaning duties at least twice during the school year.

Section 2: Additional committees shall be appointed by the President as the need arises.

ARTICLE VIII. ANNUAL AUDIT

Section 1: An audit of the financial records of the CBPA will be conducted annually, prior to the installation of the next Executive Board, by a committee appointed by the Executive Board. The Auditing Committee shall consist of a chairperson, who is on the Executive Board and two more members who are not on the Executive Board. The Auditing Committee shall present an audit report of the financial condition of the Association to the members at a general meeting.

Section 2: The Treasurer shall be required to prepare an annual financial report coinciding with the audit and present this report at a general meeting.

ARTICLE IV: PERMANENT RECORDS

Section 1: Guidelines for permanent records kept by the Association will be the following as a minimum:

- Treasurer's records of all that pertain to the activities of the Association.
- Secretary's records of all minutes of meetings of the Association.
- President's records of all notes/information obtained in the interest of the Association including the reports from the 2nd Vice President and attendance records from the Secretary.
- All records will be kept for a minimum of seven years.

ARTICLE X. AMENDMENTS

- Section 1: The Constitution and By-Laws of the Association may be amended by a quorum. The Amendment must have been presented in writing at the previous general meeting of the Association.
- Section 2: The Constitution and By-Laws shall be reviewed at least every three years by a committee appointed by the President. When the Constitution and By-Laws are amended or revised by vote, the date of such up-date shall be noted on the first page of the Constitution and By-Laws. New copies will be issued to the Executive officers. Members may obtain a copy of the latest edition of the Constitution and By-Laws upon request.
- Section 3: There shall be no carry-over of motions to amend the Constitution and By-Laws from one school year to the next school year.

ARTICLE XI. DISBANDMENT

- Section 1: The Association shall disband with a unanimous vote of the Association, or when no parents will consent to serve as officers of the Association.
- Section 2: In case of disbandment, all funds shall be turned over to the Courtland High School band account to be used as determined by the Band Director and Principal.
- Section 3: In case of disbandment, all records and equipment kept by the Association will be turned over to Courtland High School's band department for disposition.