

SANTA MONICA HIGH SCHOOL BAND PARENTS ASSOCIATION

BY-LAWS

Mission Statement

The purpose of the Santa Monica High School Band Parents Association (SMHSBPA) is to support the Band program of Santa Monica High School. Promotion of positive school and community relationships is achieved through sponsorship of Band programs, special music, instruments, and fundraising activities.

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Article I – Name

The name of this organization shall be the Santa Monica High School Band Parents Association (SMHSBPA).

Article II – Purpose

The purpose of this association shall be to support the band program of Santa Monica High School.

Article III – Membership

General Membership shall be composed of parents with children in the Santa Monica High School Band Program or any interested parties. Voting at general membership meetings shall be restricted to parents of students in the Band program only. Meetings of the general membership shall be held a minimum of three times per year with all members welcome to attend any of the Executive Committee meetings.

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Article IV – Executive Committee

The Executive Committee of this association shall be President, Vice President, Secretary, Treasurer and Committee Chairs representing Fundraising, Public Relations, Volunteers, Concert Band, Jazz Band, Marching Band, Winter Guard and Indoor Percussion. Officers shall be elected at the last meeting of the school year with the term of office being from July first to June thirtieth of each year.

The immediate Past President in any given year may remain in an advisory position for a period of one year if the newly elected president so desires.

In the event of the resignation, continued absence and/or unavailability of any officer, a majority present at a regularly called meeting of the Executive Committee may appoint a successor to that office to serve until the next regular election.

Article V. – Nominating Committee

The current Vice President will accept nominations for the Executive Committee and present a slate of officers at the final meeting of the school year. Nominations may also be made from the floor.

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Article VI. – Duties of Officers

President:

1. Is a member of the Executive Committee
2. Serves as the Chief Volunteer of the organization
3. Is a partner with the Band Director(s) in achieving the organization's mission
4. Provides leadership to the Executive Committee, who sets policy.
5. Chairs meetings after developing the agenda with the Executive Committee
6. Encourages Executive Committee's role in strategic planning
7. Discusses issues confronting the organization with the Executive Committee and Band Directors
8. Helps guide and mediate the Executive Committee actions with respect to organizational priorities and governance concerns.
9. Reviews with SMAPA any issues of concern to the Executive Committee and Directors
10. Monitors financial planning and financial reports
11. Plays a leading role in fundraising activities
12. Performs other responsibilities assigned by the Executive Committee

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Vice-President:

1. Is a member of the Executive Committee
2. Performs President's responsibilities when the President cannot be available
3. Reports to the Executive Committee's President
4. Works closely with the President and other staff
5. Performs other responsibilities as assigned by the Executive Committee.

Treasurer:

1. Is a member of the Executive Committee
2. Manages finances of the organization
3. Administrates fiscal matters of the organization
4. Provides monthly budget to the Parent Group for members' approval
5. Ensures development and Executive Committee review of financial policies and procedures

Secretary:

1. Is a member of the Executive Committee
2. Manages minutes of Executive Committee meetings and Parent meetings
3. Ensures minutes are distributed to Parent Group shortly after each meeting

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Committee Chairs:

1. Is a member of the Executive Committee
2. Sets tone for the committee work
3. Ensures that members have the information needed to do their jobs
4. Oversees the logistics of committee's operations
5. Reports to the Executive Committee's President
6. Reports to the full Executive Committee on Committee's progress/recommendations
7. Works closely with the Band Director(s) as necessary
8. Assigns work to the committee members, sets the agenda and runs committee meetings

Executive Committee Member's Job Description

1. Regularly attends Executive Committee meetings and important related meetings
2. Makes serious commitment to participate actively in committee work
3. Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports
4. Participates in fundraising for the organization

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Article VII. – Executive Committee

The Executive Committee shall consist of the Officers of the Santa Monica High School Band Parents Association as defined in Article IV.

The Executive Committee shall be empowered to act for the entire association, but any action taken shall be consistent with the purpose and intention of the association.

The Executive Committee shall consult and recommend to the membership all matters of general policy and procedure.

This committee shall meet a minimum of four times per year or upon the call of the President. A quorum shall consist of a majority of the members of the Executive Committee.

Any proposal presented to the Executive Committee shall require an affirmative vote by a majority of the members present for approval.

Article VIII. – Financial

The Santa Monica High School Band Parents Association cannot loan money.

All major expenditures (\geq \$500.00) other than those necessary for the operation of funded projects shall be voted upon by the Executive Committee. All expenditures shall be itemized and included in the Treasurer's Report

The fiscal year for this association will be from July first to June thirtieth each year.

Article IX. – Authority

The rules contained in Robert's Rules of Orders shall govern this association in all cases in which they do not conflict with the rules of the association as set forth in the By-laws.

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Article X. – Review and Amendments

Amendments to the current By-laws may be submitted at any executive or general membership meeting. Such revisions must be approved by majority vote of the Executive Committee. The Executive Committee shall then forward the proposed revisions to the General Membership. Final approval of any revision requires a two-thirds majority vote cast by the General Membership.

The By-laws shall be reviewed by the Executive Committee not less than every five years.

(Approved May 17, 2010)