

Bylaws of the Thomas Jefferson High School Band and Orchestra Parents Association (BOP)

Revised September 24, 2007; Approved by General Membership, December 18, 2007

ARTICLES

Article I – TITLE AND PURPOSE

Section 1. Title

- A. The organization shall be known as the Thomas Jefferson High School Band and Orchestra Parents Association (BOP).
- B. The community name can be changed by majority vote of the general membership. The members must be provided written notification at least two weeks prior to the vote. The TJ Principal and Activities Director (hereinafter referred to as TJ School Administration) must be advised of the name change.

Section 2. Purpose

The purpose of BOP is to assist the band and orchestra in providing music education to the students of Thomas Jefferson High School by:

- A. Providing spirit, encouragement and support through attendance at performances and competitions.
- B. Providing assistance in raising funds necessary to maintain the consistent growth, quality, and high standards of the individual programs.
- C. Providing assistance in community relations and publicity.
- D. Providing assistance in the writing and enforcement of the rules and regulations as outlined in the Band and Orchestra Handbooks.

Article II – POWERS AND CONSTRAINTS

Section 1. Powers

The powers of the BOP reside in its members and are exercised on behalf of the membership by the BOP Executive Board.

Section 2. Constraints

The BOP is non-profit, non-sectarian, and non-partisan. It cannot endorse or disparage a commercial enterprise, a political platform, or a candidate for public office.

Section 3. Use of Name

The BOP name and insignia, single or in combination, may be used only by persons authorized by the BOP and only for BOP-sanctioned purposes.

Article III – MEMBERSHIP

Section 1. Qualifications for General Membership

Membership shall be limited to the following:

- A. Parents/guardians of students enrolled in Band or Orchestra.
- B. Any member of the BOP who chooses to continue their service after the graduation of their student.
- C. Former members of BOP.
- D. Band and Orchestra Directors.
- E. Duly elected officers of the BOP.

Section 2. Voting Privileges

All members of the BOP are eligible to vote.

Article IV – BOP EXECUTIVE BOARD

Section 1. Membership

The BOP Executive Board consists of elected officers of the community, Band and Orchestra Directors, and Sponsors of any auxiliary groups.

The elected officers are president, vice president, secretary, and treasurer.

Section 2. Powers and Constraints

The Executive Board directs BOP activities to meet BOP objectives. The Executive Board is responsible for reporting its actions to the membership through appropriate means. These reports may include discussions at regular meetings, and at special meetings that the Executive Board may initiate when necessary. Other appropriate means of communication are the web site and other electronic communications, telephone, or local media.

Section 3. Duties of Elected Officers

- A. The President supervises BOP activities and the executive board; plans and presides over monthly meetings; and coordinates BOP activities with the Band and Orchestra Directors, other BOP officers and BOP committee chairpersons. Other duties are outlined in the Band and Orchestra Handbooks.
- B. The Vice President assumes the duties of the president in the absence of or incapacity of the president. The vice president is also responsible for planning and managing BOP craft fairs. Other duties are outlined in the Band and Orchestra Handbooks.
- C. The Secretary keeps all BOP general membership and executive board meeting minutes and submits a copy of the meeting minutes as described in the Band and Orchestra Handbooks. The secretary records student letter points throughout the year and periodically updates students, parents, and guardians on the student's letter point status. Other duties are outlined in the Band and Orchestra Handbooks.
- D. The Treasurer supervises BOP fiscal affairs by maintaining books and records that can be reviewed by the BOP Executive Board upon request. The Treasurer receives payments for which the BOP is entitled and disburses funds for expenses approved by the BOP Executive Board and membership. The Treasurer reports the BOP's financial status at BOP meetings. Other duties are outlined in the Band and Orchestra Handbooks.

Section 4. Election of Officers and Terms of Office

Election of officers shall be held each year during the April meeting.

The president and vice president are elected for one-year terms, which commence on June 1 and conclude May 31. The secretary and treasurer are elected for two-year terms, which commence on June 1 and conclude May 31, two years later. The president, vice president, secretary, and treasurer may succeed themselves in office but cannot serve more than two consecutive terms in the same office as long as they are elected through procedures outlined in these bylaws.

Section 5. Vacancies

In the event of a vacancy mid-term, the president position is filled by the vice president. All other vacancies are filled by appointment from the president and confirmed by a majority vote of the BOP Executive Board. Vacancies are filled for the balance of the respective unexpired term. Any person filling a vacancy in an elected office is eligible for nomination for that office.

Article V – COMMITTEES

Section 1. Chairperson Selection

The BOP president and vice president are responsible for making sure that the standing committee chairpersons are appointed from BOP members to serve from June 1 to May 31.

Section 2. Committee Member Selection

The committee chairperson appoints committee members to assist in running the committee. Members are approved by the BOP Executive Board.

Section 3. Standing Committees

- A. Uniform committee – Oversees the cleaning and upkeep of band and orchestra uniforms. Manages assignment of uniforms to students, including fittings at the beginning of the school year and student access to uniforms (signing in/signing out) for each performance. Other duties are outlined in the Band and Orchestra Handbooks.
- B. Craft Fair committee – Plans, promotes, and manages BOP craft fair fundraising events. Other duties are outlined in the Band and Orchestra Handbooks.
- C. Fundraising committee – Plans, promotes, and manages non-craft fair fundraising events. Other duties are outlined in the Band and Orchestra Handbooks.
- D. Hospitality committee – Plans, promotes, and manages banquets and receptions. Provides water at marching band events, and makes food arrangements for students for out-of-town or all-day events, as needed. Other duties are outlined in the Band and Orchestra Handbooks.
- E. Marching Band Pit Crew – Loads and unloads band trailer. Gets equipment on and off the field. Other duties are outlined in the Band and Orchestra Handbooks.

- F. Nominating committee – Composed of vice president and one or more non-Executive Board members appointed by the president. The committee selects a slate of nominees for each elective office, informs nominees of responsibilities of positions, and makes sure nominees are willing to serve.
- G. Special committees can be created by the BOP Executive Board to meet specific BOP requirements as needed.

Article VI – BOP ACTIVITIES

Section 1. Office Nominations

- A. The nominating committee will convene in February prior to the May election.
- B. The nominating committee finds candidates for each office to be filled. Nominees should be members in good standing and be willing and able to serve.
- C. The vice president will automatically be nominated as president unless the candidate declines the nomination.
- D. The nominating committee presents the slate of candidates to the community membership at the March meeting.

Section 2. Chapter Elections

Chapter elections will be conducted at the April meeting. Members must be notified of the slate of officers in March of the election year. Officers will be installed at the May meeting.

Section 3. BOP Business Meeting

BOP business shall be discussed and acted upon at each meeting, the order to be determined by the president.

Section 4. Finances

- A. The fiscal year shall begin June 1 and end May 31 of the following year.
- B. A proposed budget shall be formulated by the BOP Executive Board and presented at the September meeting. The proposed budget shall be voted upon by the membership. The budget shall include a minimum of \$2,000.00 to be deposited each year in a special account for the purchase of new and replacement uniforms.

- C. BOP funds must be deposited in a financial institution that is government regulated and insured.
- D. The approved budget shall govern expenditures throughout the year. Any items approved through the budget will not require an additional vote by the membership in order for disbursement of BOP funds to occur.
- E. The approved budget may be adjusted as needed to accommodate a shortage or overage of monies earned through BOP fundraising activities. Any budget changes will require approval by the general membership at a regular meeting of the BOP general membership.
- F. Should an unexpected expense occur whose payment due would occur before the next meeting of the general membership, the BOP executive board shall have the ability to vote to dispense the necessary funds. Any such disbursements would be reported at the next meeting of the general membership and the budget adjusted accordingly, if required.

Section 5. Meetings

- A. Meetings of the general membership will be held monthly during the school year (September 1 through May 31). The exception will be that there is no meeting of the general membership in January.
- B. The BOP Executive Board may call special meetings or may omit meetings, provided members are notified well in advance of the action.
- C. The Bop Executive Board will be empowered to act for the organization in the event a special general meeting cannot be called.
- D. Robert's Rules of Order shall govern official proceedings.
- E. All official actions of the BOP Executive Board or of the general membership shall require approval by the majority of members present.

Article VIII – AMENDMENTS

Amendments to these Bylaws may be made whenever necessary by a majority vote of those at any general meeting. The Bylaws will be reviewed by the BOP Executive Board every two years. Amended bylaws will be presented to the general membership at the September meeting. Bylaws will become effective pending approval of the general membership at the October meeting.