



**Port Chester High School Band Association
Tamarack Road
Port Chester, New York 10573**

PORT CHESTER HIGH SCHOOL BAND ASSOCIATION BY LAWS

ARTICLE 1: NAME

The name of this organization shall be “The Port Chester High School Band Association”, hereinafter referred to as “the Association”.

ARTICLE II: PURPOSE

The purpose of the Association shall be to provide membership-approved support for the Port Chester High School Band and its activities.

ARTICLE III: MEMBERSHIP

A. Voting Members Eligibility:

Parents or guardians of Port Chester High School Band members shall be eligible for membership in the Association.

1. Dues:

Annual dues shall be payable no later than the October meeting of the current school year, and shall cover the period of August through June annually.

Dues shall be ten dollars per member. Membership includes parents and guardians.

2. Voting:

Paid members only shall be entitled to one (1) vote.

3. Proof of Membership:

The Treasurer’s record of paid members shall be considered the official membership roll of the Association and will be available at all general meetings of the Association.

B. Non-Voting Members Eligibility:

The following shall be eligible for non-voting member status in the Association:

- Any member of the faculty, staff and the Port Chester Board of Education;
- Alumni of the Port Chester High School Band and Alumni Association members.

ARTICLE IV: OFFICERS AND THEIR DUTIES:

A. Officers:

The Officers of the Association must be voting member at the time they assume office. They shall be President, Three (3) Vice Presidents, Secretary, Treasurer, and Director of Publicity.

President:

The President shall preside at all regular, Executive Board, and special meeting' call such special meetings as necessary' appoint chairpersons, Quartermaster, and committees and be an ex-officio of all committees, except nominating.

First Vice President (s):

The First Vice President (s) shall assume all duties delegated by the President in his/her temporary absence. Other duties including, but not limited to, the following: ¹

- Membership
- Home Competition
- Band Night Fundraiser

Second Vice President:

The First and Second Vice Presidents shall be assigned duties as delegated by the President, including, but not limited to, the following:

- Booster Drive
- Recycling
- Fruit Sales
- Ad Journal

Third Vice President:

The Third Vice President shall be assigned duties as delegated by the President, including, but not limited to the following:

- Fleet Management/Field Crew

Treasurer:

The Treasurer shall receive all funds due and money raised by the Association, and deposits same with the duly designated depository.

All checks shall be required to bear the signatures of two (2) officers as follows: President and Treasurer.

The Treasurer shall maintain all other appropriate financial records, and a report shall be presented at each regular meeting of the Association.

Financial records shall be audited each year immediately prior to the new Treasurer taking office.

Secretary:

The Secretary shall attend to all correspondence of the Association and shall keep the records and minutes of all meetings of the Association.

¹ It is allowed for the 1st Vice President position to be shared between 2 individuals with approval of the Board.

Directory of Publicity:

The Director of Publicity shall be responsible for publicity for all membership-approved activities, telephone squad, and for the maintenance of the Band website.

B. Vacancies in office of the President:

In the event of a vacancy in the office of President, the First Vice President shall serve as President and shall assume all the duties thereof until the next regularly scheduled election.

C. Vacancies in All other Offices:

In the event of a vacancy in an office, other than the office of the President, the Executive Board shall select a replacement by majority vote, who shall serve until the next regularly scheduled election.

ARTICLE V: THE EXECUTIVE BOARD:

A. Members:

The Executive Board shall consist of:

- All current Officer of the Association
- The immediate Past President of the Association
- The Band Director
- *The Business Manager*

All current officers of the Association shall be entitled to one (1) vote on the Executive Board. The immediate Past President, Band Director and Business Manager shall serve in an advisory capacity to the Executive Board and shall have no vote.

B. Duties:

The voting members of the Executive Board shall have general jurisdiction and supervision of all activities of the Association.

C. Authorization of Funds:

The Executive Board shall present to the general membership all proposals including the authorization of funds in excess of two hundred (\$200.00) dollars, for a vote.

The Executive Board shall authorize the Treasurer to pay out Association funds to a maximum of two hundred (\$200.00) dollars, and shall do so by written authorization.

ARTICLE VI: ELECTION OF OFFICERS:

A. Nominating Committee:

A Nominating Committee consisting of two (2) Executive Board members and three (3) members from the general membership shall be appointed at the March meeting annually. Their report/slate shall be presented at the April meeting annually.

B. Dates:

The Nominating Committee shall be appointed at the March meeting each year and shall make its report and present its slate of officers at the April meeting each year.

Election of new officers shall take place at the May meeting.

All elected terms of office shall run for one (1) year, beginning July 1 and ending June 30 of the following year.

As soon as possible after July 1, a meeting of the outgoing and newly elected Board members shall be held for the purpose of transferring records to the new administration.

B. Balloting:

1. Election of officers shall be by majority vote and by secret ballot at the May general meeting.

2. Absentee Balloting: A ballot shall be provided to any paid member who **cannot** attend to vote in person for the following reasons: Hospitalization, Business trip, Vacation, or evening job.

Said ballot will be made available by the Business Manager; the ballot must be completed at Business Manager's residence and returned to the Business Manager. Ballot will then be placed into a sealed envelope and signed across the back flap by the Business Manager and dated. In the even a member is hospitalized the Business Manager will deliver a ballot upon request & follow the procedures as noted above.

ARTICLE VII: MEETINGS:

A. Regular Meetings:

A regular meeting shall be held on the third Tuesday of each month during the school year with appropriate advance notice given when changes are necessary.

B. Special Meetings:

Special meetings may be called at the discretion of the President.

C. Quorum:

A minimum of twenty-five (25%) percent of paid members shall constitute a quorum for the conducting of business at regular and special meetings.

All motions put before the membership are deemed to be carried or rejected by a simple majority except as otherwise defined herein.

D. Agenda:

The basic agenda of a meeting should include, but not be limited to, the following:

- Presentation of minutes
- Presentation of Treasurer's Report
- Presentation of Committee Reports
- Band Director's Report
- ***Business Manager's Report***
- Old Business
- New Business
- Any other business that may be brought before the Association.

ARTICLE VIII: BY LAWS AND AMENDMENTS:

A. Proposing Amendments:

Amendments to the Bylaws may be presented by any voting member at any regular meeting.

B. Reading of Amendments:

The existing Bylaw and proposed change(s) are to be read by the President, with limited discussion, at a general membership meeting.

C. Notice of Amendments:

Notice of Amendments shall be distributed to all voting members one in written form using a “best effort” method to ensure maximum notification of all members.

D. Voting on Amendments:

The Amendment(s) shall be read at the next regular meeting. This reading shall be followed by a motion and second to accept the Amendment as submitted. Appropriate discussion and vote are to follow. The Amendment must be approved by a two-thirds (2/3rds) majority vote of the voting members present at the meeting.

E. Revision of Bylaws:

The overall Bylaws shall be revised on an annual basis if necessary. This revision shall be in the form of a re-write to incorporate any amendments that occurred during the previous year.

The revised Bylaws are to be distributed to all voting members in written form one (1) month prior to their approval. The following month, the proposed changes will be voted on and approved or rejected by a simple majority of the paid membership of the Association present at that meeting.

ARTICLE IX: RULES OF ORDER:

In all questions of parliamentary procedure not already covered by these Bylaws, **ROBERT’S RULES OF ORDER SHALL PREVAIL.**