

**Revised June 2002**

## **ARTICLE I**

### **Name**

The name of this organization shall be The Secaucus High School Marching Band Parents Association.

### **Note:**

The name of the Band proper is called The Secaucus High School Marching Band.

## **ARTICLE II**

### **Definition of the Band**

The band herein shall be referred to as the Secaucus High School Marching Band. It shall include all Secaucus High School/Middle School students who are active participants in good standing. The Marching Band is composed of the following categories:

- Marching Band Proper
- Color Guard
- Drum Major and/or Drum Majorette, Assistant Drum Major
- Section Leaders
- Any future position additions or deletions to the marching unit

## **ARTICLE III**

### **Marching Band Parents Association Vision and Mission Statement**

- Our Vision is to encourage and promote involvement from all who wish to aid in the education of their children through comprehensive communication and solicitation of the involvement by parents, guardians and all interested persons.
- To maintain the support structure necessary to assist the Secaucus High School Marching Band program in achieving its highest level of musical and participatory achievement.
- To seek to provide funding to enable participants in the Marching Band programs to experience opportunities which would otherwise not be available within the constraints of the programs provided by the school. Funds will be sought through all appropriate means of raising money and encouraging community support.
- Our Mission is to provide all participants of the Secaucus High School Marching Band with the support and encouragement necessary to enable them to aspire to their highest levels of musical achievement. In addition, we will promote harmony and support among the various organizations within our school and community.

## **ARTICLE IV**

### **Membership**

- The Marching Band Parents Association membership shall be composed of parents/guardian of students participating in Band activities (see Article II).
- Dues for each Band Parent shall be \$5.00 per year. Membership Cards will be issued.
- Only Band Parent members with participating students in the Marching Band can vote on band issues.
- Other adults or guardians interested in supporting the Marching Band and Band Parents Association may become "Associate" members at \$5.00 per year.
- Associate members may not vote on band issues.

## **ARTICLE V**

### **Officers- Duties and Responsibilities**

#### **Section 1**

- This organization shall have the following officers, who shall be elected by the members of the Marching Band Parent Association by closed ballot, and who can hold office for four (4) consecutive one (1) year terms: *President, Vice President, Treasurer, Recording Secretary, Corresponding Secretary, Historian/Publicity, and Bookkeeper.*
- There shall be an Executive Board consisting of the officers of the association. Executive and Interim Committee "Chairpersons" shall be appointed by the President. Committees shall exist for Membership, Fundraising, Entertainment & Events, and Sunshine.
- Officers *must* have a child in the Secaucus High School Marching Band.

#### **Section 2**

#### **PRESIDENT**

- It shall be the duty of the President to preside at each General Meeting, Executive Board Meeting, and any special meeting that is called.
- The President shall call the meeting to order and proceed with the business of the meeting.
- The President is to preserve order throughout the meeting and establish a climate in which its members feel comfortable and part of the Team (note: Roberts Rules of Order).
- The President shall appoint chairpersons for the named committees (see Article VII) and assure that they are working committees. The President shall assist all committees as necessary.

- The President shall delegate certain administrative duties to the Vice President and Executive Board members.
- President may not serve more than four consecutive one-year terms.

### **Section 3**

#### **VICE PRESIDENT**

- The Vice President shall assist the President in the functions of office and shall preside at meetings in the absence of the President.
- The Vice President shall represent the President on request.
- The Vice President shall assume the President's duties in the event of the President's resignation. It is the duty of the Vice President to fill the President's position until the position is filled in accordance with the bylaws.
- The Vice President shall check the bylaws and standing rules for proper interpretation as needed and for specific assignments.
- Vice President may not serve more than four consecutive one-year terms.

### **Section 4**

#### **RECORDING SECRETARY**

- Shall record and maintain accurate records of the minutes of each meeting of the Executive Board, Executive and Interim Committees and General Membership.
- Shall see that minutes are presented and approved at all meetings.
- Shall assist the President in preparing various agendas.
- Shall maintain a copy of the approved Bylaws, list of members, phone numbers and addresses, agenda items, new and unfinished business, list of committees, chairpersons and association members.
- Keep an attendance record of executive board, committee and general membership meetings.
- Act as a custodian of all records except those assigned by the President to others.
- Call a meeting to order in the absence of the President and Vice President.
- Perform other duties as assigned by the President, Executive Board and Executive Committees.
- The Recording Secretary may not serve more than four consecutive one-year terms.

### **CORRESPONDING SECRETARY**

- Conduct all Band Parent Association Correspondence under the direction of the President, executive board and general membership.
- Read all correspondence received by the Band Parents Association at each meeting. Summarizing is permissible.
- Send all notices of executive committees or executive board meetings.

In the absence of the Recording Secretary, the Corresponding Secretary will assume the duties of the Recording Secretary and document the minutes at all meetings.

Perform other duties as assigned by the President, Executive Board and Executive Committees.

The Corresponding Secretary may not serve more than four consecutive one-year terms.

### **Section 5**

#### **TREASURER**

- The Treasurer shall be the authorized custodian of all funds and investments.
- The Treasurer shall deposit and disperse monies into and from the various accounts approved by the President and executive board.
- Shall deposit all monies into the bank or banks approved by the President and executive board.
- The Treasurer shall maintain an accurate and detailed account of all funds of the association, including all receipts and disbursements.
- An audit of the Treasurer's records shall be made at the end of each physical year. The Vice President and two regular members of the Association will conduct and document the audit. Note: Treasurer must be present.
- The Treasurer shall maintain the association's savings account, checking account, and a scholarship account. The Treasurer will present a statement at all meetings.
- Two officers shall sign all disbursement checks: either the Treasurer and the President or Treasurer and the Recording Secretary.
- Treasurer will submit, to all officers, a written report of all receipts and disbursements monthly or when requested by the President. The Treasurer will present an Annual and Monthly Report to the Executive Board and General Membership.
- The Treasurer will perform other duties as assigned by the President, executive board and executive committees.

- Treasurer may not serve more than four consecutive one-year terms.

#### **Section 6**

##### **HISTORIAN/PUBLICITY**

- The Historian/Publicity officer shall maintain a permanent record book of all information, photographs, publicity and media articles pertaining to the Marching Band, Band Parents Association and Executive Committees.
- The Historian/Publicity officer shall be responsible for writing and placing band related articles, advertisements, flyers, posters and notices within the local news media, in the student and band news letters, on the marching band web site and within the local community.
- The Historian/Publicity officer shall be responsible for taking photographs at all band related and special events.
- Shall work closely with the Scholarship Committee so as to provide the information to be presented at the Scholarship Awards Ceremony
- Historian/Publicity officer may not serve more than four consecutive 1-year terms.

#### **Section 7**

##### **BOOKEEPER**

- The Bookkeeper shall keep accurate and detailed record of all monies realized from fundraising and being credited to or distributed from the students accounts.
- Shall present a financial statement at the general membership monthly meeting or whenever requested by the President or Secretary.
- Will work closely with the Treasurer and Fund Raising Committee Chairperson.
- Perform other duties as assigned by the President and Executive Board.
- The Bookkeeper may not serve more than four consecutive one year terms.

## **ARTICLE VI**

### **Election and Installation of Officers**

#### **Section 1**

##### **Nominating Committee**

- A nominating committee is composed of five members: two officers and three members from the general membership. The nominating committee will be formed at the March general meeting. Nominations will also be taken from the floor.

## **Section 2**

### **Nominations and Elections**

- Final nominations shall be made and elections shall be held at the April general meeting.
- Uncontested nominees for any office shall be elected by one single vote cast by the Recording Secretary.
- If there is a contest for any office, the election shall be decided by closed ballot.
- All nominees must be active members in good standing.

## **Section 3**

### **Installation of Officers**

- Newly elected officers shall be installed at the May meeting .The outgoing President shall formally install newly elected officers into office.
- The incoming President shall appoint and organize the executive board within thirty days after his/her installation.
- Outgoing officers and committee chairpersons shall turn over to the respective incoming officers and committee chairpersons all association papers, records, ledgers, files, books, equipment, etc.
- Tenure of officers herein referred to as one year, shall commence immediately upon installation to office and continue for twelve (12) consecutive calendar months. The one-year period shall terminate on the date of installation of officers for the ensuing year.
- Tenure of office for the appointed members of the executive board shall begin on the date of appointment by the President and terminate on the date of installation of officers for the ensuing year.
- If for any reason any officer or appointed committee chairperson cannot complete his/her terms of office it shall be the duty of the remainder of the executive board to select and appoint by simple majority vote, a person to fill this office for the remainder of the year.

## **ARTICLE VII**

### **QUALIFICATIONS OF OFFICERS AND COMMITTEE CHAIRPERSONS**

#### **Section 1**

No person shall be eligible to hold an elected or appointed office unless he/she is an active Member of the SHS Marching Band Parents Association who is in good standing. ( Article V Section 1 )

**Section 2**

Officers and committee chairpersons shall receive *no* wages for holding an elected or appointed Office.

**ARTICLE VIII  
MEETINGS**

**Section 1**

- Meetings shall be held on the second Tuesday of every month during the school calendar, unless a schedule conflict exists and is modified by the President.
- Special meetings may be called by the President and/or the Executive Board.
- The High School Principal or Principal's designee may request Special Meetings to be arranged by the Marching Band Parents Association President or Executive Board.

**Section 2**

Executive Board Meetings of the officers shall be held monthly before the General Meeting or whenever requested by the President.

**Section 3**

Names of the appointed Executive Board and Committee Chairpersons shall be announced by the President at the first General Meeting of each year.

**Section 4**

- A quorum for officers meeting shall be four members.
- A quorum for a general meeting shall be ten members.

**ARTICLE IX**

**FUNDRAISING**

- Prior to all fundraising events, the Executive Board must specify whether the profits realized will be distributed into individual marching band student accounts, the general account, or a special account. (see Standing Rules for Monies in Student Accounts).
- All fundraising done through the Band Parents Association must be used for Marching Band Related Expenses Only.
- Profits realized from any other sources will be distributed at the discretion of the Executive Board.
- All Fundraising and Special Events will be communicated to the Music Director for school approval and schedule conflict resolution.

## **Donations**

- Profits realized from any other sources will be deposited or distributed at the discretion of the Executive Board unless specifically specified by the person or persons making the donation.

## **ARTICLE X**

### **ASSOCIATION AND SCHOOL RELATIONSHIP**

#### **Section 1**

All functions and endeavors of the association shall be carried out with full consideration and Recognition of the school's authority.

#### **Section 2**

All officers and committee chairpersons shall confer with the school Principal or the Principal's Designee before instituting any plans for fundraising, or any other matter which may be relevant to the good and welfare of the school, its administration, faculty and the Marching Band.

## **ARTICLE XI**

### **BYLAWS/AMENDMENTS/STANDING RULES**

- These Bylaws provide specific rules for governing the SHS Marching Band Parents Association Standing Rules are the rules that the SHS Marching Band Parents Association utilizes to administer its affairs under the provisions of its Bylaws.
- Commencing four (4) years from the date of the adoption of these By-laws, and every four (4) years thereafter, a review shall be made to the By-Laws for possible amendments or revisions. Bylaws cannot be suspended or changed by a unanimous vote during that four (4) year period.

#### **Section 1**

Amendments and revisions to these By-Laws shall be made by a majority vote by the officers of the Marching Band Parents Association Executive Board at the time of Bylaw Revision ( see Article XI bullet 3).

#### **Section 2**

Marching Band Parents Association calendar year is from June 1st to May 31st.

## **ARTICLE XII**

### **OTHER**

#### **Section 1**

### **MUSIC DIRECTOR & BAND DIRECTOR**

- The Music and Band Directors shall always keep the general welfare of the Marching Band and Band Parents Association the foremost concern in making decisions and financial requests.

- Band Director or his designee shall make reports to the membership at each general meeting pertaining to the general functions of the band, or any other matters of concern to the membership.
- Shall make suggestions or recommendations to the Executive Board.
- Shall make suggestions or recommendations to general membership in all matters pertaining to the Marching Band students.

#### **Section 2**

- Band staff and student discipline issues will not be discussed at the Band Parents General Meetings.
- Parents are to discuss and resolve disciplinary issues only with the High School Principal, Music and Band Directors.

#### **Section 3**

#### **ROBERT'S RULES OF ORDER REVISED**

- Shall govern this organization in all cases in which they are applicable and not in conflict with these current By-Laws.

### **ARTICLE XIII**

#### **SCHOLARSHIP AWARDS**

- The Marching Band Parents Association Scholarship is offer to all graduating seniors who are members of the Secaucus High School Marching Band .The scholarship is a one-time award to be used toward the student's tuition for a two or four year College or University. This includes students who are active members of the Secaucus High School Marching Band and who have been afforded the opportunity, while attending another neighboring High School without a Marching Band Program, to become members of our Secaucus High School Marching Band Program.
- Applications are available to high school seniors in the Marching Band, who are student members in good standing (during their Freshman, Sophomore, Junior and Senior Years of High School) for four years and who have demonstrated an outstanding commitment to the Marching Band. (see: Standing Rules).

#### **SCHOLARSHIP GENERAL INFORMATION**

- Students wishing to apply for a scholarship must obtain the scholarship form from the *Secaucus High School Guidance Department*.
- All materials pertaining to the scholarship application, including their acceptance letters, 500 word essay, high school transcript, etc., must be returned to the Secaucus High School Guidance Office.
- All submissions must be received by the Secaucus High School Marching Band Parents Association Executive Board by May 1st.

- Students must meet all “Scholarship Eligibility Requirements” to qualify and apply.

#### **SCHOLARSHIP ELIGIBILITY REQUIREMENTS**

- Student must be a member in good standing for four years (Freshman, Sophomore, Junior, Senior years of High School) (see Standing Rules for “Member in Good Standing”).
- The scholarship award is subject to the applicant’s acceptance at an accredited and recognized two or four-year college or university.
- The applicant must submit an essay (500 words or less) about their marching band experience and how it has affected their life.
- A copy of the acceptance letter from the post-secondary school with the intended area of study must be presented with the application.
- A letter of recommendation from the student’s Music Director and or Band Director and the student’s Guidance Counselor.
- A completed Secaucus High School Band Parents Association scholarship application form.
- The Secaucus High School Marching Band Parents Association President, Executive Board and Marching Band Scholarship Committee will review completed application forms, essays, letters of recommendation and high school transcript.
- Scholarship Awards will be announced at the Secaucus High School Awards Assembly. Students will receive a congratulatory letter at the Awards Assembly. The scholarship check will follow after receiving documented evidence of the student successfully completing their First College Semester after graduating high school.
- The Secaucus High School Marching Band Parents Association Scholarship Committee will determine the scholarship award amount. Awards will be limited to the funds available in the Marching Band Scholarship Fund and with the final monetary decisions of the President, Executive Board and Scholarship Committee. Limited Monetary Award amounts may vary with the number of graduating students applying for the scholarship.

#### **ARTICLE XIV**

##### **DISSOLUTION CLAUSE PROVISION**

Upon dissolution of the Association, the SHS Marching Band Parents Association Executive Board shall, after payment of all liabilities, dispose of all the assets of the association exclusively for the purpose of and in such manner as to benefit the Marching Band Music Program and its students.

## **STANDING RULES OF THE SECAUCUS HIGH SCHOOL MARCHING BAND PARENTS ASSOCIATION**

- In the event of the death of a Band Parent member or one of the member's immediate families, a donation will be given. (The existing Board in accordance with the family's wishes will determine Form of donation).
- In the event of the death of any student who is a member of the Secaucus Marching Band, a donation will be given. (The existing Board in accordance with the family's wishes will determine Form of donation).
- A student whose parent or member of the immediate family who passes away and they are not a member of the Secaucus High School Marching Band Parent Association, a donation will be sent. (Form of donation will be determined by the existing Executive Board in accordance with the family's wishes).
- It is the custom of the Secaucus High School Marching Band Parents Association to present the outgoing President with a President's plaque or gift.
- If the President and/or a representative attend a testimonial, retirement function, or Senior Awards dinner as a representative of the Band Parents Association, up to 2 tickets will be paid for by the Association after an affirmative vote by the Executive Board.
- Any equipment purchased by Band Parents Association shall be used exclusively for Marching Band purposes.
- The Marching Band Parents Association N.J. State Gambling & Raffle Licenses, along with the Marching Band Parents Association Charitable Organization Certificates must be renewed as scheduled & prescribed by the rules of the State of N.J. The Marching Band Parents Association N.J. State Gambling & Raffle "Closing Papers" must be forwarded to the State of New Jersey as prescribed by the rules of the State of N.J.
- Marching Band Parents Association Bonding Insurance must be renewed as prescribed by the Secaucus Board of Education.
- When identified by the President and executive board, profits realized from fundraising sales will be credited to students' individual accounts held in the Marching Band Parents Individual Student Activity Account at the High School.

**Note :** All monies in SHS Marching Band Student Individual Accounts are "not transferable". If a student leaves the SHS Marching Band program during the Marching Band Season and returns for the next Marching Band Season, the student will maintain the balance of monies left in their individual accounts when they left. When the student either returns or not returns to the SHS Marching Band Program after one year, the monies in the student accounts will be moved to the SHS Marching Band General Account (see Article IX).

- Profits realized from any other sources will be distributed at the discretion of the President & Executive Board (see Article IX).

### **Members in Good Standing**

#### **Student Members in "Good Standing":**

- Must be or have been a member in the Secaucus High School Marching Band during their High School Freshman, Sophomore, Junior and Senior High School Years.
- Must be recommended by their Guidance Counselor, Music Director, Band Director and Marching Band Parent Association Executive Board.
- Must have shown evidence of being respectful, hard working and a dedicated Team Player within the Marching Band Association and student body.
- Must have participated in **all** Fundraising Marching Band Activities and Special Events.
- Must have an acceptable attendance record for Games, Competitions, Tournaments, Practices and other Marching Band activities.

#### **Parent / Guardian / Associate Members in "Good Standing":**

- Current Membership Dues are up to date.
- Must participate in **all** Fundraising activities.
- Must be an active member in **all** Marching Band Activities.
- Must Encourage and Promote the Secaucus High School Marching Band Parents Association "Vision & Mission" statements.