

## By-Laws

### **THE ABSEGAMI BAND PARENTS ASSOCIATION, INC.**

#### **Article I. Name and Location**

The name of the organization is: The Absegami Band Parents Association, Inc., also known as "the ABPA". The principal mailing address of the Absegami Band Parents Association, Inc. is P.O. Box 216 Oceanville, New Jersey, 08231.

#### **Article II. Purpose**

The Absegami Band Parents Association, Inc. exists to assist in the operation of the Absegami High School Band Organization, its Director and Staff. The Absegami Band Parents Association, Inc. will, as approved by the membership, provide assistance, including help with funding, to the Absegami High School Band Organization.

#### **Article III. Membership**

Section 1: The Absegami Band Parents Association, Inc. shall have members.

Section 2: Member in Good Standing:

An individual shall be considered qualified for membership if they:

- are the parent, guardian, or caregiver of a student in the Absegami High School Marching Band, inclusive of the band proper and the guard, at the beginning of the band year or at any time during the school year, and
- have paid the required membership fee.

Each member shall be entitled to one vote in elections, by-law changes, and other voting situations that may arise during the band year.

Any parent, guardian, or caregiver of a student in the Absegami High School Marching Band participating as a chaperone or in any other supporting role during any event must be a member in good standing. Members in good standing will have preference over supporting members for chaperone positions.

Section 3: Supporting Members in Good Standing: The ABPA shall allow Supporting Members. Supporting Members shall not pay a membership fee and have no voting rights.

Section 4: Membership and Fee: Membership in the Absegami Band Parents Association, Inc. shall be granted as specified in Article III, Section 2 after payment of a membership fee as specified by majority vote of the membership at the last regular meeting held prior to the start of the band year (July).

Section 5: The Band Director: The Band Director shall be a non-voting member of the Absegami Band Parents Association, Inc. and the Executive Committee of the ABPA. The Band Director shall serve as liaison between the school and the ABPA. The Band Director shall provide advice to the ABPA in its relationship with the school administration. In their capacity, the Band Director and/or designated representative is invited to attend all regular meetings of the ABPA and/or the Executive Committee. Regular meetings of the ABPA and the Executive Committee will be held and conducted as specified under Article V, Section 1 and 3 of the By-Laws.

## **Article IV. Officers and Duties**

Section 1: Officers: The Officers of the ABPA shall be: a President, a Vice President, a Recording Secretary, a Correspondence Secretary and a Treasurer, and such other Officers and/or Trustees as the membership may elect from time to time to carry out the affairs of the ABPA. All officers must be members in good standing during the period of their term.

Section 2: Term: A term of office shall be for one (1) year and shall begin at the close of the band year (June). The election meeting is to be held in April of each year.

Section 3: Vacancies: A vacancy shall be filled by majority vote of the membership from a ballot or slate presented by the Executive Committee. The individual elected shall serve for the remainder of the term of the Officer being replaced. No name shall be placed in nomination without the consent of the nominee.

Section 4: Duties and Powers: The Officers shall perform the duties and exercise the powers prescribed by these By-Laws, The Parliamentary authority adopted herein or which normally pertain to the office.

### A. The President shall:

1. Be the principal officer of the Absegami Band Parents Association.
2. Preside at all meetings of the Absegami Band Parents Association.
3. Co-sign or designate a co-signer to sign all requisitions for purchase or payments of debt, notes, contracts and band accounts.
4. Appoint chairpersons and members to standing committees except for the Nominating Committee.
5. Create special committees, including but not limited to a Publicity Committee, and appoint a chairperson(s) and members to those committees as the need arises.
6. Be an ex-officio member of every committee except the Nominating Committee.
7. Represent, or designate a member to represent, the Absegami Band Parents Association in community functions or affairs if requested.
8. Attend, or appoint a designee to attend, the regular scheduled monthly School Board meeting of the Greater Egg Harbor Regional High School District and/or Absegami High School Parent Teacher Student Organization (PTSO) meeting as needed.

### B. The Vice President shall:

1. Assume duties as may be assigned by the President
2. In the absence of the President, preside at all regular or special meetings of the ABPA and/or the Executive Committee, and will assume all duties as needed.
3. Be Membership Coordinator.
4. Maintain a record of the membership roll and, in the case of a contested vote, exclusive of elections, shall hand out ballots to all members in good standing.

### C. The Recording Secretary shall:

1. Record the minutes of all regular and special meetings of the Absegami Band Parents Association and the Executive Committee.
2. Maintain the minutes of each meeting in a Minutes Book. Minutes of all meetings are to be available for reference at each regular meeting.
3. Make available the most current minutes to membership by the next general meeting either via email or website.
4. Assume such duties as may be assigned by the President.

### D. The Correspondence Secretary shall:

1. In the absence of the Recording Secretary, handle the duties of the Recording Secretary.

2. At regular or special meetings, shall read all correspondence received for the Absegami Band Parents Association.
3. At the direction of the President or the membership, respond to all correspondence, on behalf of the Absegami Band Parents Association.
4. Secure and maintain, on behalf of the Absegami Band Parents Association, a Post Office Box.
5. Secure and maintain, as directed by the Absegami Band Parents Association, and adequate supply of correspondence material.
6. Assume such duties as may be assigned by the President.

E. The Treasurer shall:

1. Be custodian of all funds as directed by the Absegami Band Parents Association, the State of New Jersey, and the Federal Government.
2. Co-sign all requisitions for all purchase requests or payment of debt, notes, contracts and bank accounts.
3. Make financial reports at each regular meeting and provide a copy of such report to each attending member.
4. Provide the membership with financial studies expressing both positive and negative findings on the impact of proposed Absegami Band Parent projects on Absegami Band Parent funds.
5. Propose financial methods and/or procedures that will better facilitate or control Absegami Band Parents Association funds.
6. Assume such duties as may be assigned by the President.
7. Handle the coordination of all purchase quotes at the direction of the membership and as stated in Article VIII, Section 3.
8. Designate an officer of the Executive Board to handle the regular meeting responsibilities of the Treasurer as defined in #3 above, when the Treasurer is to be absent. The President shall be notified of the selected delegate prior to the meeting.
9. Shall make deposits within 10 days' time.

## **Article V. Meetings of the ABPA**

Section 1: Regular Meetings: The membership shall hold no less than ten (10) meetings, except when there are extenuating circumstances, inclusive of the annual election meeting held in April. Regular meetings will be held monthly as designated by the Executive Board at the start of each band year. The time of the next regular meeting will be set by the President at the conclusion of each regular meeting.

Section 2: Special Meetings: Special meetings of the membership may be called by the President with at least twenty-four (24) hours notice, or by any four (4) members with at least five (5) days notice. Such notice by the President or members shall include a statement of the purpose of the meeting, as well as the date, time, and location of the special meeting.

Section 3: Quorum: For meetings of the ABPA exclusive of Executive Committee meetings, a quorum shall be five (5) members of the Executive Committee and four (4) members in good standings fixed by these By-Laws. All members present shall be eligible to vote as defined by these By-Laws.

## Article VI. Committees

Section 1: Standing Committees: There shall be standing committees to deal the following subjects:

- A. Nominating
- B. Scholarship
- C. Uniform
- D. Equipment
- E. Chaperone
- F. Finance
- G. Audit

The Standing Committees shall have responsibilities as defined by these By-Laws. Additional responsibilities may be added or as assigned by the President or by a simple majority vote of the membership in a regular meeting. Additional committees may be created by amendment to these By-Laws. All committees shall meet as needed.

Section 2: Special Committees: Special Committees may be created by the President.

Section 3: Executive Committee: There shall be an Executive Committee as defined below:

- A. The Executive Committee shall be composed of the five (5) Officers, (1) Member at Large, the three (3) representatives of the upper classes (senior, junior, and sophomore), all elected by the members by a simple majority vote at the annual election meeting, one (1) Freshman Delegate appointed at the start of the band year (July) and the Band Director. All members except the Band Director will have voting rights.
- B. The Executive Committee, in an emergency, shall have the power to conduct essential business between regular meetings of the ABPA, via email, phone call or in person.
- C. An emergency is defined as a situation which must be resolved on behalf of the Absegami Band Parents Association prior to a regular meeting and where time is of the essence.
- D. The Executive Committee, after exercising its authority in case of emergency, must make a full report of its actions to the membership of the ABPA at the next regular meeting of the membership. The Chairperson must explain in detail to the membership why the decision made by the Executive Committee could not wait until a regular meeting. Where Absegami Band Parents Association funds are involved, a full accounting of these monies will also be made.
- E. Meetings of the Executive Committee may be called by the chairperson (the President of the Absegami Band Parents Association) or by any two (2) members of the committee.
- F. A quorum of the Executive Committee shall consist of six (6) Executive Committee members, not including the chairperson. A simple majority vote shall be the rule on all issues brought before the committee.
- G. The Chairperson shall not have a vote on this committee except if a tie vote is the result.
- H. The Executive Committee will review these By-Laws annually at the January meeting of the Executive Committee to discuss and formulate changes if needed to these By-Laws. The Executive Committee will not have the authority to change By-Laws. Any suggested changes must be presented to the membership in writing at a meeting of the membership. Changes to these By-Laws may only be made by the membership by a simple majority vote.

- I. Regular meetings of the executive committee will be held monthly prior to the regular meeting of the ABPA as designated by the executive board at the start of each band year.
- J. Members who are on the Executive Committee must attend seven (7) out of ten (10) Executive Committee meetings except when there are extenuating circumstances. The President must be made aware of any extenuating circumstances that would prohibit attendance. After discussion, a determination will be made by the affected officer and the remainder of the Executive Committee, following Article VI, Section 4, as to whether the officer should relinquish their position.

Section 4: Nominating Committee:

- A. A Nominating Committee of up to three (3) members in good standing shall be appointed by the membership in February of the school year. No member of the Nominating Committee shall be nominated for office.
- B. The Nominating Committee shall continually consider the qualifications of potential candidates for Officer of the Absegami Band Parents Association.
- C. The Nominating Committee shall carry out the responsibilities assigned to it under Article VII, Nominations and Elections.
- D. To assure proper consideration of candidates for Officer, members of the Absegami Band Parents Association should make recommendations to the Nominating Committee at least thirty (30) days prior to the annual election meeting.

Section 5: Scholarship Committee:

- A. A Scholarship Committee will be formed in February.
- B. The committee will begin the selection process in March of the current school year.
- C. **Three (3) scholarships of equal amounts shall be given each year.**
- D. The Scholarship Committee shall decide upon the criteria for selection.
- E. No parent, guardian, or caregiver of a senior band member shall be allowed to be on the Scholarship Committee.
- F. Members of the Scholarship Committee must be members in good standing.

Section 6: Uniform Committee:

- A. The Uniform Committee will provide assistance to the Band Director in the care and refurbishing of band uniforms and uniform equipment.
- B. The Uniform Committee will provide suggestions to the Band Director when band uniforms and equipment are pending purchase.
- C. The Uniform Committee will work with the Band Director on requests to purchase uniforms and uniform equipment if the funds for such will be from an ABPA account.

Section 7: Equipment Committee:

- A. The Equipment Committee will provide assistance to the Band Director in the care and refurbishing of equipment exclusive of uniforms and uniform equipment.
- B. The Equipment Committee will provide suggestions to the Band Director when equipment is pending purchase.
- C. The Equipment Committee will work with the Band Director on requests to purchase equipment if the funds for such will be from an ABPA account.

Section 8: Chaperone Committee: The Chaperone Committee will provide assistance and solicit members to assist the Band Director at all functions as identified by the Band Director.

Section 9: Finance Committee:

- A. The Finance Committee will establish, at the beginning of the band year (July), a program of fund raising events, including a fund raising events schedule for the year. The program shall be

presented to the ABPA membership for approval at the first regular meeting of the ABPA each band year.

- B. The Finance Committee will coordinate all fundraisers.
- C. The Finance Committee will establish financial reports on each fundraiser, including any proceeds to be deposited into a child's account, to be presented to the association membership not less than one month after the fundraiser has ended.
- D. The Finance Committee will obtain liability insurance, as needed, to cover all ABPA functions.

Section 10: Audit Committee:

- A. The Audit Committee will comprised of either:
  - a. at least 2 members (excluding the Treasurer) or
  - b. an independent financial company.
- B. An annual audit of all band accounts will be performed by the audit committee or the independent financial company in June.
- C. If an audit by an independent company is desired, information regarding the projected cost must be presented to the membership at a regular meeting (prior to the June meeting) and a vote must be taken to allow for the outside audit.

## **Article VII. Nominations and Elections**

Section 1: Nominations:

- A. The Nominating Committee shall present a ballot of all candidates for any Officer or Executive Committee position to be filled and shall present the ballot of candidates to each member in attendance at the ABPA meeting held at least one (1) month or one (1) regular meeting prior to the annual election meeting or any meeting at which an Officer or Executive Committee member is to be elected.
- B. The consent of each candidate must be obtained prior to the candidate's name being listed on the ballot.
- C. At least one candidate for each of the positions to be filled should be listed on the ballot.

Section 2: Election: Ballots shall be presented to members in good standing at any meeting during which an election shall occur. The ballots shall include all the nominees selected under Sections 1 hereof and a simple majority vote shall take place. If all positions are uncontested, the Chairperson of the Nominating Committee shall make a motion to the general membership to elect the slate of officers as presented.

Section 3: Notification: The Nominating Committee shall handle the election, with the Chairperson of this committee notifying the candidates and membership of the outcome of the election. This process shall occur at the annual election meeting.

## **Article VIII. Fund Administration**

Section 1: Fund Deposit: Any funds raised by or contributed to the ABPA shall be accepted or collected and deposited only in such manner as shall be directed by the By-Laws, the State of New Jersey, and Absegami Band Parents Association.

Section 2: Signatories: All orders for payment of money from said depositories shall bear the signature of the President or Vice President and shall be countersigned by the Treasurer.

Section 3: Purchase Quotes: Any purchase in excess of \$750.00 must have two (2) purchase quotes with preference being given to local businesses where the quantity and quality of goods or services meet with specifications desired by the membership and approval of the general membership.

Section 4: Dissolution: In the event the Absegami Band Parents Association dissolves or ceases to exist, all funds on deposit at the designated bank will be forwarded to the Absegami Band Activity Account to use at the discretion of the Band Director to benefit the program.

## **Article IX.**

All contracts of purchase or evidence of debt may be executed only as directed by the membership of the Absegami Band Parents Association, these By-Laws, and the State of New Jersey. The President and the Treasurer shall execute, in the name of the Absegami Band Parents Association all contracts of purchase or evidence of debt so authorized by the Executive Committee.

## **Article X.**

Robert's Rules of Order, newly revised, shall be the parliamentary authority for all matters or procedures not specifically covered by these By-Laws or Special Rules of Procedure adopted by the membership.

## **Article XI. Amendments**

These By-Laws can be amended by simple majority vote of members in good standing at any regular meeting provided that the amendment has been submitted to the membership in writing at the previous regular meeting. These By-Laws supersede and void the previous adopted By-Laws.

We hereby certify that the foregoing By-Laws and the Attachments hereof were adopted by the membership of the Absegami Band Parents Association, Inc. on the 15th day of January, 2013.

(SIGNATURE ON FILE)

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President- Chuck Reed

(SIGNATURE ON FILE)

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Vice President- Robert Sprague

(SIGNATURE ON FILE)

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Recording Secretary- Terry Reed

(SIGNATURE ON FILE)

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Treasurer- Gerri Dewland

(SIGNATURE ON FILE)

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Correspondence Secretary- Ginnie Brown