

**FLOWERY BRANCH HIGH SCHOOL
BAND PARENT'S ASSOCIATION**

All parents and interested adults are invited to become a member of the Flowery Branch High School Band Parents Association. If we are to become an integral part of the community, we must have parent and community support. Following is a listing of the BPA constitution and bylaws. Please utilize this when questions or concerns arise.

CONSTITUTION

ARTICLE I - Name of the Organization

Sec. 1

The name of this organization shall be the Flowery Branch High School Band Parents Association and will be referred to in the By-Laws as the "BPA".

Sec. 2

The band consists of all musicians and auxiliary units as defined by the Band Director.

ARTICLE II - Objectives of the Organization

Sec. 1

To support all phases of the band program at Flowery Branch High School and its director(s).

Sec. 2

To cooperate and work harmoniously with the band director and the school administration to the end that this program be brought to and kept at the highest possible degree of efficiency.

Sec. 3

To lend all possible support, both moral and financial to the general Band Program of Flowery Branch High School.

Sec. 4

To build and maintain an organization of parents who will help to promote the general activities of the Band Program.

Sec. 5

The purpose for which the BPA is organized is exclusively educational within the meaning of section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision on any future United States Internal Revenue Law.

Sec. 6

Notwithstanding any other provisions of these articles, this organization shall carry on no activities restricted by Federal Income Tax exemption under section 501(c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.

Sec. 7

Upon the dissolution of the BPA, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future Federal Tax Code, or shall be distributed to the Federal, State or Local government for a public purpose. Any such assets not so disposed of shall be disposed of by a court or competent jurisdiction of Hall County, exclusively for such purposes.

ARTICLE III - Membership

Sec. 1

The voting membership of this organization shall include all parents of active band members interested in the progress and development of the Band Program of Flowery Branch High School.

Sec. 2

Any interested person, who does not have a child in the Band Program, may become an honorary member without voting rights.

ARTICLE IV – Offices

Sec. 1

The Executive Board officers of this organization shall be determined by election of voting members. Candidates for the Executive Board must be chosen by current voting members of the BPA. The parent offices of the executive board will be determined by the elected members of the board. The parent offices are as follows: President, Vice-President, Vice-President of Ways and Means, Secretary, and Treasurer.

BY-LAWS

ARTICLE I - Duties of the Officers

Sec. 1

The Band Director(s) will act as an ex officio member of the Executive Board. All decisions concerning the BPA must be approved with consensus by the Band Director and the Executive Board.

Sec. 2

Offices will be held and determined by the five newly elected Executive Board Members.

Sec. 3

The President shall preside at all meetings of the BPA, designate all committees, and appoint chairpersons; and shall be an ex-officio member of all committees.

Sec. 4

The Vice-President shall assume all the duties of the President in his/her absence and shall carry out duties as delegated by the President.

Sec. 5

The Vice-President of Ways and Means shall assume all the duties of the President in his/her absence and the absence of the Vice-President and shall carry out duties as delegated by the President.

Sec. 6

The Secretary shall keep the records and minutes of all meetings and conduct the correspondence of the BPA. The minutes shall become part of the permanent records of the BPA. A copy of the minutes of all meetings shall be provided to the school administration and band director(s).

Sec. 7

The Treasurer shall keep an accurate record of all receipts and disbursements showing each activity separately, as well as a complete record of all funds. He/She shall be required to prepare a financial report for audit within thirty days of installation and file this report with the newly elected Executive Board and Band Director(s). He/She will keep the check book and will endorse all checks received. All disbursed checks will be signed by two Executive Board members. An audit of financial records shall be performed yearly by an independent auditor approved by the Executive Board. This shall become a part of the permanent records of the BPA.

ARTICLE II - The Executive Board

Sec. 1

The Executive Board shall be composed of the officers of the BPA and the Band Director(s) of Flowery Branch High School.

Sec. 2

The Executive Board shall have general supervision of the general and financial operation of the BPA.

Sec. 3

The Executive Board shall meet monthly to determine the business to be transacted at the general meetings. Said meeting shall be scheduled by Band Director.

Sec. 4

Executive Board members shall be required to attend all meetings or provide proxy. Should an Executive Board member be absent without reasonable cause, it shall be assumed they can no longer carry out the duties and a replacement may be appointed by the Executive Board.

ARTICLE III - Meetings

Sec. 1

There will be a minimum of five general meetings during the school year and one during the summer. The Band Director will have the authority to change the meeting day in the event it is necessary.

Sec. 2

Special meetings of the BPA and the Executive Board may be called by the Band Director with 24 hours notice.

ARTICLE IV - Committees

Sec. 1

There shall be the following Standing Committees including, but not limited to: Auxiliary, Band Camp, Chaperon, Concessions, Equipment, Fund Raising, Hospitality, Public Relations, Recruiting, Spirit Wear, Boosters Liaison, and Uniforms.

Sec. 2

The Executive Board shall be ex-officio members of all committees.

Sec. 3

Ad Hoc committees may be established by the Executive Board as the need arises.

Sec. 4

The duties of the Committees shall include, but not limited to:

AUXILIARY: Provide liaison between the music portion of the band and the auxiliary. Help provide the auxiliary with the equipment needed and keep it organized. Be at auxiliary rehearsals and assign "runners" chosen by the Band Director(s) to set out their equipment.

BAND CAMP: Will be responsible for and coordinate with the Director and Officers and Chaperone and Equipment Committees in the preparations for summer band camp. Will assemble and maintain a list of attending students, instructors, and chaperones. Will assist in record keeping for fees and expenses in coordination with the Treasurer.

CHAPERONE: Provide supervision for the band at all band functions, including Band Camp.

CONCESSIONS: Ensure concession stands are ready prior to football season. Sign up workers for each game, obtain any repairs necessary to the stands and/or equipment and be in charge of any concession sales off campus.

EQUIPMENT: In charge of getting help to load and unload all necessary equipment and setting up said equipment at all performances. Setting out mats on the bleachers for the band to sit on, roping off area for band at home games.

FUNDRAISING: Work with the Executive Board to establish and provide materials and manpower for fund raising activities to provide the funds to meet the budget.

HOSPITALITY: Provide drinks for both bands at all home football games. Provide refreshments, when approved by the Executive Board, at functions such as concerts and festivals (when we host), and organizing the Band Awards Banquet.

PUBLIC RELATIONS: Provide whatever "publicity" is needed to keep the general public informed of all band functions. Maintains the Flowery Branch Band website. Communicate important news and information, as requested by the Band Director to the BPA membership.

RECRUITING: Will be responsible for encouraging new band members and keep their interest level high for enrollment in the High School Band.

SPIRIT WEAR: To assist in the purchasing and disbursement of spirit wear items.

BOOSTERS LIAISON: To serve as liaison between the Flowery Branch High School Band Parents Association and the associated Middle School Band Boosters and other FBHS Booster Associations. To report on middle school Band Booster activities, events, and needs as they relate to Flowery Branch High School BPA and the Flowery Branch High School Band. To coordinate with the Recruiting Committee Chairman to promote the musical and fundraising events of both bands and to promote the growth, communications, and good will between both bands and booster organizations.

UNIFORMS: Keep uniform closet organized, issue uniforms to students and keep appropriate records on issued uniform parts. Order uniform "parts" as needed, such as gloves or replacement pieces. Be available at all functions needed to sell gloves or rent uniform items and do inspection prior to all performances. Ensure uniforms are cleaned when needed.

ARTICLE V - Quorum

Sec. 1

The voting members present at the general meetings shall constitute a quorum.

Sec. 2

A majority of the Executive Board shall constitute a quorum at Executive Board meetings.

ARTICLE VI – Elections

Sec. 1

Nominations for BPA Officers will be taken from the floor at the first general meeting of the spring semester.

Sec. 2

Five officers will be elected at the meeting following nominations and installed at the annual Band Banquet normally held in May.

Sec. 3

Terms of office will begin at installation. All records, books, ledgers, year end reports and documents pertaining to the BPA shall be turned over to the newly installed Executive Board members within 30 days of installation.

Sec. 4

Terms of office are set at one year for all BPA officers. Officers may serve on the Executive Board for a maximum of two (2) consecutive terms.

Sec. 5

A majority vote of the voting members present shall constitute an election.

ARTICLE VII- Authority

Sec. 1

The rules contained in ROBERT'S RULES OF ORDER, revised, shall govern this organization.

ARTICLE VIII- Amendments

Sec. 1

The Constitution and By-Laws may be amended by a two-thirds majority vote of the members present at any regular meeting, providing the amendment has been presented in writing and read at the preceding regular meeting of the BPA.

ARTICLE IX - Order of Business

Sec. 1

The order of business at all meetings shall be as follows:

1. Call to order
2. Open floor for questions concerning minutes or treasurer's report.
3. Report of committees
4. Unfinished Business
5. New Business
6. Announcements
7. Adjournment