

# **Mulberry Senior High School Band Parents Association**

1 Panther Place  
Mulberry, Florida 33860

## **BY-LAWS**

### ***Article I- Membership***

The membership of the association shall include any band member, alumni, parent or other person interested in the band program. Parents of band members shall automatically be voting members. Band alumni, band members and other persons interested in the progress and development of the Mulberry High School band program shall be welcome as non –voting members.

### ***Article II – Officers and Elections***

Section I - Elected officers shall be president, vice-president, secretary and treasurer. The executive board shall appoint the fundraising coordinator, volunteer coordinator, uniform coordinator and the concessions coordinator.

Section 2 - The officers shall be elected annually from nominations of the nominating committee and nominations from the floor.

Section 3 – In the event the office of president shall become vacant, the vice-president shall become president. In the event any other office shall become vacant, it shall be filled at the next regular meeting by a majority vote of the membership present.

Section 4 – Officers shall be nominated at the April meeting and the election shall be held at the Spring Concert. The newly elected officers shall take office at the May meeting.

Section 5 – Term limits of two consecutive years will apply to all elected positions.

### ***Article III – Amendments***

The By-laws may be amended by a quorum as specified in Article VI, Section 3 of the by-laws. Amendments must have been presented in writing at the preceding regular meeting of the association or posted for all members of record prior to the regular meeting of the association.

### ***Article IV – Duties of Officers***

Section 1 – The president shall preside at all meetings of the association, appoint all committee chairpersons and shall be an ex-officio member of all committees.

Section 2 – The vice-president shall assume all the duties of the president in his/her absence and other duties as assigned by the president. The vice-president shall assist other officers as needed.

Section 3 – The secretary shall keep minutes of all meetings. The minutes of each meeting shall be presented in writing and approved at the following meeting.  
The secretary shall assist other officers as needed.

Section 4 – The treasurer shall receive all monies belonging to the association and shall deposit same monies in an approved depository under the name of **The Mulberry High School Band Parents Association**. The treasurer shall keep an accurate and complete record of all receipts and disbursements. The treasurer shall present an accurate, up to date, written monthly report of all receipts and disbursements at each meeting.

Section 5 – The president or vice president, the treasurer or other designated officer agreed upon by the board, excluding the band director, shall be authorized to sign checks. Two signatures are required per check. A log will be kept of all checks issued and a receipt will be returned to the treasurer upon completion of all purchases.

Section 6 - The concessions coordinator shall oversee the entire operations of the concession stands. This includes, but is not limited to, the direction of concession volunteers, procuring of goods and supplies needed, cleaning of the concession stands, and other duties as needed.

Section 7 – The volunteer coordinator shall obtain volunteers for all events including the concession stands and ensure that they are an approved Polk County Schools volunteer. He/She will be responsible for giving a list of volunteers for each event to the band director, the association president, and the athletic booster club designee during football season.

Section 8 – The fundraising coordinator will schedule, plan, and direct all fundraising activities with the assistance of the officers and/or any committee member he/she chooses to appoint.

Section 9 – The uniform coordinator shall be responsible for fitting all students in the appropriate uniforms for marching and concert season. He/She shall arrange for all dry cleaning and alterations as needed.

Section 10 - It is the responsibility and duty of each officer to maintain records of their activities. These records shall be passed on to each new officer at the end of each school year.

#### ***Article V – Executive Board***

Section 1 – The Executive Board shall consist of the president, vice-president, secretary and treasurer. The General Board shall consist of the concessions coordinator, volunteer

coordinator, fundraising coordinator, uniform coordinator, band director and the school principal as an ex-officio member.

Section 2 – The Executive Board shall have general supervision of the affairs of the association and shall meet at times determined by the president or by a majority of the executive board.

#### ***Article VI – Meetings***

Section 1 – The regular meetings of the association shall be held once each calendar month, July through May.

Section 2 – The president or vice-president with a minimum notice of forty-eight (48) hours may call special meetings

Section 3 – A quorum for all meetings shall consist of at least a majority of the executive board present after members have been notified by telephone, personal contact, posting of the date or email prior to the meeting and must include the president or vice-president.

#### ***Article VII – Funds***

Section 1 – The treasurer, in a depository approved by the board, shall deposit all funds created under the sponsorship of the association.

Section 2 – Approval of the executive board shall be required for the disbursement of any association funds.

Section 3- A budget shall be approved at the May meeting. The president shall approve any emergency, or miscellaneous expenses not included in said budget. Such emergency or miscellaneous expenditures shall be limited to a maximum of \$200.00.

Section 4 – No reimbursements will be made without official receipts in the amount of the purchase.

#### ***Article VIII – Financial Reports***

Section 1 -The treasurer shall be required to prepare a written monthly financial report and a written annual financial report. These reports shall become a part of the permanent record of the association.

Section 2 – Copies of the above-mentioned financial reports shall be filed by the treasurer with the Executive Board and with such persons or groups, as the Executive Board shall direct.

Section 3 – A review of the financial statements shall be made in June of each year. The Executive Board shall select a qualified individual(s), not involved in the day-to-day

operations of the association to conduct the review of the financial records. This report shall be given by the treasurer to the board and general membership in the first regular meeting of the next year.

Section 4 – The year ending financial review will be submitted by the outgoing treasurer and given to the current fiscal year treasurer when turning over the financial records. The end of the year financial report will be submitted to the Mulberry High School financial secretary and forwarded to the Polk County School Board District Office.

The Mulberry High School Band Parent Association by-laws will be posted on the Mulberry High School Band website at all times, and a copy will be filed in the principal's office. These by-laws were revised at a meeting held on November 7, 2006, adopted by a unanimous vote on December 12, 2006 and shall be in effect from this date forward. These by-laws should be reviewed/revised at least every two years.

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Gwen Parish, President  
Band Parents Association

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Date

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Kevin LeVine  
Director of Bands

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Date