

**By-Laws  
Of  
Brien McMahon High School  
Band Parents, Inc.**

**ARTICLE I—NAME**

The name of the corporation is “The Brien McMahon High School Band Parents, Inc.” (herein the “Corporation”). The Corporation is a non-profit, non-stock Connecticut Corporation. All students participating in activities conducted under the supervision of the Brien McMahon High Director shall be considered “Band Members.”

**ARTICLE II—PURPOSE**

The purpose of the Corporation, as stated in its Certificate of Incorporation, is:

To promote, encourage and support music education and performance at Brien McMahon High School, with particular emphasis on the activities of the marching band and Band Members.

The Corporation will assist in the areas of fundraising, chaperoning, and coordinating any other activities where cooperation is requested.

The Band Director shall have the sole responsibility for selection, direction and performance of music. Matters pertaining to the instruction, conduct and safety of Band Members shall be decided by the Band Director and school authorities.

**ARTICLE III—MEMBERSHIP**

The membership of the Corporation shall consist of two groups: General Band Parent Membership and Associate Membership.

1. General Band Parent Membership will consist of Parents and Guardians of Band Members. “Membership in good standing” shall entitle each member to all rights and privileges of membership, including a right to vote. “Members in good standing” shall be defined as those who: a) have attended at least four band Parent and/or Executive Board meetings, b) helped with a Fall or Winter Show, and c) have paid annual dues.
2. Associate Membership will include Alumni, Parents of Alumni, and friends who are interested in the purposes of the Corporation. Associate Members may attend General Band Parent Meetings but hold no voting rights. Associate Members are encouraged to volunteer at the Band and Guard Shows, in fundraising activities, and as committee members, however not in the position of chairman. They pay no annual dues.

#### **ARTICLE IV—DUES**

Minimal annual dues will be charged to General Band Members and set aside to fund scholarships that are distributed to graduating seniors with no financial obligations. General Membership Dues shall be a figure established by the Executive Board.

#### **ARTICLE V—MEETINGS**

The membership shall hold regular monthly meetings from September to June, inclusive.

Special meetings of the General membership may be called by the order of the Executive Board, as defined in Article X, at any time at least 5 days notice, and with the approval of the majority of the Executive Board. Notification of the Special Meeting will be posted. In all cases of special meetings, the purpose of the call must be stated and no action can be taken on other matters.

Fifteen members in good standing of which three are Executive Board Officers shall constitute a quorum for the proper transaction of any business.

#### **ARTICLE VI—TRUSTEES/MEMBERS IN GOOD STANDING**

The property and activities of the Corporation shall be vested in the General Membership in good standing, which shall act as the Board of Trustees.

#### **ARTICLE VII—ELECTED OFFICERS**

The elected officers of the Corporation shall be a President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. Officers shall be elected to a one-year term at the April meeting and installed at the May meeting. No individual shall hold the same office for more than two consecutive years.

In the event no one comes forward for the position of President and/or Recording Secretary, and the current President and/or Recording Secretary has been in that position for two years, he/she may stay with the consent of two thirds of the General Membership present and in good standing. This vote will take place at a special meeting after a minimum of 15 days written notice has been given.

#### **ARTICLE VIII—DUTIES OF OFFICERS**

- The President shall preside at all meetings of the Corporation, designate committees as necessary and appoint chairpersons, and be a member ex-officio of each committee, with the exception of the Nominating Committee. The President shall also perform such other duties as prescribed by the Executive Board or the General Membership.
- The Vice President shall preside at all meetings of the Corporation in the absence of the President and shall assist the President in any manner or matter so requested.

- The Recording Secretary shall record and distribute minutes of all General Membership and Executive Board meetings and shall keep a permanent record of those minutes. The Recording Secretary shall also distribute an attendance sheet at each meeting.
- The Corresponding Secretary shall give proper notice of all meetings and shall conduct all correspondence of the Corporation at the request of the Executive Board.
- The Treasurer shall receive all monies of the Corporation; shall keep an accurate record of receipts and expenditures, and shall pay out funds as authorized by the Executive Board. Non-budgeted expenditures over \$300 shall require the approval of membership. Either the Executive Board or the General Membership shall approve non-budgeted expenditures under \$300. The Treasurer's accounting shall be examined annually by an auditing committee of not less than two General Members in good standing who will then submit a written report to the membership. The Treasurer shall oversee the filing of any necessary tax returns.

#### **ARTICLE IX—ELECTION OF OFFICERS**

The Nominating Committee shall consist of five General Members in good standing. The Executive Board shall appoint a chairperson who will then solicit four other volunteers, preferably one representing each of the high school grade levels. The Nominating Committee shall be appointed in February and shall present a slate in March, at which time additional nominations will be accepted from the floor. In case of a run-off, the Nominating Committee shall mail a ballot to each General Member in good standing, at least 15 days before the April meeting or the membership. Votes shall be brought to and tabulated at the April meeting.

Only General Members in good standing are eligible to serve in any office. The Executive Board will fill any vacancy in an elected office that occurs during the year. The Executive Board may exercise the option to replace an elected officer who has missed three consecutive meetings. Such replacement shall be the majority vote of the Executive Board.

#### **ARTICLE X—EXECUTIVE BOARD**

The Executive Board shall consist of all elected officers of the Corporation, Chairpersons of Standing Committees, and the Band Director. It shall meet monthly, in closed session, prior to the regular meeting of the General Band Membership. The purpose of the Executive Board Meetings is to transact business amongst Executive Board Members and plan the agenda for the General Membership meeting. The Board President may invite committee members necessary for planning. Requests by General Members to attend Executive Board Meetings may be made to the President. Special Meetings of the Executive Board may be called by the President, Band Director, or a majority of the Executive Board. A majority of the Executive Board shall constitute a quorum for the proper transaction of any business.

## **ARTICLE XI—DUTIES OF THE EXECUTIVE BOARD**

1. To transact routine business in the intervals between membership meetings and to transact other businesses as may be referred to it by the membership.
2. To report actions at the Executive Board Meetings to the membership at its regular meetings.

## **ARTICLE XII—STANDING COMMITTEES**

Standing committees of the Corporation shall be: Fundraising, Membership, Publicity and Public Relations, Quartermaster, Head Chaperone, Pit Crew(s), and a Color Guard Representative.

## **ARTICLE XIII—DUTIES OF STANDING COMMITTEES**

Fundraising: To recommend to the Executive Board fundraisers, develop plans to implement the same, and consult and support with individual fundraising chairs.

Membership: To maintain records of band members, members of the Corporation and General Members in good standing; and to provide rapid communications within the membership.

Publicity and Public Relations: To promote and announce all activities conducted under the supervision of the Band Director to various media; to enhance relations with the school and surrounding community and promote good will for the activities under the supervision of the Band Director.

Quartermaster: Shall be responsible for the distribution and collection of all uniforms.

Head Chaperone: Will coordinate volunteer chaperones, emergency forms, student attendance slips and a first aid kit.

Guard Representative: Will communicate information and concerns pertaining to the Fall and Winter Guard.

## **ARTICLE XIV—RULES OF ORDER**

Where not consistent with these By-laws, Robert's Rules of Order shall govern the conduct of all meetings.

#### **ARTICLE XV—AMENDMENTS**

The By-Laws of this Corporation may be amended by a two-thirds vote of the General Members in good standing present at two consecutive meetings, provided said amendment(s) were presented in writing.

#### **ARTICLE XVI—DISSOLUTION**

Upon the dissolution of the Corporation, the assets of the Corporation remaining after making payment or provision for the payment of all liabilities shall be disposed of by distribution to one or more non-profit organizations (qualified pursuant to IRS Revenue Code) operated to encourage or support musical education performance, or to one or more municipal schools or school boards to support musical education or performance. In no event shall such distributions inure to the benefit of the Incorporator, members of the Corporation or any individual, except in the form of any scholarship that the Corporation may award in furtherance of the Corporation's purpose.