

**BY-LAWS
PIONEER HERITAGE MIDDLE SCHOOL BAND PARENT ASSOCIATION
DBA PHMS BPA**

Revision: 10/3/2016

ARTICLE 1 – NAME

The name of this organization shall be the Pioneer Heritage Middle School Band Parent Association.

ARTICLE 2 – PURPOSE

The purpose of this organization shall be to contribute to the growth and progress of the Pioneer Heritage Middle School Band and to assure that no child is denied the ability to participate due to financial hardship.

ARTICLE 3 – MEMBERSHIP

Membership in the Association is inherent to the parents and/or the guardians of students who participate in the Pioneer Heritage Middle School band program. The PHMS Band Director will set the Membership/Registration fee per individual band student/family. This amount may be revised once the year's schedule and budget needs have been discussed and approved by the BPA (Band Parent Association) Board.

ARTICLE 4 – OFFICERS

The officers of this organization shall be as follows:

- President
- Vice President
- Treasurer
- Secretary
- Volunteer Coordinator
- Hospitality
- Concessions Chairperson

All elected officers and the Band Director shall comprise the BPA Board of the organization.

ARTICLE 5 – VACANCIES

A vacancy occurring in any office (except the President) shall be filled by a person whom is elected by the remaining board members through a majority vote. This person shall serve the remaining unexpired term. Due notice of such election shall be given to members regarding such an election. In case a vacancy occurs in the office of President, the Vice President shall serve the remaining term. Should a multiple vacancy occur (e.g., both the President and Vice President), the succession of offices will be determined by the Board.

ARTICLE 6 – RULES

Roberts' Rules of Order Revised shall be in effect at the regular and special meetings of the organization, unless otherwise provided herein.

ARTICLE 7 – DUTIES OF OFFICERS

Section 1 – President: The President is responsible for the following:

- Preside at all meetings
- Preside at all BPA Board meetings
- Ensure that the By-Laws are enforced
- Appoint all ad-hoc committees in consultation with the Band Director
- Perform such other duties that may pertain to the office
- Sign checks in the absence of the Treasurer.

Section 2 – Vice President: The Vice-Resident is responsible for the following:

- Act as and aid to the President and shall perform the duties of the President in the absence of, or inability of, the President to serve.
- Responsible for money raising projects

Section 3 – Treasurer: The Treasure is responsible for the following:

- Custodian of the funds of the organization. The funds shall be deposited in a legal banking institution and the Treasurer or President shall sign checks.
- Keep all vouchers for all receipts and disbursements together with a correct record of any scheduled meeting when called upon to do so by any qualified member.
- A complete financial report will be given to the organization at the first regular meeting of the new year.
- Records of the Treasurer shall be audited at his/her request, at the direction of the President or majority vote of the membership.
- If for any reason the organization shall disband, the Treasurer and President shall deliver to the proper school authorities, for use of band purposes only, all assets of the organization.

Section 4 – Secretary: The Secretary is responsible for the following:

- Take and publish to directors/board all minutes of each meeting
- Inform all members of their action items and conduct correspondence of the organization
- Publicizing any activities of the Band and this organization as requested by the Band Director.

Section 5 – Hospitality: The Hospitality Chairperson is responsible for the following:

- Coordinate all band concert refreshments and social functions set for the year. This includes (but not limited to) the Fine Arts Costume Party, All Region & UIL “Good Luck” bags, End of Year party, and Ice Cream Club party.

Section 6 – Volunteer Coordinator: The Volunteer Coordinator is responsible for the following:

- Collect all volunteer forms and contact/schedule volunteers as needed for events throughout the year.
- Coordinate FISC criminal background checks for parent volunteers and chaperones.

Section 7 – Seasonal Hospitality: Seasonal Hospitality is responsible for the following:

- Oversee all concession operations during PHMS football season at Reedy HS stadium (Home Games Only); any additional sports seasons (i.e. soccer, track) will be voted on by the Board to determine if the fundraising opportunity is great enough
- Must obtain the Food Handling and Food Safety Training required by Frisco ISD
- Takes inventory of all items to be sold and update and restock as needed
- Works jointly with the Volunteer Coordinator to obtain volunteers and ensuring the volunteers are trained on the concession stand equipment and processes
- Always ensure 2 members of the board count in and count out the petty cash used in the concession stand, and return funds and receipts to the Treasurer within 24 hours
- Ensure products sold in the concession stand are in agreement with Frisco ISD vendor contracts (e.g. 2016 Dr. Pepper products only)

ARTICLE 8 – ELECTION OF OFFICERS

Section 1 – Nominating Committee: A Nominating Committee, consisting of the current board members and band directors, shall meet in March/April of each year to nominate at least one member in good standing to each office.

Section 2 – Length of Office: All officers can be elected for the same position for a period of up to two years. A person can repeat more than two years if no one else comes forward to fill that position and the band director and board approve.

Section 3 – Time of Election: The election shall be at a regular meeting during May.

ARTICLE 9 – BAND DIRECTOR

Being trusted with the best interest of the Band Program by the district, the Band Director holds the right to veto any motion presented at any meeting of the BPA Board or General Membership.

ARTICLE 10 – MEETINGS

Section 1 – BPA Board: The BPA Board shall meet as needed and prior to the general meeting. Meetings may be called by the President, Band Director, or by written request signed by at least three board members.

Section 2 – Regular: Meetings of the entire BPA Membership shall be called as deemed necessary by the BPA Board.

Section 3 – Special: The President or Band Director may call special meetings at any time he/she deems necessary. Special meetings may also be called by signed petition of twenty-five percent of the membership.

ARTICLE 11 – AMENDMENTS

These By-Laws may be amended at any general meeting of this organization by a majority vote of the membership present or by a two-thirds vote of the Board (providing that prior notice of the proposed amendment(s) have been given). For the purposes of this section, due notice shall be defined as notification via e-mail, website, phone call, written letter, or discussion at a general meeting. A committee may be appointed to submit a revised set of By-Laws as a substitute for these By-Laws only by majority vote at a general meeting of the BPA Membership or by two-thirds vote of the Board.