

Constitution and By Laws

The Jenks Band Parents Club and officers operate within a Constitution and By Laws. This Constitution and By Laws can be amended as described within the document.

Revised July 30, 2017

CONSTITUTION and BY LAWS OF THE JENKS BAND PARENTS CLUB

CONSTITUTION

Article I: Name

Section 1. The name of this organization shall be "The Jenks Band Parents Club" hereafter referred to as "Club."

Article II: Objectives

Section 1. To support an enthusiastic interest in the various phases of the Instrumental Music Department of Jenks School.

Section 2. To lend all possible support, both moral and financial, to the general instrumental music program of Jenks School.

Section 3. To cooperate with those in charge of the Instrumental Music Department, Administration, and the School Board to the end that this department shall maintain the highest possible degree of efficiency.

Section 4. To build and maintain an organization which will help promote the general activities of the Instrumental Music Department in the school, as well as the community.

Article III: Membership

Section 1. The membership of this Club shall be open to any person who has paid the annual dues as set forth by the Executive Committee. Members of the Club shall be entitled to one vote per active Jenks High School band student in any regular or special membership meeting and to exercise all other privileges of membership.

Section 2. Annual dues for the fiscal year as set forth by the Executive Committee shall be due at the time of registration.

Article IV: Officers

Section 1. The officers of this Club shall be: President, President-Elect, Vice-President of General Fundraising, Vice-President of Student Fundraising, Vice-President Guard, Secretary, Treasurer, Trip Fund Manager, Publicity Director and Past President. In the event of a tie, the Past President of the Club shall cast the deciding vote. In the event the Past President of the Club is not available to vote, the Director of Instrumental Music shall cast the deciding vote.

BY LAWS

Article I: Duties of Officers

Section 1. The President shall preside at all meetings of the Club, appoint all committees and shall be an Ex-Officio member of all committees.

Section 2. The President-Elect shall assume the duties of the President in his/her absence. The President-elect will act as a liaison between the Concession Manager, Executive Board and the Club. The President-Elect shall assume the duties of President the year immediately following his/her term as President-Elect.

Section 3. The Vice President of General Fundraising shall research and implement, with board approval, activities to generate revenue for use by the Club.

Section 4. The Vice President of Student Fundraising shall research and appoint, with board approval, committees to implement fundraising activities. The revenue of said fundraising activities will be for the purpose of individual band student trip accounts.

Section 5. The Vice-President Guard shall act as a liaison between the Guard and the Club.

Section 6. The Secretary shall keep the records and minutes of all meetings and shall attend to the correspondence. The minutes shall be presented to each board member prior to the next board meeting.

Section 7. The Treasurer (Two (2) year term) shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. The Treasurer shall make a financial report at each regularly scheduled meeting.

Section 8. The Trip Fund Manager shall receive funds earmarked for trip expenses from whatever source and maintain accurate records of such Club funds. The Trip Fund Manager shall reconcile such accounts periodically and provide reports to the board and membership.

Section 9. The Publicity Director shall attend to all advertising, Club website, photography, correspondence with the press and all matters of publicity including periodical Club newsletters.

Section 10. The Past President shall attend all meetings and provide guidance and assistance to any executive board member.

Article II: The Executive Board

Section 1. The Executive Board shall be composed of the officers of the Club, the Director of Instrumental Music and Immediate Past President of the Club.

Section 2. The Executive Board shall have general supervision of the affairs of the Club.

Section 3. The Executive Board shall meet prior to each regularly scheduled meeting to determine the business to be transacted at the meeting. There may be additional business suggested from the floor.

Section 4. A quorum of no less than six (6) shall be present to conduct business.

Section 5. The Treasurer, President or President-Elect shall have the authority to disburse Club funds deemed appropriate for conducting Club activities as follows:

- a) Checks written through the Club's checking account may be signed by one of the three Officers listed above for expenditures up to a maximum amount of one thousand dollars (\$1,000).

- b) All amounts over one thousand dollars (\$1,000) must be signed by two of the three officers listed above. Online transfers from the Club's credit card account to the Club's checking account may be made in any amount by one of the three officers listed above.
- c) Deposits and check requests prepared through the Jenks Public School Activity Fund must follow the policies and procedures set forth in the Jenks Public Schools Activity Fund Policies and Procedures Manual.
- d) Individual non-routine discretionary expenditures (expenditures not anticipated in annual budget submitted to the activity office) in the amount of more than three thousand dollars (\$3,000) within any one-month shall be approved by a two-thirds vote of the general membership.
- e) All disbursements from the Club shall be documented as required by the Treasurer and Activity Fund policies and procedures. The Club's records are subject to an audit by Jenks Public Schools Financial officers and/or independent auditors hired by the school.

Section 6. Any officer may be removed by a 2/3 majority vote of the members in attendance at any meeting duly called.

Section 7. Vacancies on the Executive Board because of death, resignation, removal, or otherwise, may be filled by the election of a new officer by a simple majority vote of the membership at any regular meeting.

Article III: Meeting

Section 1. There will be a minimum of six (6) scheduled meetings each school year. The Executive Board will meet prior to the beginning of the school year to determine the dates for these meetings. Section 2. Special meetings may be called by the President and/or the Executive Board.

Article IV: Appointed and Voluntary Positions

Section 1. There will be appointed and voluntary positions and committees in order to carry out the activities and the purpose of the Club, as the Executive Board shall deem necessary.

Section 2. The Committee Chairperson and Representative may be required to attend meetings of the Executive Board to provide input that will assist in the planning of the affairs of the Club.

Section 3. The President and Director of Instrumental Music shall be Ex-Officio members of all committees.

Article V: Annual Financial Report

Section 1. The Treasurer shall be required to prepare a financial report at the close of the term and to file copies with the Executive Board and with such other internal or external groups or individuals as the Executive Board shall direct. The annual Financial Report shall become a part of the permanent Club record.

Section 2. The Executive Board may investigate, explore and pursue financial operations within the Jenks Public Schools Activity Account and with any accounts outside the Activity Fund. Any Club financial account within the Jenks Public Schools Activity Account Department shall be subject to the policies and guidelines of the Jenks Public Schools Finance Department.

Article VI: Elections

Section 1. There shall be a nominating committee composed of no less than eight (8) current executive board members, an additional director (at the Head Director's choice), and a minimum of four (4) members in good standing chosen by the executive board. These individuals will be chosen based upon interest and support of the program. The purpose of this committee is to find the best candidate for each board position.

Section 2. Nominations for board positions will be accepted and announced at the February meeting. The nominating committee will review then present recommended nominations to the membership at the March meeting.

Section 3. Officers shall be elected by ballot, however, if there is but one nominee for any office, election may be accepted by acclamation. Elections will take place at the April meeting. Officers will be installed at the May meeting; and will assume office following installation.

Article VII: Authority

Section 1. The rules contained in Robert's Rules of Order, Revised, shall govern this Club in all cases in which they do not conflict with the rules of this Club.

Section 2. The Club Executive Board shall adopt, as deemed appropriate, specific policies, guidelines and practices to best execute the general intent and objectives of Article II above. The Executive Board shall provide and approve any and all policies, guidelines and practices in writing. All individuals acting upon the behalf of the Club shall be subject to these policies, guidelines and practices.

Article VIII: Amendments

Section 1. The Constitution and Bylaws may be amended by a two-thirds majority vote of the members present at any regular meeting of the Club. The Amendments must have been presented in writing at the preceding regular meeting of the Club before the amendment change will be voted upon.

Section 2. Upon approval of any amendment by the members, the said amendments will become effective at the conclusion of the said meeting; unless a specific effective date is included in the amendment.