

# Choctawhatchee High School Style Marchers Parent Association

## By-Laws



*Revised: June 28, 2017*

## **Article I – Name**

The name of the organization is the “Choctawhatchee High School Style Marchers Parent Association.”

## **Article II – Purpose**

**Section 1** – The primary purpose of the Association is to assist in every way possible to build, develop, support, and maintain a school band organization, and to render moral, physical, and financial support to all elements of the Choctawhatchee High School Style Marchers.

**Section 2** – The Association is non-commercial, non-sectarian, non-partisan, and non-profit.

**Section 3** – The Association does not attempt in any way to control or interfere with the administrative activities of the school or its policies.

**Section 4** – The Association’s fiscal year runs from July 1<sup>st</sup> through June 30<sup>th</sup> of the following calendar year.

## **Article III – Membership**

All band student parents, sponsors, and guardians of band students are automatically members of the Association. Choctawhatchee alumni and other interested persons are eligible and may be added to the roster by contacting any current Executive Board member.

## **Article IV – Officers and Elections**

**Section 1** – Officers of the Association are president, vice president, secretary, and treasurer.

**Section 2** – The president presides at all meetings, serves as chairperson of the Executive Board as well as a member of all committees, and helps resolve Association issues before they reach the Band Directors.

**Section 3** – The vice president assists the president in administering Association affairs and serves in his/her place during any absence. He/she also serves as chairperson of the Volunteer Coordinator Committee.

**Section 4** – The secretary retains and publishes minutes of all general membership meetings and any appropriate Board meetings. The secretary presides at meetings in the absence of the president and vice president. The secretary manages all correspondence for the Association and serves as chairperson of the Information Management Committee, although subcommittee duties may be delegated and administered separately.

**Section 5** – The treasurer coordinates budget development, keeps an accurate record of all Association receipts/disbursements in accordance with Choctawhatchee High School policies, and provides financial reports to the Executive Board (as described in Article VI) and general membership.

**Section 6** – A Nominating Committee will be formed for the annual election of officers and announced no later than the March general membership meeting. The Nominating Committee will consist of at least seven (7) members – two from the Executive Board, the band director(s), and the remainder from the general membership.

All nominating and election procedures will be accomplished in accordance with the provisions of the most recent edition of *Robert's Rules of Order*.

**Section 7** – The duty of the Nominating Committee is to find the best candidate for each elected office. Persons serving on the committee may be nominated for office. No person may be nominated for election without his/her prior consent. The report of the Nominating Committee and a slate of nominees will be presented no later than the general membership meeting the month prior to the last day of school.

**Section 8** – Elections will be conducted during the April general membership meeting via secret ballot vote unless otherwise specified by the Nominating Committee. The elected officers will take office after the May general membership meeting, whichever occurs last.

**Section 9** – Officers are elected for a period of one year until their successors are duly elected and installed. Any previously elected officer can be reelected to serve another term.

**Section 10** – A vacancy in any elected office will be filled at the next regular general membership meeting. Vacancies will be filled by majority vote of the membership by ballot or voice.

## **Article V – Meetings**

**Section 1** – General membership meetings are held as needed, typically once each month during the normal school year, or at the discretion of the Executive Board / Band Director. A general notice will be given to all members prior to a called meeting, typically by e-mail, telephone contact, and/or posted notice.

**Section 2** – The Executive Board (described in Article VI) meets between general membership meetings and at least once before the first general membership meeting of the school year.

**Section 3** – The Executive Board or general membership meetings may be held at any time when deemed necessary by the Executive Board. Any business transacted at a called meeting with a quorum present will be binding on the Association.

**Section 4** – A quorum at meetings is at least one-half of the Executive Board members plus any number of committee or general members present.

**Section 5** – A quorum of the Executive Board is at least one-half of its members.

## **Article VI – Executive Board**

**Section 1** -- The CHS Principal is automatically an *ex officio* member of the Executive Board. He/she may vote but is not counted in requirement for quorum. Executive Board consists of the officers (as described in Article IV, Section 1) and the following:

12<sup>th</sup> Grade Representative  
11<sup>th</sup> Grade Representative  
10<sup>th</sup> Grade Representative  
9<sup>th</sup> Grade Representative  
Percussion Liaison  
Uniform Chair  
Lead Chaperone  
Member-At-Large

Color Guard Liaison  
Concession Chair  
President  
Vice President  
Secretary  
Treasurer  
Band Directors

**Section 2** – The Executive Board meets as described in Article V, Section 2. The elected officers (with executive board input as required) prepares a proposed budget for each school year and submits it to the general membership no later than the first regular general membership meeting of each school year.

**Section 3** – The Executive Board shapes the policies of the Association and performs other duties as defined.

**Section 4** – Grade representatives are Association members with a student in the grade supported. Grade representatives help manage grade-specific actions and provide grade-specific advice, feedback, and information support to the officers and Association. Additionally, reps are assigned to the volunteer coordinator and information management committees.

**Section 5** – The Member-At-Large is an Association member that attends school-related and other meetings as the Association's representative. The Member-At-Large provides information to the Executive Board and performs other duties as delegated by the president.

**Section 6** – The Color Guard Liaisons supports color guard requirements, pertinent budget, issues, and events, all in coordination with the Band Director(s). Additionally, the liaisons are assigned to the volunteer coordinator committee.

**Section 7** – The Percussion Liaison supports percussion requirements, pertinent budget, issues, and events, all in coordination with the Band Director(s). Additionally, the liaison is assigned to the volunteer coordinator committee.

**Section 8** – The Executive Board is authorized to approve expenditures of unbudgeted funds up to \$1,000. Unbudgeted expenditures greater than \$1,000 will be submitted to the general membership for approval. However, if time and circumstances do not permit, the director(s), president, and treasurer are authorized to approve emergency expenditures as a consensus. All unbudgeted expenditures will be reported at the next regular general membership meeting.

**Section 9** – The Committee Board consists of the Executive Board and the chairpersons of standing and special committees.

**Section 10** – Committee Boards meet as described in Article V, Section 3 and is made up of personnel and actions listed in Article VII.

**Section 11** – All Committee Board personnel, with the concurrence of the treasurer, will maintain records and may collect funds within their areas of responsibility. Depositing funds with the school bookkeeper is done by the treasurer. All fund disbursements and transfers will be done through the treasurer and band director(s) and are subject to the approved budget. Specific guidelines for managing fundraisers and complying with school district rules regarding fundraiser monies are available from the Fundraising committee and must be discussed with all fundraiser event managers.

**Section 12** – Interested volunteers for grade representatives, Member-At-Large, and committee chairperson positions will be appointed by majority vote of the newly-elected officers and Band Director and presented no later than the July/first general membership meeting.

**Section 13** – Vacancies in appointed positions will be filled by a majority vote of the officers and Band Director and announced at the next general membership meeting. E-mail voting on such vacancies is acceptable in accordance with Article VIII guidelines.

## Article VII – Committees

**Section 1** – The Association’s standing committees, sub-committees, and liaison descriptions are:

**Choctawhatchee Style Marchers Alumni Association (CSMAA) Alumni Liaison:** represent, plan and manage alumni support

**Concessions:** Plan and manage concession sales and inventory for organization functions. Provides input to volunteer coordinator regarding staffing of concessions events. Provides information to equipment coordinator regarding concessions equipment. Provides information to Executive Board regarding concession stand equipment. Coordinates with Treasurer in providing appropriate start-up funds and uses appropriate monetary control procedures during concession events. Ensures all equipment, stands, and stockroom meet Florida Department of Health Guidelines.

**Equipment Coordinator:** support the Band Director(s) regarding equipment, maintenance, and transport requirements/issues

**Festivals:** help plan and manage major festivals/events hosted by the association or the band (i.e., ECMC and GCGPC)

**Fundraising:** plan, manage, and coordinate general band and student account fund raising events

- **Programs:** plan and manage advertising sales and publications for organization

**Hospitality:** support student and organization events requiring food, facilities, etc.

**Information Management:** works with Secretary, Executive Board, and/or Band Directors to plan, manage, and coordinate organizational information-sharing to include the following:

- **Website Management:** manage public domain website in accordance with Association direction
- **Communications:** manage CHARMS/newsletter information and organization
- **Publicity:** coordinate public and media interest, facilitate public advertising for events

**Jazz Band Liaison:** support Jazz Band requirements, pertinent budget, issues, and events, all in coordination with the Band Director(s). Additionally, the liaison is assigned to the volunteer coordinator committee.

**Lead Chaperone:** plan and manage safe, effective oversight of students during band functions in accordance with guidelines. Additionally, the lead chaperone is assigned to the volunteer coordinator committee. Coordinate and facilitate student and band-related travel including transportation, budget, lodging, food, etc.

**Medical Team:** ensures parent(s)/guardian(s) complete and update all student medical forms; keep original forms on file with band leadership for quick access; coordinates student medical needs with parent(s)/guardian(s) for/during band functions; and completes/turns in post-medical/accident-event forms to school administration.

**Radios:** maintains and provides functional and fully-charged band radios; issues to event leaders or individual event workers; helps draft communication plan; collects radios at end of event. Coordinates with lead chaperone and the equipment coordinator for specific requirements.

**Trading Post:** plan and manage Style Marcher items and limited student uniform accessory sales

**Uniforms:** plan and manage student uniform fitting, assignment, and maintenance

- **Headdress Clinic:** organize and facilitate Style Marcher headdress construction

**Volunteer Coordinator:** Manage and communicate centralized volunteer needs and associated online database. Works with grade reps, liaisons, concessions and lead chaperone to facilitate volunteer activities.

**Section 2** – Each standing/special committee has one vote for any voting action. In cases where standing committee duties are managed by sitting officers or individuals who are chairpersons of other committees, only one vote is allowed.

**Section 3** – The Executive Board will create other standing or special committees as necessary to properly conduct business and achieve the Association's purpose. The forming of any new committees or newly appointed chairpersons will be officially publicized by the most expeditious means (e.g. web page, newsletter, etc.) and will be officially announced at the next general membership meeting.

### **Article VIII – Parliamentary Authority**

The rules contained in the most current version of *Robert's Rules of Order* will govern meetings where they are not in conflict with the by-laws, rules of order, or other rules of the Association. "Electronic" (email or telephone) votes are authorized as long as there is a quorum of Committee members and the Association maintains a record of decisions.

### **Article IX – Amendments**

These by-laws may be amended by a majority vote at any general membership meeting with a quorum present, providing notice of such amendment was given at the preceding meeting and that the proposed amendment was approved by the Executive Board.