

# BYLAWS OF THE OXFORD BAND PARENTS ASSOCIATION

## **ARTICLE I**

### **NAME**

The name of this organization shall be the "Oxford Band Parents Association."

## **ARTICLE II**

### **PURPOSE**

The purpose of the organization shall be to promote interest in and provide support for band activities. These activities shall include fundraising, entering into contractual agreements, and campaigning for positive change within the school district to insure continued support for all bands.

## **ARTICLE III**

### **MISSION STATEMENT**

Our mission is to, "Support the student members of the school districts' bands in the pursuit of excellence in music, valued friendships, and treasured memories."

## **ARTICLE IV**

### **MEMBERSHIP**

Membership shall be open to all adults interested in the encouragement and advancement of the instrumental music program. Members shall consist of parents who children attend school in the Oxford Area School District or any adult (adult being 18 years of age or older) who wishes to promote the instrumental program of the Oxford Area School District.

## **ARTICLE V**

### **OFFICERS**

There shall be a President, Vice President, Secretary, Treasurer, and Assistant Treasurer/Fundraising Coordinator. The President's duties shall be to preside at all meetings, to call all special meetings, all executive board meetings, and name all committee chairpersons. When a vacancy occurs in all elective office, the unexpired term of such office shall be filled by an appointment by the executive board. The Vice President shall act in all capacities of the President in his/her absence and chair the publicity

committee. The Secretary shall keep all records, take care of all correspondence, and maintain a correct list of all members. The Treasurer shall take care of all money and pay all bills as ordered and reported at all regularly scheduled meetings. The Assistant Treasurer/Fundraising Coordinator shall assist the Treasurer in the collection, counting and record keeping of all money and to coordinate all fundraising activities and record keeping for said activities. The officers and committee chairpersons shall constitute an executive board and shall be empowered to enact all necessary business between general meetings.

## **ARTICLE VI**

### **ELECTIONS**

The Nominating Committee shall present to the May meeting the names of all officers for election, having previously ascertained that each candidate is willing to serve. At this time, nominations from the floor may be made. The officers shall be elected by ballot. The officers shall be elected by a majority of the members present. The new officers shall take over their duties at the beginning of the school year and shall hold office for one year.

## **ARTICLE VII**

### **MEETINGS**

The executive committee shall set meetings.

## **ARTICLE VIII**

### **COMMITTEES AND DUTIES OF COMMITTEES**

There shall be a standing committee for each department of work. The President shall appoint chairperson of the standing committees. Committees or members desiring to take action should first submit their plans to the executive board for approval.

#### **NOMINATING COMMITTEE**

A Nominating Committee shall be appointed by the President at the February meeting and shall present a slate of officers and a job description for the following year at the May meeting.

#### **WAYS AND MEANS COMMITTEE**

Duties of the Ways and Means Committee shall be to promote activities for raising funds for the organization.

#### **PUBLICITY COMMITTEE**

The duties of the Publicity Committee shall be to see that activities are advertised on a regular basis.

### **MEMBERSHIP COMMITTEE**

The duties of the Membership Committee shall be to solicit new members and promote interest in attendance.

### **HOSPITALITY AND BANQUET COMMITTEE**

The duties of the Hospitality and Banquet Committee shall be to organize the spring banquet, to provide refreshments when required, and to supervise all social activities of the organization.

## **ARTICLE IX**

### **AMENDMENTS**

This constitution may be amended at any of the general meetings of the organization by three-fourths of those members present after thirty days' notice of the proposed amendment has been given the members.

## **ARTICLE X**

### **EXPENDITURE OF ASSOCIATION FUNDS AND ENTERING INTO A WRITTEN AGREEMENT**

This association shall have the complete authority to determine and execute by the means of the expenditure of funds, for any said purposed, as deemed necessary, by voting a simple majority during a regular meeting of the association. If a need for funds from a band director comes up between meetings equaling fifty (\$50) dollars or less, it shall be immediately granted once the executive committee has been contacted to inform them of said expenditure. Additionally, band directors will be limited to no more than two hundred (\$200) dollars every three months under this expenditure format. For funds ranging from fifty-one (\$51) dollars to one hundred (\$100) dollars, the executive committee may vote via email or phone call within 24 hours to allocated said request. Band directors will need to give at least 24 hours advance notice of needs. Any fund request more than one hundred and one (\$101) dollars will have to wait until the next scheduled meeting and will be voted on by the members at this meeting. This association is further authorized by a simple majority vote of its members, to enter into a written agreement for purchases, loans and execution of acts that benefit the association. All agreements or contracts will only be considered valid when signed by the President, Secretary, or Treasurer.

Administrative expenditures of \$100 or less may be approved by the Executive Committee via email or phone call.

The Executive Committee shall consist of:

President, Vice President, Treasurer, Secretary and Assistant Treasurer. All four school band directors [Oxford Area High School, Penns Grove Middle School, and Hopewell and Nottingham Schools] shall be invited to be on the Executive Committee but are not required to take a seat.

The President shall make the deciding vote should there be a tie during regularly scheduled meetings or during executive meetings. During all meetings of the association or executive committee, the President cannot vote unless there is a tie.

Two members of the executive committee must sign all checks.

## **ARTICLE XI**

### **IMPEACHMENT**

**Section 1:** Person who may be impeached – The organization's President, Vice President, Secretary, Treasurer, Assistant Treasurer, and Committee Chairs may be impeached for dereliction of duty, conduct unbecoming of an officer of the organization, abuse or misuse of power, violations of basic ethics and any other major crime determined by the sitting officers.

**Section 2:** Manners in which an officer is removed from office.

**a. Officer Initiated Impeachment (During a normal monthly scheduled meeting or an executive council meeting)**

1. If an officer at a meeting claims that another officer has committed an impeachable act, he/she may openly declare so.
2. After reasonable debate (as determined by the President or Vice President if the person being impeach is the President), a vote is taken by all officers except the accused officer. The President may vote on this motion if he/she is not the accused officer.
3. If the non-accused officers unanimously approve the impeachment, the officer is immediately removed from the office; if there is even one vote from the officers against impeachment, impeachment fails, and the accused officer remains in office.

**b. Member initiated impeachment**

1. During an association meeting, a member of the association may claim that an officer has committed an impeachable act.

2. After a reasonable debate (as determined by the President or Vice President if the person being impeached is the President), a vote is taken by all members in attendance at the meeting.
3. If at least two-thirds of the members in attendance (minus the accused officer) at the meeting vote in favor of impeachment, the officer is immediately removed from office. If the impeachment fails then the accused officer shall remain in office.

**Section 3:** Any vacancy created in an officer position because of impeachment, resignation, death, or any other reason, shall be filled for the remainder of the officer's term by an association member and shall be appointed by the President. If the vacancy is the position of the President, that position will be filled for the remainder of the year by the Vice President if he/she so desires to assume the position. If not, the association may elect a new President during an association meeting.

## **ARTICLE XII**

### **PROCEDURE FOR DISSOLVING THE ORGANIZATION; DISPOSITION OF ASSETS UPON RESOLUTION**

The Association shall be dissolved by a vote of the majority of all members. This vote may be conducted by mail (including email for those members with email capacity) or by proxy vote at a meeting called for this purpose. In the event of dissolution, the Treasurer will pay all remaining debts and outstanding obligations of the Association.

Said organization is organized exclusively for charitable, educational, and scientific purposes including for such purpose, 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.

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 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 principle 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 purpose.

## **RULES OF ORDER**

Robert's Rules of Order shall govern this organization.

Executive Council at time of last update:

Sandy Bennett

President

Ali Verbanas

Secretary

Candie Miller

Vice President  
Coordinator

Joe DiNapoli

Treasurer

Noelle Topmiller

Asst Treasurer/Fundraising