

Brookfield Band & Guard Parent Association
DBA ~ Bobcat Pit Crew, LLC
As of July, 2011

ARTICLE I - Name and Purpose

Section 1. Name of Organization - This organization shall be known as the Brookfield Band & Guard Parent Association (DBA as the Bobcat PitCrew, LLC.) hereafter referred to as the *Organization*.

Section 2. Purpose - The purpose of this *Organization* shall be to bring together band & guard parents and other interested persons to augment, support and promote the Brookfield Band and Color Guard program. It is understood that the *Organization* cannot commit the Band Director, Band or Color Guard students, Brookfield Administration, or the Brookfield Board of Education in any way, nor can any of the aforesaid commit the *Organization* in any way.

ARTICLE II - Membership

Section 1. Membership - The membership of this organization shall be open to all parents/guardians of Brookfield Band and Color Guard students and other persons interested in the progress and development of the Brookfield Band and Color Guard programs.

Section 2. Meetings

- I. There shall be no fewer than six Organization meetings per school year.
- II. Organization meetings shall be held on the second Tuesday of each month unless otherwise noted with at least 1 week advanced notice, except in cases of emergency.
- III. The fiscal year will begin July 1 and end June 30.
- IV. All meetings to be held in the BHS Chorus Room, unless otherwise designated.
- V. The May Organization meeting shall be for the purpose of nominating/electing officers for the next fiscal year in addition to addressing other Organization business issues. The intent is to host elections if necessary at the June Organization meeting.
- VI. The President, Vice President or Treasurer may call special meetings. The purpose of the special meeting shall be stated in the call. Except in cases of emergency, at least one week's notice will be given.
- VII. A quorum at any regular called Organization meeting shall consist of at least 5 members. Two of these members must be from the Executive Board, the remaining 3 consist of either the Band Director and/or members of the parent community.
- VIII. In the event of a stalemate, the Executive Board can choose to either form a Temporary Committee as defined in *Article V, Section 2. - V.*, to review and cast the tie breaking vote or present the vote to the parent community.

ARTICLE III - Executive Board

Section 1. Membership - An Executive Board of the Organization consisting of elected officers.

Section 2. Duties, Powers and Responsibilities

- I. The Executive Board shall have general supervision of the affairs of the Organization between Organization meetings.
- II. The Executive Board will make recommendations to the Organization and perform other such duties as specified in these Bylaws.
- III. The Executive Board shall be subject to the orders of the Organization, and none of its acts shall conflict with action taken by the Organization or Director of Bands.

Section 3. Meetings

- I. The Executive Board will meet in executive session as deemed necessary.
- II. All meetings to be held in the BHS Chorus Room, unless otherwise designated.
- III. A quorum at any Executive Board meeting shall consist of at least 3 members. Two of these members must be from the Executive Committee.
- IV. In the event of a stalemate, the Executive Board can choose to either form a Temporary Committee as defined in *Article V, Section 2.- V.*, to review & cast the tie breaking vote or present the vote to the parent community.

Section 4. Resignation of Executive Board members

- I. An Executive Board member may resign at any time upon written notice to the Executive Board.
- II. Except where specified, all vacated elected offices will be filled by a special election.

ARTICLE IV - Officers of the Organization

Section 1. Officers Established

- I. The officers of the Organization shall be active members as defined in Article II, Section 1.
- II. The officers shall consist of a President and/or Vice President, Secretary and Treasurer.
- III. The term of office for each officer shall be two (2) years. The terms shall run as follows: President and Vice President shall commence and expire at the June meeting in years ending with odd numbers (ex: 1, 3, 5); Secretary and Treasurer shall commence and expire at the June meeting in years ending with even numbers (ex: 0, 2, 4, 6). No officer shall serve more than two (2) years in any elected position. An officer filling in an unexpired term of no more than nine (9) months duration due to a resignation may be re-elected to a full two (2) year term.
- IV. Nothing contained in these Bylaws shall prohibit the nomination and election of two persons as "co-officers" for any office.
- V. No Organization member shall hold more than one elected office at a time.

Section 2. General Duties

- I. Officers shall perform the duties prescribed by these Bylaws and by the Parliamentary Authority adopted by the Organization.
- II. It is each Officers responsibility to have oversight of and serve on one standing committee, to appoint a chair/co-chair and members. Officers may choose to serve as the committee co-chair.
- III. Responsibility of officers for those standing committees as assigned and designated by the Bylaws may be interchanged, with approval by the President, among officers who wish to serve on a different committee as long as the designated committees are being served.
- IV. Officers of the Organization serve in a volunteer capacity only. No officer shall, for reason of holding such office, be entitled to receive any salary or compensation for fulfilling duties of office.

Section 3. Duties of the President

- I. The President shall preside over all Executive Board and Organization meetings, prepare an agenda, and ensure all meetings are conducted in a manner consistent with these Bylaws and Parliamentary Authority adopted by this Organization.
- II. The President shall submit an annual report of all Organization activities in June of each year.
- III. The President will serve as the liaison with the BHS Band Director.
- IV. The President shall serve as ex-officio member of all standing and ad-hoc committees.
- V. The President shall be responsible for the coordination and proper functioning of all committees, and shall perform other duties assigned by the Executive Board or resolution of the Organization.
- VI. The President shall see that all books, reports, etc. as required by law are properly kept and filed.
- VII. The President shall be one of the officers empowered to sign checks or drafts for the Organization which is DBA as Bobcat Pit Crew, LLC.

Section 4. Duties of the Vice-President

- I. The Vice President shall assume the duties of the President in his/her absence.
- II. The Vice President shall oversee committees as assigned annually by the Executive Board.
- III. The Vice President shall perform other duties from time to time as assigned by the President.

Section 5. Duties of the Treasurer

- I. The Treasurer shall keep a full and accurate account of all receipts and expenditures of the Organization, having custody of all funds.
- II. The Treasurer shall make a full financial report annually to the Organization, and make interim reports at all business meetings, providing balances on hand and any outstanding expenses. The format of these reports shall be determined by the Executive Board.
- III. The Treasurer shall be responsible for receiving any and all monies from fund raising activities.
- IV. The Treasurer shall be one of the officers empowered to sign checks or drafts for the Organization, DBA Bobcat Pit Crew, LLC.
- V. The Treasurer shall oversee committees as assigned annually by the Executive Board.

Section 6. Duties of the Secretary

- I. The Secretary shall record the minutes of all Executive Board and Organization meetings and submit minutes along with any reports to the President and Band Director after each meeting.
- II. The Secretary will maintain a record book in which the Bylaws, special rules and all meeting minutes are entered with any amendments to these documents.
- III. The record book should be available at each meeting.

Section 7. Correspondence duties – The following duties will be managed by any one Executive member or collectively among the Executive committee or assigned to a Temporary Committee member as defined in *Article V, Section 2.- V.*

- I. Provide email, paper and mailed communications in a timely fashion as determined by the Organization.
- II. Promotion of the Brookfield Band and Color Guard, the Organization and all associated activities.
- III. Oversight of newsletter production and distribution, providing press releases and photographs to the media, and maintaining a scrapbook of band activities.
- IV. All duties shall be executed to create and encourage interest in all meetings and activities of the Brookfield Band and Color Guard and the Organization.
- V. Webmaster – www.bhsbandandguard.com

Section 7. Resignation of Officers

- I. An elected officer may resign at any time upon written notice to the Executive Board.
- II. In cases where an office or co-office is not filled, a special election will be held to complete the term of the vacated office.

ARTICLE V - Committees

Section 1. Appointment

- I. The President shall appoint such committees as may be authorized by these Bylaws, resolution of the members, or by the Executive Board.
- II. Except where otherwise designated by these Bylaws, the President shall appoint a chair and co-chair to head each committee.
- III. All committee members appointed by the President or appropriate Officer shall be for a term coincident with the current school year.
- IV. Nothing in these Bylaws shall prohibit student band members from serving on a committee where proper and where their input is desired.

Section 2. Standing Committees

The Organization shall have the following committees to aid in the accomplishment of its objectives:

- I. Fundraising
- II. Uniform
- III. Chaperone & Pit
- IV. Hospitality (To include Flags in Flight, Breakfast of Champions, etc...)
- V. Temporary Committees
- VI. Scholarship Committee

I. Fundraising Committee

The Fundraising Committee must research fundraising opportunities to support the Organization and implement opportunities chosen by a majority vote of the Organization. The Committee Chair may appoint chairpersons for each fundraising project.

II. Uniform Committee

The Uniform Committee shall work with the Band Director with distribution & fitting of Marching, Concert and Color Guard uniforms, repairing uniforms. This Committee must maintain an inventory of all Uniforms and all accessories as well as assignment and retrieval of these items. This committee must provide a comprehensive list of all student returns to the Treasurer for student 'Uniform Cleaning' deposit funds.

III. Chaperone & Pit Committee

Chaperone & Pit Committee members must be approved by the Executive Committee and will be responsible for recruiting and training chaperones and Pit workers required for any Band or Color Guard trips and competitions. Chaperones and Pit workers must adhere to duties and responsibilities as designated by the Executive Board and illustrated in the Chaperone Policies & Carpool Information document, dated 3-15-06.

IV. Hospitality Committee

The Hospitality Committee shall be responsible for arranging logistics, food, etc... at social functions as required to support activities of the Organization.

V. Temporary Committees

Such other committees, standing or special, shall be appointed by the President from time to time as the Organization or Executive Board deem necessary to carry out the objectives of the Organization.

VI. Scholarship Committee

- I. A \$70 Membership Fee had been a requirement by the Organization for students to participate in the BHS Band & Guard program up through the 2010-2011 school year. A portion of those fees has been earmarked toward the Organization's **budgeted** Scholarship offering, to *eligible* band and guard students to apply for said scholarship upon the year of their graduation. (*refer to Section 2. – VI. – II.*)
- II. Eligibility requirements are outlined in the BHS Band & Guard Scholarship Guidelines document, Revision 062211A, dated June, 2011. Eligibility includes the requirement that students must have paid in full, the required \$70 Organization Membership Fee, for each year enrolled in the program, up to and including the 2010-2011 school year. Record of eligible students will be retained with the Executive records.
- III. Beginning with the 2011-2012 school year, the Organization will no longer charge a \$70 membership fee, therefore the Organizations budgeted Scholarship offering will be discontinued after the 2013-2014 school year. The Organization may vote to organize fundraisers to support scholarship offerings beyond 2013-2014, in accordance with section *Section 2. – VI – VII.*

- IV. A Scholarship Committee will be established each year through the 2013-2014 school year, which shall be responsible for the selection of the scholarship recipients for the current school year according to the guidelines as outlined in the BHS Band & Guard Scholarship Guidelines document, version 1.2, dated March 2006.
- V. The Organization will continue the Scholarship Offering for the current 2010-2011 school year. \$12,000 has been earmarked at this time by the Organization for the following three (3) school years: 2011-2012, 2012-2013, 2013-2014. The purpose to support eligible Band and Guard students that contributed toward the offering by way of the \$70 Organization Membership Fee, paid in full each year enrolled in the program, through the 2010-2011 school year. (*refer to Section 2.-VI.- II.*)
- VI. Any eligible, graduating Band and Guard student, may apply for the scholarship through the 2012-2014 school years. (*refer to Section 2. – VI. – II.*)
- VII. *Scholarship offerings 2014 and beyond* – If the Organization and parent community votes to continue the Scholarship tradition after the 2013-2014 school year, the Organization will plan fundraising event(s) specifically to support a Scholarship offering and will administer said scholarships in accordance with the guidelines outlined in Section 2. – VI. – IV.

ARTICLE VI - Elections

Section 1. Nominations

Nominations for candidates from the floor will be accepted during the March-May Organization meetings.

Section 2. Elections

Requests for Officer nominations are made at the May Organization meeting. All nominations shall be voted on by either secret ballot or general vote during the June Organization meeting (unless only one candidate/co-candidates, nominated). Each candidate receiving majority votes shall be declared elected.

In the event no candidate receives a majority of votes cast on the first ballot, additional ballots shall be taken between the top two (2) candidates until a candidate receives a majority of the votes, and is elected. A majority of votes shall constitute an election.

Section 3. Installation of Officers

Newly elected officers are to be installed at the June Organization meeting, term begins at the July Organization meeting.

ARTICLE VII - Finance and Purchasing

Section 1. Fiscal Year

The fiscal year will begin July 1 and end June 30.

Section 2. Financial Policy

Annually the Executive Committee shall develop and present a budget for the next fiscal year for the approval of the Organization. Included in this process shall be the Executive Committee from the previous year as well as the newly elected Executive Committee.

The budget shall include an estimate of expenditures by category, for the next fiscal year, as well as a plans for raising the funds required to support the budget. This shall be presented and approved by the Executive Committee and presented at the September Organization meeting. Funds to support the budget will come from fundraisers. Gifts and funds from other sources, corporate sponsors, encouraged.

Previous annual report prepared and presented by the Treasurer at the September Organization meeting.

Uniforms

A uniform cleaning deposit fee of \$30.00 is payable when uniforms are issued. Deposits are due at the beginning of Band Camp for MB uniforms and Guard costumes, and in October for Concert formal wear.

- I. In order to receive a refund of this deposit, all Uniforms, Costumes and Formal Wear MUST be returned complete and in good condition, dry-cleaned and in the cleaner's bag with receipt.
- II. Refunds issued based on the list of accepted returns created by the Uniform Committee Chair.
- III. Each student is responsible for the full replacement cost of lost or damaged uniform parts due to negligence and improper care.

Fundraisers – General

- I. Fundraising opportunities will be evaluated and voted on by the Executive Board.
- II. Fundraisers will be used to raise the funds required to fund the budget.
- III. The purpose of the fundraising activity will be determined and announced in advance.
- IV. All parents and students are expected to participate.

Fundraisers – Student Accounts

- I. Fundraising activities are those required to fund the Organization's budget which aid students and parents to defray some or all of their costs.
- II. Although all monies raised on behalf of the program is the property of the Organization, a percentage of the profit earned, from designated fundraisers, may be recorded in individual student accounts, earmarked for the benefit and use of the student in connection with Organization approved expenses, until said student is no longer enrolled. *Refer to IV. regarding remaining monies upon un-enrollment/graduation of student.*
- III. Student accounts may be used to pay for Organization approved expenses, such as; uniform deposit, program trips, program T-Shirt's and Jackets. The account will remain until the student is no longer enrolled in the band and guard program.
- IV. Monies remaining in a student account upon departure of the program – Student Options:
 - i. Pass the money on to a brother/sister in the band program.
 - ii. Request funds be placed in an Organization budgeted line item i.e.- *Program Improvement.*
- V. If options are not chosen, the money will be transferred to the general fund of the Organization to be utilized in the best interest of the Organization as voted on by the Executive Board. No refunds may be made to a student. This policy is in accordance with the Brookfield High School Band Organization's 501 (c) (3) non-profit status.

Other Costs

It may be necessary for participants in the program to bear an individual expense for enrichment activities in addition to those necessary to fund the Organizations budget. These costs include, but are not limited to: trips (see band trip cost) Shoes and gloves used for performance and practices are the financial responsibility of the student. Ordering of these items will be handled by the band director and are not considered part of uniform distribution.

Band Trip Costs

The costs of trips the band may take are in addition to all other costs. The trip budget is presented to the Executive Committee for approval. The committee shall estimate the total cost of the trip. Total amount will be divided by the number of students, parents, chaperones and staff to arrive at a per person cost. Anticipated trip expenses provided to students families in advance of the trip.

Distribution of Policy

In order that parents/legal guardians of the students know what is expected of them and their students, the policy shall be made publicly available by posting on the Organization sponsored website before September 1st of each year – www.bhsbandandguard.com Hard copies will be made available upon request and additional hard copies will be on-hand in the Band Room with the Band Director.

Section 3. Expenditures

- I. All expenditures must be approved in advance by at least two (2) Executive Committee Members.
- II. Approved expenditures will be reimbursed by the Treasurer, which requires the submission of an official Organization reimbursement request form (available on the Organizations website) submitted directly to the Treasurer with attached valid, original receipts/invoices within fourteen (14) days of the pre-approved transaction.

Section 4. Financial Transactions

All financial transactions over \$1,000.00 shall bear the signatures of both the President and Treasurer.

Section 5. Audits

- I. All financial records will be audited annually.
- II. Officers must arrange the annual audit within thirty (30) days after the end of the fiscal year.

Section 6. Financial Secretary

A financial secretary shall be appointed, as necessary, to work with the Band Director and Treasurer.

ARTICLE IX - Records and Property

Section 1. Records

A copy of Bylaws, annual financial report, minutes of each meeting and other pertinent data shall be kept on file in the offices of the BHS Band Director and with the Secretary of the Organization.

Section 2. Property

Instruments, uniforms, and all equipment purchased by the Organization shall be classified as property of the Brookfield Board of Education and shall be placed on their inventory. The Organization should be consulted as to the disposition and/or disposal of said property.

ARTICLE X - Director of Bands

The Organization shall look to the Director of Bands for leadership and guidance in identifying the needs of the band students and band program. The Director of Bands shall be an ex officio member of the Executive Board and of all committees of this Organization.

ARTICLE XI - Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable and where they are not inconsistent with these Bylaws or any special rules of order the Organization may adopt.

ARTICLE XII - Amendment of Bylaws

These Bylaws may be amended by a two-thirds vote at any Organization meeting, provided the amendment was submitted in writing to the parent organization at the previous Organization meeting or to the Executive Board seven (7) days prior to the organization meeting.