

# **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 or legal guardians 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. Membership fees are ten dollars (\$10.00) per person, fifteen (\$15.00) per household for all others, payable to the McQueen Band Parents Association at any regular meeting or by mail to the Association mailing address. The fee shall be waived for parents or legal guardians of currently enrolled students.

### ***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. Donation levels are payable each school year and are set forth as outlined in the most current Sponsor Level Forms and Documents.

### ***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 non-voting rights, can be conferred upon any member in good standing who shall have rendered notable service to the Association at the discretion of the voting membership.

### ***SECTION 4. – QUORUM***

A quorum shall consist of the President or 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 at a minimum of one (1) week prior to each regular meeting unless canceled or moved 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 posted at least seven (7) days before any such meetings. Postings on the website calendar and/or notification via email fulfills the notification.

## **ARTICLE V – LEADERSHIP**

### **SECTION 1. – OFFICERS**

#### **A. OFFICER**

The officers of this Association will be President, Vice President, Director of Fundraising, Treasurer/Director of Finance, Secretary, Director of Field/Pit Operations, Director of Food Operations, Director of Uniforms, Guard Representative and Past President (if available).

#### **B. Ex-officio**

The Band Director or his/her designee and Band Coordinator

#### **C. Executive Board shall consist of the President, the Treasurer and Secretary.**

### **SECTION 2. – TERM OF OFFICE**

The term of office for each elected position will be one (1) year, i.e., from May 1<sup>st</sup> to April 30<sup>th</sup>.

### **SECTION 3. – MINIMUM QUALIFICATIONS**

#### **A. Each officer must have at least one child enrolled in a McQueen High School Band, Percussion or Guard 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 McQueen Band Parent Association ("BPA") fees for his/her child(ren) in the Band throughout the officer's term of office, or have made arrangements with the BPA Treasurer.**

#### **D. Each officer must remain current in membership in the McQueen BPA throughout the officer's term of office.**

#### **E. No family can be represented by more than one person on the Executive Board.**

### **SECTION 4. – ELECTIONS**

The officers will be elected annually by the voting membership in April. A Nominating committee will be formed in February by the board to reach out to BPA members to recruit them to run for the board. At the March meeting, nominations will be accepted from the floor and a slate of nominees will be formed for election. This list of nominees will be available on request to voting members prior to the April meeting. Nominations will also be accepted up to the time of the election in the April meeting. Elections will be by acceptance of the proposed slate of nominations except in instances where there is more than one nomination for a position. In these instances, there will be an election 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 May 1. Election night activities will be chaired by a board member not running for re-election, selected from a vote or consent of the board.

### **SECTION 5. – VACANCIES**

Vacancies in an elective office will be filled by appointment by the President with the consent/counsel of the elected officers. Each member so selected will serve out the unexpired term of his/her predecessor. Subject to qualifications as stated above.

### **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 one of three Executive Board members.

2) Will be the chief executive officer of the McQueen Band Parents Association.

3) Will preside at all meetings of the voting membership and schedule/revise meetings as appropriate

4) Will establish the goals and direction for the Band Parent Association with the input and approval of the board

5) Will present a proposed calendar and budget for the year to be voted on at the regularly scheduled meeting in June.

6) Will be a standing member of all committees and may chair various events and/or fundraisers.

7) Will act as community and band liaison and chair the Foundations and Grants committee

B. PAST-PRESIDENT

- 1) Will serve a 3-month term at the end of the school year for continuity.
- 2) Will aid and teach the new president and other board members until the end of the school year.
- 3) At the option of the incoming President, the Past President may be asked to join the board for the entire term.
- 4) Will provide assistance to President and board as needed and will provide continuity and history of previous year

C. VICE PRESIDENT

- 1) Will perform the duties of the President in his/her absence.
- 2) Together with the Director of Operations, will chair the Extravaganza event.
- 3) Unless there is a conflict, will be one of the board designees for signature on the band accounts.

D. DIRECTOR OF FUNDRAISING

- 1) Will chair the Fundraising Committee
- 2) Will manage fundraising activities for the band, and will chair various events and/or fundraisers, including National Band Fundraising Day.
- 3) Will coordinate the fundraising calendar for the year.
- 4) Will coordinate all volunteers (both parent and student) for various fundraising activities

F. DIRECTOR OF OPERATIONS

- 1) Will chair the Equipment & Pit Committee
- 2) Together with the Vice President, will chair the Extravaganza event.
- 3) Will direct and manage the set-up of all home football games and concert performances, especially as it concerns pit/prop support.
- 4) Will direct and coordinate the set-up and prep of all marching field shows

G. SECRETARY

- 1) Will be one of three on the Executive Board.
- 2) Will chair the Communications Committee
- 3) Will take minutes at each meeting, general and board meetings, providing copies at each meeting for approval.
- 4) Maintain all minutes for records.
- 5) In the case of the absence of the Secretary, another board member will act as the designated Secretary.
- 6) Will chair membership drive events and activities in the middle schools and grade schools to grow interest in younger band members.
- 7) Will communicate to band membership via weekly e-newsletter and distribute via email
- 8) Manage/update website and social media sites related to McQueen Band, including but not limited to Facebook and Instagram.
- 9) Will manage the database list and together with the Band Coordinator, will work toward getting all parents on email; will coordinate all emails and/or assign other board members as authorized designees.
- 10) Will publish membership data base to be shared with the current board members.
- 11) Assist with volunteer coordination as needed.
- 12) Unless there is a conflict, will be one of the board designees for signature on the band accounts.

G. TREASURER/DIRECTOR OF FINANCE

- 1) Will be one of three on the Executive Board
- 2) Will chair the Finance Committee
- 3) Will have general charge and custody of the financial books and records.
- 4) Will receive, deposit and/or disburse funds as directed by the voting membership, board or approved budget.
- 5) Will keep and maintain adequate and correct accounts of the financial transactions of the Association.
- 6) A financial statement will be provided to the membership in writing at each monthly meeting.
- 7) Together with the President, will prepare and present a board-proposed budget at the regular meeting in June, to be voted upon at that time.
- 8) Will file taxes and 501c(3) filings in a timely manner.
- 9) Will file all legal documents necessary for the BPA organization not financial in nature.

#### H. DIRECTOR OF FOOD OPERATIONS

- 1) Will manage and direct the food committee
- 2) The food committee will be responsible for all meals, snacks and beverages for competitions and events
- 3) The food committee will procure all food and drink for these meals
- 4) The food committee will coordinate parent volunteers for food prep, serving and clean-up at various functions.

#### I. DIRECTOR OF UNIFORMS

- 1) Will chair the Uniform and Hair Committee.
- 2) Provides for the fitting and maintenance of all Band uniforms.
- 3) Reports any fees pertaining thereto to Treasurer.
- 4) Cares for and distributes uniforms at all Band performances, marching band and concert band.

#### J. GUARD REPRESENTATIVE

- 1) Represent the guard on the McQueen Band board
- 2) Act as liaison between board and guard for any guard needs
- 3) Winter Guard point of contact for all trip related matters – travel, food, fees, fundraising, etc.

#### GENERAL BOARD RESPONSIBILITIES

- All Board Members are expected to participate to the best of their ability in all band-related functions. At a minimum, each board member is to:
- Attend 66% of Board Meetings and general BPA meetings.
- Participate in at least 3 fundraising events
- Serve on committees and/or chair events
- Support/Assist in the field show, road trips, performances and competitions both in Reno and out of Town
- To the best of their ability, lead by example with participation, fundraising, volunteerism and support of the band

## 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 & TERMS

Each committee will be filled by volunteers. Committee terms will coincide with the elected official's calendar.

### SECTION 2. – COMMITTEES

#### A. STANDING COMMITTEES

There will be set standing committees chaired by various board members or Chairs outside of the Board. These include: Fundraising, Communications, Audit, Uniform & Hair, Food, Equipment & Pit, Finance and Extravaganza.

#### 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 3. – DUTIES

#### A. FUNDRAISING

Chaired by the Director of Fundraising.  
Formulates ideas for and implements fund raising activities.

#### B. COMMUNICATIONS COMMITTEE

Chaired by the Secretary  
Helps maintain McQueen Band Social Media Sites including but not limited to: McQueen Band Website, Facebook, Instagram.

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.

**C. AUDIT**

Chaired by a Board Member that is independent of the Finance Committee

Consists of only three (3) voting members, excluding officers and family members of any persons on finance committee.

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.

**D. UNIFORM & HAIR**

Chaired by the Director of Uniforms

Provides for the fitting 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.

Provides finishing touches for all band performances.

**F. FOOD COMMITTEE**

Chaired by the Director Food

Assists with meals (preparation and serving) for Band events.

**G. OPERATIONS AND PIT COMMITTEE**

Chaired by the Director of Field / Pit Operations

Develops and builds props as needed, in conjunction with the Band director and Director of Field Operations.

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

Responsible providing water to all band members during football games.

Responsible for set-up and take down of all bleacher covers during football games.

The Director of Operations chairs this committee.

**H. EXTRAVAGANZA**

Plans and executes the overall Extravaganza event. This committee is chaired by the Vice President and/or the Director of Operations with all board members active on the committee and at the event.

**I. FINANCE COMMITTEE**

To be chaired by the Treasurer

Duties to be assigned by the Treasurer

## **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 July 1 – June 30. The budget for the fiscal year will be adopted at the regular June 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.

Any 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. McQueen BPA reserves the right to pursue legal actions to collect on all Non-Sufficient Funds Checks.

A. All funds will be disbursed by check or purchased through Band Debit Card or Credit Card.

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 Director of Food and the Secretary.

C. All primary expenses will be voted upon at the annual budget meeting and approved by the regular Association. Once approved, the Treasurer will manage funds, make disbursements and purchase materials and goods based on the budget.

D. For non-budgeted items, the purchasing authority is as follows: The BPA Board can approve purchases up to \$1,000, the President can approve purchases up to \$500 and the Treasurer can approve purchases up to \$250. Any purchases above \$1,000 and not previously approved for in the annual budget in whole or in line-item must be approved by the vote of the entire BPA membership at the regular monthly meeting.

### **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.

REVISED:  
11 November 1997  
Revised May 2001  
Revised May 2005  
Revised November 2005  
Revised January 2008  
Revised February 2014  
Revised February 2015  
Revised March 2018