

Bylaws

KIPP Tulsa Show Time Marching Band

Band Parents' Organization

(A nonprofit organization of the State of Oklahoma)

Article I

Name

The name of this organization shall be KIPP Tulsa Showtime Marching Band Parents.

Article II

Location

The principle office of this organization shall be located in the city of Tulsa, Oklahoma.

Article III

Purposes

The purpose of this organization shall be to:

- A. Provide fundraising activities to aid in the purchase of uniforms, equipment, musical complements, etc.
- B. Assist in raising funds to finance trips, banquets, and miscellaneous activities which will aid in the band's growth and development.
- C. Support the band through any specific skill he/she may possess in order to continuously improve the band program.
- D. Solicit membership of all parents / guardians who have a student in the band.

Article IV

Membership

Any parent / guardian/adult shall be granted membership who has a child actively participating in the marching band.

Article V

Dues and Fees

Dues are payable upon application for membership, and thereafter annually on the second Thursday in September. Initial and annual dues are assessed as follows: \$10.00 membership per person and \$20.00 membership per family. Dues will remain in the amount of \$10.00 irrespective of the date of membership.

Article VI

Officers

The officers of this association shall consist of a President, a Vice President, a Treasurer, and a Recording Secretary. These officers shall be elected by a majority vote of the membership at the April meeting each year for a term of one year. They shall serve until their successors are elected. No officer may be elected to the same office for more than two (2) consecutive years, unless no one is appointed. Any vacancy occurring in an elective office shall be filled by a special election held at the next meeting regardless of tenure.

Article VII

Board of Directors

The Board of Directors shall consist of all elected officers and the Chairpersons of committees. The immediate President shall be Chairman of the Board of Directors and will vote on all issues only in the case of a tie. The purpose of the Board of Directors is to govern all activities of the organization and to see that its objectives and purposes are fulfilled.

Article VIII

Committees

The special committee heads shall be appointed in the month of April, along with the election of positions of President, Vice President, Treasurer, and Recording Secretary.

SECTION 1: *Fundraising Committee.* The fundraising committee shall be responsible for presenting and coordinating fundraising activities and presenting same to the membership prior to implementation. The committee should also be responsible for ordering, receiving, and

distributing any materials for sale by the band parents organization. Monies should be collected by this committee from band parents and/or treasurer.

SECTION 2: *Calling Committee.* The Calling Committee shall be responsible for each of its committee members being provided with a roster of names. The membership should be contacted by a member of this group prior to each meeting or special activity.

SECTION 3: *Chaperone Committee.* The Chaperone Committee shall be responsible for organizing a group of adults in order to maintain order or propriety at band functions. They should also be responsible for getting water to students at events, securing a section for the band students at performances, and assist the band director/coaches with any special needs.

SECTION 4: *Uniform Committee.* The Uniform Committee shall be responsible for raising funds for new uniforms and the maintenance of current uniforms.

SECTION 5: *Band Banquet Committee.* The Band Banquet Committee shall be responsible for the planning and the overall success of the event.

Article IX

Duties of Officers and Committee Chairpersons

SECTION 1: *President.* The President shall preside at all meetings and shall be an honorary member of all committees. The President will vote in case of a tie only. The President will appoint, upon approval of the Board of Directors, all Special Committees.

SECTION 2: *Vice President.* The Vice President shall perform duties of the President in his absence and shall be a member of the Special Committees.

SECTION 3: *Treasurer.* The Treasurer shall be responsible for recording and depositing all monies to the bank account. All deposits should be deposited within a five day period after receipt of the same. All persons being considered for the position of Treasurer must be bondable. All checks shall require two signatures. The Treasurer must be prepared to give a written report at each regularly scheduled meeting. The Treasurer shall be the Chairman of the Budget Committee.

SECTION 4: *Recording Secretary.* The Recording Secretary shall record minutes of all meetings and shall maintain an official record of the organization. The Recording Secretary shall transcribe minutes and be prepared to read minutes at each regularly scheduled meeting and

distribute copies of said minutes to the Board. Also, the Recording Secretary shall conduct all official correspondence relating to the organization.

SECTION 5: *Committee Chairpersons.* The Chairpersons of each committee shall acts to coordinate the activities of their committee. Each Chairperson is responsible for submitting a written report of Committee Meetings to the Board of Directors.

SECTION 6: Each Officer and Committee Chairperson is responsible for regular attendance at both the Board of Directors and membership meetings and to fulfill their respective duties set forth in Sections 1-5 above.

Regular attendance is defined as no more than two consecutive absences. Failure to carry out these responsibilities could result in termination from position at the discretion of the Board of Directors.

Article X

Meetings

SECTION 1: *Monthly Meetings.* Regular monthly meetings of the membership shall be held each month at KIPP Tulsa College Preparatory or a place designated by the Board of Directors on the second (2nd) Thursday of each month at 5:45pm unless otherwise designated by the Board of Directors. Guests may attend a maximum of three meetings. If the day fixed for the meeting shall be a legal holiday in the State of Oklahoma or due to inclement weather, such meeting shall be held on a day designated by the Board of Directors.

SECTION 2: *Annual Meeting.* The annual meeting of the membership shall be held in April of each year, for the purpose of electing officers and for the transaction of such other business as may come before the meeting. The annual meeting may be held at the regular monthly meeting site. If the day fixed for the annual meeting shall be a legal holiday in the State of Oklahoma or due to inclement weather, such meeting shall be held on a day designated by the Board of Directors. The annual meeting shall be closed to guests.

SECTION 3: *Special Meeting.* Special meetings of the membership may be called by the President by giving no less than five (5) days notice to all members.

QUORUM: A vote of a majority of the voting membership present shall constitute a quorum authorized to transact any business presented at a meeting of the organization

Article XI

Fundraising Project Presentations

SECTION 1: *Notification.* The President should be notified in advance of persons who would like to present a particular promotion at a meeting of the Band Parents Organization.

SECTION 2: *Presenters.* Presenters of fundraising projects must be approved by the Band Director, Mr. Marzett. If a presenter should contact a board member or a member of the KIPP Tulsa Band Parents organization for the purpose of presenting a project to the group, then the presenter must be introduced to the Band Director, who in turn can ascertain acceptance. The Band Director must notify the president within three to five days prior to the next Band Parents meeting that a presentation is scheduled to take place.

Article XII

Amendments

These bylaws may be amended by a majority vote of those voting members at a meeting designated for this purpose by written notice to all members at least ten (10) days prior to meeting date.

Article XIII

Dissolution

Upon a majority vote of the voting members in attendance, this organization shall be dissolved and all monies remaining in the treasury after payment of all outstanding indebtedness shall be contributed to a charitable or educational organization to be determined by the Board of Directors.