

**DOWELL MIDDLE SCHOOL
BAND PARENT ORGANIZATION**

BYLAWS

The following bylaws of the Dowell Middle School Band Parent Organization of McKinney, Texas (the "Organization") are hereby adopted effective the date set forth below.

I. ARTICLE I – Meetings

- A. General Meetings: General meetings of the Organization will be held each year during the months of August, December, and May.
- B. Special Meetings: Any member of the Executive Committee may call special meetings of the Organization from time to time upon three (3) days' notice.
- C. Notice of Meetings:
 - 1. Notice of any meeting may be given by announcement at a prior general or special meeting of the Organization.
 - 2. Notice of any meeting may also be given by written notice by any member of the Executive Committee at least at least three (3) days prior to the meeting.
 - 3. A memo stating the date, time, place and purpose of the General meeting or Special meeting that is sent home to all Dowell Band students shall be considered adequate written notice.
- D. Quorum: Ten (10) members present at any General or Special meeting of the Organization shall constitute a quorum for purposes of such meeting.

II. ARTICLE II – Membership

- A. Membership: Each parent or guardian of a student enrolled in the band program at Dowell Middle School during the current school year shall make up the membership of the Organization and shall be entitled to attend all General and Special meetings and to vote on all issues presented at those meetings.
- B. Voting: Each Member of the Organization shall be entitled to one Vote on each issue. Voting at all General and Special meetings is limited to the parents and guardians of students currently enrolled in the band program at Dowell.

III. ARTICLE III – Officers

- A. Election of Officers: Officers shall be elected by a majority vote of voting members present and voting at the May General meeting.
- B. Eligibility of Officers: An Officer must be a Member during the year of service. No person may serve more than three (3) consecutive terms in the same office.
- C. Term of Office: Officers shall be elected to serve a one-year term commencing on July 1st and ending on June 30th of the next calendar year.

- D. Method of Electing Officers:
1. In March, the president shall appoint a Nominating Committee consisting of the Vice President and two (2) other members under the direction of the VP for the purpose of presenting a slate of officers. At the May meeting the slate of candidates who have been nominated to serve for the following year will be presented.
 2. Additional nominations may also be made from the floor at the May General meeting of a Member who has given prior consent to being nominated.
- E. Officer Responsibilities:
1. President: The President shall preside at meetings and perform other duties usually pertaining to the office. The president shall be an ex-officio member of each committee, excluding the Nominating Committee.
 2. Vice President: The VP shall preside in the absence of the President and shall be in charge of parent communications through the establishment of a phone and/or E-mail committee.
 3. Secretary: The Secretary shall maintain a record of each meeting of the Organization or of the Executive Committee, which shall be called the Minutes of the meeting; shall report the Minutes at the following meeting for approval or correction; and shall certify, without necessity of further attestation by any officer, any resolution of the Organization of the Executive Committee.
 4. Treasurer: The Treasurer shall receive all monies of the Organization, keep accurate records of receipts and expenditures, and pay out funds as authorized by the Organization or by the Executive Committee. Two designated officers shall sign all checks. The Treasurer shall prepare a budget for each fiscal year, present statements of account at every meeting of the Organization and at other times upon request by the Executive Committee, which shall be called the Financial Report.
 5. Reporter: The Reporter shall handle all publicity for the Organization, maintain a record of such, and prepare a newsletter for publication as determined by the Executive Committee. Additionally, the Reporter will maintain the timeliness and accuracy of information posted on the Organization's web site; the Reporter may, at the discretion of the Executive Committee, rely on a third party to support the web technology.
- F. Vacancies: In the event an officer cannot fulfill a term of office, the Executive Committee shall appoint a member to fill the unexpired term.

IV. **ARTICLE IV – Standing Committees**

- A. Social Committee: The Social Committee will plan and organize social events for the band. The chairman of the committee shall report to the Executive Committee.
- B. Fund Raising Committee: The Fund Raising Committee shall coordinate with the Executive Committee and the Band Directors to organize appropriate fundraisers to support the Organization’s financial needs according to the Constitution. The chairman of the committee shall report to the Executive Committee. The committee, together with the Treasurer, will maintain accurate records of the receipts and expenditures for all fundraising events.
- C. Concession Stand Committee: The Concession Stand Committee shall manage the concession stand program for the Organization. The committee shall consist of not fewer than two (2) members, and the chairman of the committee shall report to the Executive Committee. The committee, together with the Treasurer, will maintain accurate records of the receipts and expenditures for the concession stand.
- D. Volunteer Committee: The Volunteer Committee shall share responsibility with the Band Directors for recruiting and assigning volunteers to needed tasks. The chairman of the committee shall report to the Executive Committee.
- E. Scholarship Committee: The Scholarship Committee will act as a liaison between the Organization, Band Directors, and private lesson instructors to coordinate the disbursement of the scholarship funds. The chairman of the committee shall maintain signed copies of contracts between the Organization and the private lesson instructors, and shall report to the Executive Committee.

V. **ARTICLE V – Executive Committee**

- A. Members: The Executive Committee shall be composed of the five seated officers and the Band Directors of Dowell Middle School
- B. Term: The term of the Executive Committee shall begin on July 1st of each year, or simultaneously with the term of new officers, and shall run through June 30th of the next calendar year.
- C. Duties: The duties of the Executive Committee shall be:
1. To transact necessary business in the intervals between General meetings and such other business as may be referred to it by the Organization.
 2. To present a report at the General meetings of the Organization of business conducted since the last meeting of the Organization.
 3. To appoint the members and chairpersons of each standing committee.

4. To submit a budget for each fiscal year to the Organization at the first General meeting of each year.
 5. To appoint a three (3) member Audit Committee, exclusive of any fiduciary signatory, to conduct a year-end financial audit.
 - a. Audit procedures – See addendum to this document
 6. To appoint additional committees and chairpersons of programs implemented by the Executive Committee.
- D. Executive Meetings: Executive Meetings of the Organization shall meet at least four (4) times per school calendar year, with the first meeting conducted prior to the first day of school. Committee Chairs should make every effort to attend.
- E. Quorum: Four (4) members of the Executive Committee, one of which must be a Band Director or a designated representative of the Band Director, shall constitute a quorum.
- F. Notice of Meeting: Meetings of the Executive Committee may be held upon written or verbal notice of the date, time, place and purpose of the meeting, given at least three (3) days prior to the meeting. Notice may be waived by unanimous consent.
- G. Unanimous Consent: Any action of the Executive Committee may be taken by Unanimous Consent executed by all members in lieu of conducting a meeting. Actions may be executed in person, in writing, via E-mail or telephone.

VI. ARTICLE VI – Amendment of Bylaws

- A. Method of Amendment: These Bylaws may be amended at any meeting of the Organization by a two-thirds (2/3)-majority vote of those present and voting, providing that prior written notice of the proposed amendment shall have been given.
- B. Evidence of Amendment: Upon amendment, the President and the Secretary shall execute a record of the Amendment, which shall be dated, entitled “Amendment to Bylaws” and appended to the Bylaws.
- C. Restatement of Bylaws: Following Evidence of Amendment, the President and the Secretary may execute a restated set of Bylaws, which constitutes Bylaws in full, as amended.

Adopted by General Meeting of the Organization on December 11, 2008.

Evelyn Piechocki, President

Donna Loughmiller, Secretary