

OMAHA CENTRAL HIGH SCHOOL BAND PARENTS ASSOCIATION BY-LAWS

ARTICLE I: NAME

The name of this organization is “The Omaha Central High School Band Parents Organization” (Hereinafter CHS BPO).

ARTICLE II: PURPOSE

The objectives of CHS BPO are:

1. Sponsor band activities and promote programs which enhance the image of the band music at Central High School.
2. Provide effective lines of communication among parents, students and educators, and to engage parent volunteers as well as to promote and publicize band events and public performances.
3. Conduct fund raising activities to supplement the budget of the Central High School Band Music Program.
4. Provide assistance for the Band Music Program.
5. To foster pride in Central High School Band accomplishments of its students and faculty.
6. To act as a leadership team for all band parents.

ARTICLE III: MEMBERS

The CHS BPO functions under the Central High School Parent-Educators-Pupil, Parent-Teacher-Student-Association (CHS PEP PTSA) in order to take advantage of its 501(c)(3) status and be covered by its Liability Insurance. Therefore, CHS BPO members must join the CHS PEP PTSA and pay the required membership. Membership in CHS PTSA guarantees membership in CHS BPO. A separate CHS BPO membership fee is optional. Only members of CHS PEP PTSA are allowed to volunteer, raise funds or otherwise participate in events or projects which offer support to the band music students of Central High School.

Any person who is a current CHS PEP PTSA member may be a member of the CHS BPO. While CHS BPO meetings are open to the public, only actual CHS BPO members may vote at meetings. A list of CHS BPO members will be kept by the CHS BPO Secretary.

ARTICLE IV: BOARD OF DIRECTORS

The Board of Directors shall be comprised of all elected officers, Band Directors, and volunteer parent representatives of each class. The board shall serve as an advisory and support group to the band music program at Central High School. The board shall make recommendations on pertinent matters to the principal of Central High School.

ARTICLE V: OFFICERS

1. The elected officers shall be: President (or Co-President), Vice President (or Co-Vice President), Secretary and Treasurer. Elected officers shall have a child or children in the band during their term(s).
2. All Officers must be elected according to the election rules established herein.
3. In February of each year the Board of Directors shall appoint a nominating committee consisting of five members, one of whom shall be one of the Band Directors, one of whom shall be the Current President/Co-President, and three of whom shall be from the paid general membership. The current President/Co-President shall serve as chair of the Nominating Committee.
4. If a vacancy occurs in the office of President, the Co-President shall serve as President. The Vice President shall serve as President if there is no Co-President. The term will be until the next election meeting. Vacancies in other offices may be filled by affirmative vote of a majority of the remaining Board at any regular or special meeting of the Board.
5. Any officer elected by the Board to fill the unexpired portion of a term shall serve only until the term would normally have expired, but such individual may succeed himself/herself if subsequently elected to a full term by members at the election meeting.

ARTICLE VI: DUTIES OF OFFICERS

1. The **President/Co-President** shall
 - a. Leader of the CHS BPO Officers.
 - b. Preside over CHS BPO meetings; be responsible for coordinating all programs.
 - c. Work with the officers to ensure they understand and follow through with their responsibilities.
 - d. Work as a liaison person between CHS BPO and the Central High School Band Music Directors.
 - e. Appoint committee chairmen as needed to accomplish the goals of CHS BPO.
 - f. The President shall have signature authority for the bank account.
 - g. Serve as a member of the Board of Directors and the Nominating Committee.

2. The **Vice President/Co-Vice President** shall:

- a. Perform the duties and exercise the powers of the President in the absence or inability of the President or Co-President to act for the organization.
- b. Oversee the major projects of CHS BPO.
- c. Work directly with the committee chairmen to give assistance necessary for successful completion of the project.
- d. Work with the other officers in program development.
- e. Train for the duties of the President.
- f. The Vice President position may potentially become the President for the next term.

3. The **Treasurer** shall:

- a. Be responsible for the budget and for all funds of CHS BPO.
- b. Keep an accurate record of all receipts and expenditures.
- c. Maintain the Budget set at the beginning of the term.
- d. Be primarily responsible for collecting, managing and accounting for funds.
- e. Provide financial reports at Board of Directors meetings, general meetings and as requested by the President/Co-President.
- f. The Treasurer shall be authorized to sign checks on behalf of the CHS BPO up to \$200.00. In the event a proposed check exceeds this amount, the check will be co-signed by the President or Co-President.

4. The **Secretary** shall:

- a. Be responsible for keeping and publishing records and minutes of the CHS BPO Board and general meetings.
- b. Coordinate an "After Action Report" for major CHS BPO activities, like the Road Show dinner, to document such things as menu, expenditures, numbers of participants and any other information which will be helpful to the CHS BPO members conducting such or similar activities in the future. The After Action Reports shall be filed in a public file for ready access to interested CHS BPO members.
- c. Be responsible for any social media (in cooperation with CHS Administration/CHS Band Music Staff), coordinate advertisement of specific band events and other general publicity not related to specific events.

ARTICLE VII: ELECTIONS

1. The privilege of holding office, serving on committees, introducing motions, and voting in meetings shall be limited to CHS BPO members.
2. It shall be the duty of the nominating committee to recruit candidates for each of the organization's offices, to secure their consent to serve if elected, and to report its recommendations to the Board of Directors and the general membership in writing, as required by these By-Laws, prior to the general meeting in March.
3. Nominations may also be made from the floor at the March CHS BPO meeting. However, only CHS BPO members who have consented to serve if elected shall be eligible for nomination either by the nominating committee or from the floor.
4. Officer terms shall run from May 1 to April 30 of the following calendar year.
5. Elections will be held annually at the CHS BPO general meeting in April.
6. Officers are eligible for re-election.
7. Elections shall be by simple majority of the votes cast by current paid band parents attending the April meeting, provided the slate of candidates was publicized in at least one prior general meeting.

ARTICLE VIII: MEETINGS

1. CHS BPO shall meet on a regular basis. The meeting days are typically the 1st Tuesday of the month from July through April, except for December. Dates of regular and special meetings of the organization will be set by the Board of Directors. The schedule will be determined at the first meeting of the school year.
2. The President may call for special meetings of the Officers, Board of Directors or the membership, as circumstances dictate.
3. Generally, five days' notice of regular, special meetings, or to schedule a meeting will be publicized by either e-mail, or mailed to the address of each member or by notice printed in any newsletter or bulletin which is mailed or otherwise circulated to the parents of the students of CHS Band.
4. A quorum for conducting the official business of the organization in its general membership meetings shall consist of 8 dues-paying members.

ARTICLE IX: MICELLANEOUS

1. Student officers, elected through a separate process, may act as liaisons between the Band and CHS BPO and support fund raising efforts by providing positive leadership and support to the Board of Directors.
2. Contributions of any nature, unless designated for a specific purpose, shall be used for such purposes as the Board of Directors deems appropriate, provided the purposes are in the approved CHS BPO Budget.

ARTICLE X: AMENDMENTS

These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by two-thirds of the paid members present at a general meeting, provided the intention to discuss, alter, amend, repeal or replace the By-Laws was made known to the general CHS BPO membership at least one meeting prior.

ARTICLE XI: STATEMENT OF RESCISSION

Members of Central High School Band Parents Organization and Band Directors may decide to disband the organization if two-thirds of those voting on the question approve, and provided the essentials of the procedures outlined below are followed.

If at any time in the future, members of the organization shall decide, by appropriate vote, to disband and discontinue operations, all accumulated assets of the organization (cash, accounts, property, and records) shall become the property of the Central High School Band Music Program, to be distributed and used in the advancement of its educational programs both academic and extra-curricular. It shall be the responsibility of the Board, or its successor, to see to the orderly implementation of this directive by devising such plan of divestment and distribution as may be considered wise and efficacious, provided such plan is developed in consultation and with the advice of the principal of Central High School.

MOTION

Central High School BPO, Board of Directors Meeting on _____

It is moved that these By-Laws as presented herein be adopted and activated immediately.

Motion by: _____

Second by: _____

Adopted by the Board

Secretary of Board _____

(Signature)