

**McQUEEN BAND PARENTS ASSOCIATION
BY-LAWS**

ARTICLE I -NAME AND AFFILIATION

The name of this organization will be the **McQueen Band Parents Association** (hereinafter referred to as the Association). The Association will maintain affiliation with both Robert McQueen High School and the Washoe County School District. The Association will abide by all Washoe County School District and McQueen High School policies.

ARTICLE II - FORM OF ORGANIZATION

The Association is a voluntary, non-profit corporation, incorporated under the laws of Nevada and section 501 (c) (3) of the Internal Revenue Code. The Association is an organization of band parents, the McQueen Band Director, band staff, and all others (see **Article IV**).

ARTICLE III - MISSION STATEMENT

The mission of the Association is to provide a forum that fosters effective communication, cooperation, financial support, physical assistance and good fellowship among all parties involved with the Association. The stated goal is the implementation, support and fulfillment of McQueen Band activities that are necessary for a successful and healthy band program. McQueen Band (hereinafter referred to as the Band) includes, but is not limited to, wind ensemble, concert band, marching band, jazz band, percussion ensemble, color guard, pep band and all small ensembles.

ARTICLE IV - MEMBERSHIP

SECTION 1. - VOTING MEMBERSHIP

All parents of students currently enrolled in the McQueen Band program and parents of McQueen Band alumni are eligible to vote upon payment of an annual membership fee. The fee shall be ten dollars (\$10.00) per person, fifteen (\$15.00) per household, payable to the McQueen Band Parents Association at any regular meeting or by mail to the Association mailing address. The Membership Secretary will furnish the Parliamentarian with a copy of the voting membership.

SECTION 2. - PARTNER MEMBERSHIP

Any interested party over the age of 18 whose stated goal is the support of Band activities may become a non-voting Partner Member of the Association. There shall be four (4) donation levels available, payable each school year: Platinum - \$1,000.00 or more, Gold - \$500.00, Silver - \$250.00, and Bronze - \$100.00.

SECTION 3. - HONORARY MEMBERSHIP

Upon the written recommendation of one member, seconded by another member and by a majority vote at the regular meeting in May, Honorary Membership, with full voting rights, can be conferred upon any member in good standing who shall have rendered notable service to the Association.

SECTION 4. - QUORUM

A quorum shall consist of the President or First Vice President, two additional officers, and ten (10) voting members present at a regular or special meeting.

SECTION 5. - REGULAR MEETINGS

Regular meetings of the voting membership will be held monthly unless the Association decides otherwise in advance.

Officers' meetings will be held two (2) weeks prior to each regular meeting unless canceled by a majority vote of the officers.

SECTION 6. - MEETING NOTICE

Written notice of the regular meetings and any special meeting of the voting membership will be given to each member at least seven (7) days before any such meetings.

ARTICLE V - MEMBERSHIP

SECTION 1. - OFFICERS

A. OFFICER

The officers of this Association will be President, First Vice President, Vice President/Fund Raising, Recording Secretary, Membership Secretary, Treasurer and Parliamentarian.

B. Ex-officio

The Band Director or his/her designee.

SECTION 2. - TERM OF OFFICE

The term of office for each elected position will be one (1) year, i.e., from 1 April to 31 March.

SECTION 3. - MINIMUM QUALIFICATIONS

- A. Each officer must have at least one child enrolled in a McQueen High School Band class throughout the officer's term of office.
- B. To run for office, a candidate must be a current voting member of the McQueen Band Parents Association.
- C. Each officer must be current on all Band and trip fees for his/her child(ren) in the Band throughout the officer's term of office, or have made formal payment arrangements with the Band Director.
- D. Each officer must remain current in membership in the McQueen Band Parents Association throughout the officer's term of office.

SECTION 4. - ELECTIONS

The officers will be elected annually by the voting membership in March. A Nominating committee, consisting of three (3) persons, one of whom is the First Vice President, will be selected each January by the voting membership. At the

February meeting, the Committee will present a proposed slate of nominees to the membership. Nominations will then be accepted from the floor. A final list of nominees will be sent to each voting member prior to the March meeting. Elections will be by secret ballot with the outcome to be determined by a simple majority of votes cast. The newly elected officers will assume their offices as of 1 April.

SECTION 5. - VACANCIES

Vacancies in an elective office will be filled by appointment by the elected officers. Each member so selected will serve out the unexpired term of his/her predecessor.

SECTION 6. - DUTIES

All officers will perform the duties specified in the by-laws and/or delegated to them by the voting membership.

A. PRESIDENT

1. Will be the chief executive officer of the McQueen Band Parents Association.
2. Will preside at all meetings of the voting membership.
3. Will present a proposed calendar for the ensuing year to be voted on at the regularly scheduled meeting in June.
4. Will be a standing member of all committees.

B. PAST-PRESIDENT

1. Will serve a 2-month term, April through May.
2. Will aid and teach the new president until the end of the school year.

C. FIRST VICE PRESIDENT

1. Will perform the duties of the President in his/her absence.
2. Will be a member of the Nominating Committee and chair the Awards Committee.
3. Before all Band Parents Association elections, will check with the Band Office to verify that all candidates are current on their Band and trip fees or have made formal payment arrangements with the Band Director.
4. Will perform duty of being in charge of getting the band from place to place, onto the field, road trips, etc.

D. VICE PRESIDENT/FUNDRAISING

1. Will chair the fundraising committee.
2. Will coordinate all fundraising activities for the Association.
3. Will coordinate Grant Writing on behalf of the Association.

E. RECORDING SECRETARY

1. Will record the minutes of all Association meetings.
2. Will prepare and distribute a monthly newsletter which will include notice of the time and date of the regular meeting as well as any special meeting of the voting membership.
3. Will have custody of all papers and records belonging to the Association unless otherwise specifically provided for.
4. Will have the right to delegate any of these duties.

E. MEMBERSHIP SECRETARY

1. Will collect all membership dues, transfer same to the treasurer, and keep all records pertaining thereto.
2. Will prepare and cause to be distributed to the officers and committee

chairs a roster of all Association members both voting and partner as early in the year as possible.

3. Before all Band Parents Association elections, will verify that all candidates are paid voting members of the Band Parents Association.

F. TREASURER

1. Will have general charge and custody of the financial books and records.

2. Will receive, deposit and/or disburse funds as directed by the voting membership.

3. Will keep and maintain adequate and correct accounts of the financial transactions of the Association. A financial statement will be provided to the membership in writing at each monthly meeting.

4. Will prepare and present a board-proposed budget at the regular meeting in June, to be voted upon at that time.

G. PARLIAMENTARIAN

1. Will ensure that all meetings are conducted in accordance with Robert's Rules of Order, a copy of which will be furnished.

2. Will be responsible for verifying the voting status of all meeting attendees.

3. Will be the person in charge of assuring the by-laws are being followed and updated as needed.

ARTICLE VI - COMMITTEES

Subject to the provisions of these by-laws, all committees will be advisory and no committee will have the power to bind the Association except when specifically authorized by the voting membership. Committees will meet upon the call of the Chairperson or the President.

SECTION 1. - SELECTION

Each committee will be filled by volunteers who will then elect their own chairperson.

The committee chairpersons will provide the membership with reports of the proceedings of their respective committees at each monthly meeting.

SECTION 2. - TERMS

The terms of office for the various committee chairpersons will be one (1) year, to coincide with that of the elected officials.

SECTION 3. - VACANCIES

Vacancies in a committee chair will be filled by committee vote. Each committee chairperson so selected will serve out the unexpired term of his/her predecessor.

SECTION 4. - COMMITTEES

A. STANDING COMMITTEES

There will be nine (9) Standing Committees: Fundraiser, Telephone, Public Relations/Publicity, Audit, Nomination, Awards, Uniform, Care & Food, and Equipment & Props.

B. Other Committees

Other Committees may be formed as necessary or as recommended by the President of the BPA, the Band Director or the Executive Board.

SECTION 5. - DUTIES

A. FUNDRAISER

Formulates ideas for and implements fund raising activities.

B. TELEPHONE

Dispenses information of a timely nature received from one of the officers.

C. PUBLIC RELATIONS/PUBLICITY

Provides information to news media concerning fundraising events, Band performances, etc.

Develops ideas for and creates posters, banners and flyers to advertise such events and distributes same.

D. AUDIT

Consists of only three (3) voting members, excluding officers.

Audits all accounts, to be completed not later than June 30 and results reported at the July Band Parents Association meeting.

May be called by the voting membership to do an additional audit at any time.

E. NOMINATION

Consists of the First Vice President and two (2) additional voting members.

Will perform duties as outlined in Article V, Section 3.

F. AWARDS

Will be chaired by the First Vice President.

Works in conjunction with the Director to plan awards ceremonies.

G. UNIFORM

Provides for the fitting, alteration and maintenance of Band uniforms.

Collects all fees pertaining thereto and transfers same to the Treasurer.

Cares for and distributes uniforms at all Band performances.

Maintains first aid supplies.

H. CARE & FOOD

Plans for all meals and purchases all food supplies for Band events.

Collects all fees pertaining thereto and transfers same to the Treasurer.

I. EQUIPMENT & PROPS

Develops, in conjunction with the Band director, and builds props for performances as needed.

The facilitation of maintenance, loading and transportation of all necessary supplies and equipment to and from all performances.

ARTICLE VII - GENERAL PROVISIONS

SECTION 1. - PRINCIPLE OFFICE

The Association's principle office is fixed and located at Robert McQueen High School, Band Department, 6055 Lancer Street, Reno, NV 89523. The mailing address is McQueen Band Parents Association, P.O. Box 33085, Reno, NV 89533.

SECTION 2. - FISCAL YEAR

The fiscal year of the Association shall be from 1 April to 31 March. The budget for the fiscal year will be adopted at the regular February meeting.

SECTION 3. - DEDICATION OF ASSETS

The properties and assets of this non-profit Association are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of this Association, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member or director or officer of this Association. On liquidation or dissolution, all properties and assets and obligations shall be distributed and paid over to an organization dedicated to charitable and educational purposes, provided that the organization continues to be dedicated to the exempt purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954.

SECTION 4. - MONIES

All funds received by/for the McQueen Band Parents Association will be deposited to the credit of its accounts in depositories designated by the voting membership. Monies received will be used for defraying the expenses of the Band and Association activities under the direction of the voting membership.

A check received from a Band Parent that is returned for Non-Sufficient Funds will not be re-deposited and the parent will be charged the service fee. Payment for that amount and the service fee will only be accepted by cash, money order, or cashier's check. In the event that a second check received from the same parent is returned for Non-Sufficient Funds, this will result in all future payments being accepted only by cash, money order, or cashier's check.

- A. All funds will be disbursed by check.
- B. All checks, drafts, or other order for the payment of money, and all notes or other evidences of indebtedness issued in the name of said Association will be signed by the Treasurer and any one (1) of three (3) other designated officers. These three (3) designated officers will be the Vice President, the Recording Secretary and the Parliamentarian.
- C. All primary expenses will be voted upon at regular Association meetings.
- D. At the discretion of the majority vote of the Executive Board, including the Band Director, the Treasurer may make a one-time emergency disbursement of funds between regular monthly meetings. The authorizing officer may not sign the check.

SECTION 5. - PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Association may adopt.

ARTICLE VIII - AMENDMENTS

Section 1.

Subject to the limitation of the laws of the State of Nevada, the Articles of Incorporation may be amended, new By-Laws may be adopted, or these By-Laws may be amended or repealed by a majority vote of the voting membership at any session at which a quorum is present and voting, according to the provisions of these By-Laws.

SECTION 2.

These By-Laws and future amendments thereto, unless otherwise specified, shall become effective immediately upon adoption.

Reno, Nevada

11 November 1997

Revised May 2001

Revised May 2005

Revised November 2005

Revised January 2008