

**COURTLAND HIGH SCHOOL
BAND PARENTS' ASSOCIATION**

6701 Smith Station Road
Spotsylvania, VA 22553

CONSTITUTION AND BY-LAWS

(Amended and Adopted April 2021)

ARTICLE I: ORGANIZATION

- Section 1: The name of this organization shall be the Courtland High School Band Parents' Association (hereinafter the "Association" or CBPA).
- Section 2: Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 3: The Association shall administer and maintain a bank checking account for the receipt and disbursement of Association funds.

ARTICLE II: PURPOSES

The Objectives of the Association are:

- To foster and promote a positive image of the Courtland High School band students and band programs within the school and the community at large.
- To provide all possible moral and financial support and services to the Royal Brigade Marching Band, curricular band classes and other ensembles as defined by the Band Director and the Executive Board.
- To cooperatively support the efforts of the Band Director(s) and staff to provide students with a music education that meets the highest possible standards.
- To assist the Courtland High School bands in achieving growth in musicianship, in performance opportunities and in the number of students participating at all levels.
- To foster an appreciation within the Spotsylvania County Public Schools and community for the educational value of strong band programs.
- To work to build and maintain an organization of parents, which will help to promote the general activities of the Royal Brigade Marching Band, curricular band classes and other ensembles.

ARTICLE III: MEMBERSHIP AND DUES

- Section 1: Membership in the CBPA shall consist of regular and alumni members.
Courtland Band Parents' Association Constitution and By-Laws.
- Regular members: Any parent or legal guardian of a member of the Courtland High School band programs will become a regular member of the Association.

- **Alumni members:** Any former member of the CBPA will become an Alumni member upon payment of the Alumni dues as defined by the CBPA. Alumni members are not entitled to vote or chair committees.

- Section 2: Membership dues for any band organization shall be determined by the Executive Board each year, with any increase being contingent upon approval by the membership at a CBPA meeting.
- Section 3: Students will have the opportunity to participate in fundraising activities.
- Section 4: For each additional RBMB child within a family, RBMB membership dues shall be reduced by 50% of that portion of the student dues not associated with trips or competitions.
- Section 5: Executive Board members shall have the dues for only one student reduced as follows: The President, 1st Vice President and Treasurer will have their dues reduced by 50% of that portion of the student dues not associated with trips or competitions. The 2nd Vice President and Secretary will have their dues reduced by 30% of that portion of the student dues not associated with trips or competitions. The Parliamentarian/Reporter and Rookie/Symphonic/Concert Representative will have their dues reduced by 20% of that portion of the student dues not associated with trips or competitions. These Executive Board member dues, less reduction, shall be paid according to the same schedule of payments all other student dues, beginning with the \$100 non-refundable deposit.
- Section 6: Each student's participation in band program activities is dependent upon dues and fundraising accounts being up-to-date at the time of the activity. No student may sign up for another extracurricular band activity if his account is in arrears, unless waived by the Executive Board.
- Section 7: Once monies are paid to the CBPA they are non-refundable unless identified otherwise by the Executive Board.
- Section 8: Student accounts are maintained by the Treasurer on each member and consist of points. Students or parents working in approved activities or fundraisers may receive points and those points will be placed in their band student account. One point equals one dollar and may be used to pay approved band related fees.
- Section 9: The membership year will begin at the installation of the new Executive Board.
- Section 10: Each Association member family shall receive a newsletter when published.
- Section 11: Refer to the CBPA Treasurer's Handbook for more detail on financial aspects of the band. Any change to the Treasurer's Handbook must be approved by the Executive Board.
- Section 12: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of

any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Section 13: Active is defined as a regular CBPA member who attends the majority of current year meetings and participates in CBPA functions, including but not limited to volunteer opportunities and fundraising events.

ARTICLE IV: OFFICERS AND DUTIES

Section 1: The officers of the Association shall be the President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Parliamentarian/Reporter Rookie/Symphonic/Concert Representative.

Section 2: A nominating committee will be appointed by the President at the November general meeting each year. They will present a slate of officers to the membership at the February meeting. Nominations will also be accepted from the floor at the February and April meeting. Elections shall take place at the April general meeting and the officers shall serve for a minimum one year term with the exception of the President and Treasurer which shall serve a minimum of two year term. The President and Treasurer shall be on staggered terms. All officers shall be installed at the May general meeting. All nominees shall be regular CBPA members in good standing. Eligible nominees for President are preferred to have within the current year both served as a Board member and have been an active member. All other Board nominees are preferred to have been an active CBPA member during the current year.

Section 3: All officers are required to attend Executive Board and General Parents' meetings as scheduled. If more than two consecutive meetings are missed without an excused absence this office shall be replaced following the procedures for filling a vacancy in any office as described in Section 4 below. In regards to Executive Board decisions on issues concerning the CBPA, a quorum of 50% is required for voting purposes.

If at any time a current Executive Board member feels compelled to resign for any reason they shall provide a written two week notice to the Executive Board. The Executive Board will then be able to consider the resignation and potential replacements.

Section 4: Should a vacancy occur in any office the remaining members of the Executive Board shall nominate a person to serve the remainder of the unexpired term of the Board member who resigned. The vacancy shall be voted on at the next general membership meeting. Nominations can also be accepted from the floor. If the President resigns the 1st Vice President shall fill the vacancy until the next general meeting when an election would be held.

Section 5: The officers, terms of office and duties shall be as follows.

- The **President** shall serve a two-year consecutive term. The President shall preside at all meetings of the Association, appoint all committees except as noted elsewhere, and shall be an ex-officio member of all committees except the nominating committee. The President shall also have general supervision over the affairs of the Association subject to the direction and control of the Board. The President shall be authorized to perform the duties of the Treasurer in their absence. The President shall also perform other duties usually pertaining to the office.
- The **1st Vice President** shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Association. The 1st Vice President shall have overall responsibility for directing all fundraising activities. After each fundraiser, a financial report shall be provided to the Treasurer. The 1st Vice President,

with the band director's help and approval shall be in charge of coordinating all trips i.e. over-niters, spring trip, and any other special day trips. In the event that the President becomes incapacitated to sign checks, the 1st Vice President shall have the temporary authority to sign checks until President can resume banking duties.

- The **2nd Vice President** shall perform the duties of the President should both the President and 1st Vice President be absent. The 2nd Vice President shall be responsible for directing non-fundraising activities and attend meetings (School Board and Board of Supervisors) where issues important to the Association are being discussed. The 2nd Vice President will provide a report of the meetings to the Executive Board. The 2nd Vice President is responsible for the band equipment and the pit crew to include loading and unloading the equipment and safeguarding of the Association's equipment.
- The **Secretary** shall keep the records and minutes of all meetings and will ensure all correspondence for the Association is completed. The Secretary will also provide appropriate notice to the members of the Association of upcoming meetings. The Secretary will provide copies of the minutes to the Board members and have them available for the parents that wish to have a copy. The Secretary will perform other duties as prescribed by the Association and the Board.
- The **Treasurer** shall serve a two-year consecutive term. The Treasurer shall collect and be accountable for all monies (to include the collection of dues) of the Association in banks designated by the Executive Board. They will maintain a regular book of accounts (which shall be audited at the end of each fiscal year) and provide a report. The Treasurer will provide a monthly financial report at the General Parents' meetings. The Treasurer will provide the Band Director and Board members a listing of the current Association membership to include name, address and phone number. The Treasurer will also provide a list of members who have volunteered to serve in selected areas to the appropriate committee chairpersons. The Treasurer shall file, on time, the necessary paperwork to maintain CBPA's tax exempt status.
- The **Parliamentarian/Reporter** shall be the keeper of the "Robert's Rules of Order," a copy of the latest revised edition of the Constitution and By-Laws and shall maintain order at the Association's meetings in accordance with these documents. The Parliamentarian/Reporter shall ensure attendance at the Association's general meetings by having the members present sign an attendance sheet. The attendance sheet will be turned over to the Secretary for filing. The Parliamentarian/Reporter shall also update and monitor the Courtland Band Parents' Association Facebook page with activities of the Association and report to the news media the results of these activities after the review and approval of the Board. The Parliamentarian/Reporter shall be responsible for the publication and circulation of the newsletter of the Association.
- The **Rookie/Symphonic/Concert Representative** is the main point of contact for incoming band parents. The Rookie/Symphonic/Concert Representative will answer questions and provide information pertaining to the curricular band program, as well as the functions of the Courtland High School Band Parents' Association. They will be responsible for other duties as assigned by the President and Band Director. The Rookie/Symphonic/Concert Representative will be appointed by the President no later than the May General Parents' meeting. The President will solicit volunteers in cooperation with the Band Director

ARTICLE V: EXECUTIVE BOARD

Section 1: The purpose of the Executive Board is to oversee the needs and manage the activities of the Association.

- Section 2: The Executive Board, chaired by the Association President, shall be comprised the Association officers and the Band Director.
- Section 3: The Executive Board, at its discretion, may request past elected officers of the Association to serve as non-voting, ex-officio members of the Executive Board.
- Section 4: The Executive Board shall have a quorum with one-half of the voting members present at any meeting.
- Section 5: All matters concerning the disbursement or commitment of non-budgeted Association funds may be authorized as follows: The President may authorize the disbursement or commitment of up to \$500 and the Executive Board may authorize up to \$1200. All matters concerning the disbursement or commitment of Association funds in excess of \$1200 per item, shall be decided at a General Membership meeting upon recommendation of the Executive Board. The Treasurer shall be consulted before any disbursement is made to be sure adequate funds are available.
- Section 6: All meetings of the Executive Board may be attended by any member of the Association, keeping in mind that only members of the Executive Board may vote. With prior notice any member of the Association may be placed upon the agenda to address the Board.
- Section 7: A joint meeting of the out-going and in-coming Executive Boards shall be held after elections and before the end of the school year. The purpose of this meeting is to coordinate the ongoing activities of the Association and to ensure the smooth transition of officers' duties as described in Article IV.
- Section 8: Two parents and/or legal guardians of a current band member shall not hold simultaneously the office of President, First Vice President, and/or Treasurer.

ARTICLE VI: MEETINGS

- Section 1: The President presides over all meetings. If the President is absent then the 1st Vice-President will preside over the meeting. This basic principle for presiding officer absentees will apply working through the ranking Executive Board members; see Article IV, Section 5.
- Section 2: An Executive Board meeting is held on the 3rd Tuesday of every month during the school year.
- Section 3: The Parents' monthly meeting will be held on the 3rd Tuesday of every month starting in August and ending at the Awards banquet in May. If the parents' meeting needs to be rescheduled, 5 days notice shall be given of the new time and location. A quorum must be established for action to be taken. A quorum is 20% of those voting members. Only members in good standing shall be permitted to vote. "Good standing" is defined as all dues and fees are paid to date and current with CBPA. Each family shall have one vote. If that family has more than one child participating in RBMB then they will get a vote for each child.
- Section 4: If school is canceled due to inclement weather, meetings will automatically be canceled as well.
- Section 5: Special meetings may be called by the President or the Band Director with reasonable notice given to the parent membership. Rules of the parents' monthly meeting shall apply.

Section 6: Parliamentary procedure shall be observed in accordance with Roberts Rules of Order (revised), except where they conflict with the Constitution and By-Laws; in such cases, this Constitution and By-Laws shall govern.

ARTICLE VII: COMMITTEES

Section 1: The following standing chairpersons shall be appointed each year by the President of the Association and their duties are as follows.

- The **Chaperone Chairperson** shall provide a list of chaperones to the Band Director prior to each band trip for his/her approval. The approved names will be sent back to the chairperson, who will then notify those parents who have been selected to chaperone a given event. Volunteers shall receive a reminder call of their participation no later than the Wednesday prior to the event. The chairperson shall meet with the Uniform Chairperson in order to learn the parts of the uniform, proper wearing of the uniform and the overall care in order for the chaperones to inspect all students in full uniform prior to each scheduled event.
- The **Uniform Chairperson** shall be responsible for the care and maintenance of all uniforms, including arranging for the cleaning services. The chairperson shall fit all RBMB members during Summer Camp with appropriate uniforms (warm-ups, jackets, bibbers, shakos, marching shoes, gloves and guard attire). Alterations that need to be made must be completed by utilizing volunteers from within the Association. In addition, marching shoes, gloves and warm-ups will be fitted and ordered from a company approved by the Band Director. Chairperson will oversee the fitting and ordering of gowns and concert attire as the need arises, taking explicit instructions from the Band Director. The chairperson shall be responsible for the correct and efficient distribution of uniforms prior to scheduled events. At the conclusion of those scheduled events, the chairperson shall be responsible for proper collection and subsequent cleaning, when necessary.
- The **Guard and Winter Drumline Chairperson** shall be responsible for attending all CBPA meetings and reporting on how the program is going and competitions that are coming up. The chairperson shall be responsible for organizing the chaperones to help out with trips, checking with the President to ensure all chaperones and pit crew are trained. The chairperson shall be the point of contact for new parents who are unsure of related activities and competitions. The chairperson shall work with the president in maintaining the stock for the medical bag(s) and binder during the season and check with the staff or Band director for specific medical issues/concerns. The chairperson shall be responsible for assisting with fitting, care/maintenance, distribution of, and collecting after all competitions the uniform.

Section 2: Additional committees shall be appointed by the President as the need arises.

ARTICLE VIII: ANNUAL AUDIT

Section 1: An audit of the financial records of the CBPA will be conducted annually, prior to June 30, by a committee appointed by the Executive Board. The Auditing Committee shall consist of a chairperson, who is on the Executive Board (not any authorized account signer) and two members who are not on the Executive Board. The Auditing Committee shall present an audit report of the financial condition of the Association to the members at a general meeting.

- Section 2: The Treasurer shall be required to prepare an annual financial report coinciding with the audit and present this report at a general meeting and to the Bookkeeper at Courtland High School.
- Section 3: A Financial Inspection or similar will be conducted upon any change of Treasurer. The Financial Inspection will be conducted by a committee appointed by the Executive Board. The Inspection Committee shall consist of a chairperson, who is on the Executive Board (not any authorized account signer) and two members who are not on the Executive Board. Upon completion, the Inspection Committee will provide a Findings Report to the members of the Association at a general meeting and to the Bookkeeper at Courtland High School.

ARTICLE IX: PERMANENT RECORDS

Guidelines for permanent records kept by the Association will be the following as A minimum

- Treasurer's records of all that pertain to the activities of the Association.
- Secretary's records of all minutes of meetings of the Association and attendance.
- All records will be kept for a minimum of seven years.

ARTICLE X: AMENDMENTS

- Section 1: The Constitution and By-Laws of the Association may be amended by a quorum. The Amendment must have been presented in writing at the previous general meeting of the Association.
- Section 2: The Constitution and By-Laws shall be reviewed at least every three years by a committee appointed by the President. When the Constitution and By-Laws are amended or revised by vote, the date of such update shall be noted on the first page of the Constitution and By-Laws. New copies will be issued to the Executive officers. A copy of the By-Laws shall be published on the website. Members may obtain a copy of the latest edition of the Constitution and By-Laws upon request.
- Section 3: There shall be no carry-over of motions to amend the Constitution and By-Laws from one school year to the next school year.

ARTICLE XI: STATEMENT OF NON-DISCRIMINATION

Notwithstanding any provision of these by-laws, the Courtland Band Parents' Association does not discriminate on the basis of race, color, national origin, sex, sexual preference, religion, age, or disability in employment or provision of programs, services, or activities. Reasonable accommodations will be provided upon request for individuals with disabilities.

ARTICLE XII: DISBANDMENT

- Section 1: The Association shall disband with a unanimous vote of the Association, or when no regular members will consent to serve as officers of the Association.
- Section 2: In case of disbandment, all funds shall be turned over to the Courtland High School band account to be used as determined by the Band Director and Principal.
- Section 3: In case of disbandment, all records and equipment kept by the Association will be turned over to Courtland High School's band department for disposition.

Section 4: Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Sonia Kuppert
PRESIDENT, CBPA

Mary Gondek
TREASURER, CBPA