

By-Laws

Bryan Station Band Association, Inc.
Lexington, Kentucky

Article I Name and Purpose

Name

The name of the organization shall be the Bryan Station Band Association, Incorporated, (herein referred to as the "Association"). The Association is a duly recognized non-profit corporation in the Commonwealth of Kentucky. The Association will operate on a fiscal year that runs from July 1 to June 30.

Objectives

The goals and objectives of the Association shall be:

1. To create and maintain organized support of the Bryan Station High School Band, within the policies of Bryan Station High School (the "School"), and with the guidance of the Director of Bands of Bryan Station High School (the "Director of Bands").
2. To develop between the School band program, the School, and the general public united efforts to secure, for every Band Student, the highest opportunities in musical, physical, intellectual, and social education.
3. To provide financial aid and assistance necessary to support program needs not met through the School or Fayette County Board of Education funds.

Meetings

The Association shall have monthly general meetings. The time, place and date of said meeting is to be established by the President and Executive Committee.

Article II Membership

Membership Eligibility

Membership in the Association shall be extended to any party interested in contributing to the achievement of the Association's goals and subscribing to the By-Laws of the Association (a "Member").

Membership Types

Full membership grants voting privileges and shall be extended to all parents/ guardians of Band Students.

Associate membership does not include voting privileges, and shall be granted to all other

parties who are not parents/guardians of Band Students, including the Director of Bands and all paid band staff.

To remain in good standing and maintain full membership, a Member must be current with Band Student fees and must participate in major activities and fundraising efforts throughout the fiscal year.

Band Students

A Band Student shall be defined as a student attending the School or attending Fayette County public middle schools feeding into Bryan Station High School who is participating in any instrumental music organization sanctioned by the School, including color guard, or is otherwise instructed by the Director of Bands.

Article III Officers

Officers

The Association shall have nine (9) Officers: President, Executive Vice-President, First Vice-President (Special Events), Second Vice-President (Sponsorships), Third Vice-President (Fundraising), Secretary, Treasurer, Assistant Treasurer, and Pit Boss.

Duties

The duties of the elected Officers of the Association shall be as follows:

1. **President:** The President's duties shall include:
 - i. Preside at all meetings
 - ii. Serve as an ex-officio member of all committees except the Nominating Committee
 - iii. Serve as the liaison between the School administration and the Association
 - iv. Secure the approval of the School administration for all activities requiring the use of School facilities and personnel
 - v. Oversee special events to assure all requirements to sponsor the event are met
 - vi. Co-sign checks
2. **Executive Vice-President:** The Executive Vice-President's duties shall include:
 - i. Serve as chair of the Executive Committee
 - ii. Coordinate chaperones for all band events, including ensuring background checks have been completed on all chaperones
 - iii. Ensure meals are provided when the Band is traveling
 - iv. Serve on committees in the President's absence
 - v. Co-sign checks
 - vi. Automatically be on the slate of candidates for President the following year
 - vii. Assume all duties of the President in the absence of the President
3. **Vice-Presidents** shall be responsible for the chairmanship of such major projects as

defined by their position and as follows:

a. **1st Vice-President - Special Events:**

- i. Responsible for the oversight of Special Event fundraisers, to include, but not be restricted to: i) the Bluegrass Pageant of the Bands, ii) the Defender Classic 5K, iii) the Craft Fair, iv) Bluegrass Pageant of the Color Guard, and v) any other Special Events approved by the Association
- ii. Shall appoint one chairperson per special event to coordinate and staff the event committee
- iii. May serve as Chairperson of one committee.

b. **2nd Vice-President - Sponsorships:**

- i. Responsible for the oversight of both corporate and personal sponsorships
- ii. Shall appoint one chairperson for corporate and one chairperson for personal sponsorships to coordinate and staff Ad Hoc committees set up to pursue these sponsorships
- iii. May serve as Chairperson of one committee.

c. **3rd Vice-President – Fundraising:**

- i. Responsible for the oversight of ongoing fundraising activities, to include, but not be restricted to: i) Raffles, ii) Spirit Sales, iii) Seasonal Sales (fruit, sausage & cheese, etc.) and iv) Affinity Sales (Kroger cards, Giovanni's pizza, etc.) (“Fundraising Activities”)
- ii. Shall appoint one chairperson to coordinate and staff a committee for each Fundraising Activity
- iii. Coordinate and maintain the gaming license
- iv. May serve as chairperson of one Fundraising Activity committee.

4. **Secretary:** The Secretary’s duties shall include:

- i. Keep all meeting records, including the minutes of the Association and the Executive Committee meetings
- ii. Maintain all Association correspondence as necessary
- iii. Produce and publish the newsletter
- iv. Maintain an updated email list for use with Band communications

5. **Treasurer:** The Treasurer’s duties shall include:

- i. Serve as Chief Financial Officer for the Association
- ii. Safeguard the financial assets of the Association
- iii. Receive all monies of the association and make deposits on a timely manner
- iv. Keep accurate records of all deposits and disbursements
- v. Promptly pay all bills and debts of the Association
- vi. Seek reasonable explanations for any bills not having prior Executive Committee approval, to include, but not limited to, any amounts being paid to temporary instructors, any payments over \$500, any payments to competition judges, or any payments outside of the annual budget
- vii. Prepare and present a Treasurer’s Report, to include a variance report and a detail of transactions, to the President of the Association and Executive Committee at all general meetings and Executive Committee meetings
- viii. Work with the Band Directors to prepare and oversee an annual budget

- ix. Work with the Vice President – Fundraising to assure all gaming license filings are processed on a timely basis
 - x. Engage an outside accounting firm to file year-end tax forms
6. **Assistant Treasurer:** The Assistant Treasurer duties shall include
- i) Assist the Treasurer to keep accurate electronic records of all deposits and disbursements
 - ii) Assist in the preparation and oversight of the annual budget
 - iii) Maintain the official membership roll of the association
 - iv) Maintain any IRS forms required (W9's, W2G, to name a few)
 - v) Send periodic reminders of band membership fees received and any overdue amounts
 - vi) Pursue, in the name of the Association, the collection of all overdue fees.
7. **Pit Boss:**
- i) Determine movement and set up of equipment for all Band events, and direct the pit crew as appropriate
 - ii) Regularly audit equipment maintenance to keep in proper working repair
 - iii) Coordinate necessary repairs and purchases
 - iv) Understand and abide by rules of each competition
 - v) Work closely with the Director of Bands
 - vi) Represent the Executive Committee at competitions

All Officers shall successfully complete the Kentucky Stay Exempt.org certification by August 1 of the first year they hold office.

Election

The procedure for election of Officers shall be as follows:

1. **Form a Nominating Committee** annually, in January, to consist of three (3) members:
 - a. At the January general meeting, the Association shall elect two (2) members to serve on the Nominating Committee
 - b. Within two (2) weeks of the January general meeting, the Executive Committee shall appoint a third member to serve on the Nominating Committee.
2. **Prepare a slate of nominees:** The Nominating Committee shall prepare a slate of nominees to present to the general membership. Only those individuals who have consented to serve if elected shall be nominated. The Nominating Committee will accept nominations prior to the March general meeting from any Association Member. Members may nominate themselves.
3. **Present the slate of nominees:** The Nominating Committee shall provide a slate of nominees to the general membership at the March general meeting.
4. **Hold an election:** The election of Officers will be conducted at a general meeting held in April. Officers are elected from the slate of nominees prepared by the

Nominating Committee, Any changes to the slate of nominees after the March general meeting shall only be made to fill an office that has no nominee and only with the consent of the nominee.

Installation

Newly elected Officers shall be introduced to the membership at the time of election. Installation of Officers will be conducted at the June meeting following the election. The outgoing Officers shall remain on the Executive Committee through the end the fiscal year.

Succession and Vacancy

Vacancies for any elected office will be filled as follows:

1. The Executive Vice-President will succeed the President should that office become vacant.
2. The Executive Committee shall appoint a replacement to any other office vacated, including those positions not filled in the general election, within 30 days of the vacancy.
3. Executive Committee action shall be presented for ratification by a majority vote of the general membership at the next general meeting. Should the general membership reject the Executive Committee replacement, the Executive Committee must appoint a different replacement, to be ratified by the general membership.

Article IV Standing Committees

The Standing Committees of the Association shall be the Executive Committee, the Budget and Finance Committee, and the Audit Committee. The President shall appoint a chairman for each committee, with the concurrence of the Executive Committee. And, with the exception of the Audit Committee chairman, shall be announced at the first general meeting of the year.

Duties

1. The **Executive Committee** shall consist of all the elected officers of the Association and the Director and Assistant Director of Bands. It shall serve as the primary functioning committee of the Association and shall meet at least ten (10) times per year. All other committees will report to the Executive Committee. The President, Executive Vice President, or Director of Bands may call special meetings of the Executive Committee.

The primary duty of the Executive Committee is to consider all plans and proposals prior to submission to the general membership, including a budget to be approved annually before September 1. The President or Executive Vice President must

approve all expenditures on behalf of the Association, in advance. All expenditures of monies over \$500 shall be submitted for a vote of the general membership, and this approval may be sought at any general meeting, including the annual budget approval meeting.

An unexpected expenditure at a time not allowing for approval by the general membership requires authorization of two officers, one of whom must be the President or Treasurer. This expenditure must be reported at the next general meeting.

2. The **Budget and Finance Committee** shall consist of the Treasurer, the Assistant Treasurer, and two other members appointed by the general membership. The Budget and Finance Committee shall prepare a budget annually to be approved by the Association Membership.
3. The **Audit Committee** shall consist of three (3) members appointed by the President and shall audit the Association's financial records annually, in June. The Committee shall be established in May. Members of the Audit Committee, satisfied with the condition and accuracy of the records, shall submit a signed statement to that effect in their final report to be presented no later than the July meeting of the general membership.
4. **Ad Hoc committees** may be formed as deemed necessary by the Executive Committee. The chairperson of each committee may appoint to the committee as many members as required to perform the duties of the committee. Each committee member shall serve for a term of one year.

The Director of Bands and School Principal shall serve as Ex-Officio members of all committees, including the Nominating Committee.

Article V Guidelines

Bylaws

The Executive Committee shall consider for action any activity, program or function relating to the Association and its operation that is not covered by these By-Laws. Should amendments be required for future implementation, an appropriate committee shall be appointed by the President and directed to present such amendments to the general membership for approval. By-Law amendments must have a first reading at a general meeting and a second reading and vote at the following general meeting. A simple majority of those members present is necessary for amendment adoption.

Quorums

A quorum of the Executive Committee shall consist of fifty (50) percent of the Executive Committee members.

A quorum of the general membership meetings shall consist of those members present.

Rules of Order

"Roberts Rules of Order, Revised" shall be the approved parliamentary procedure for the conduct of business and meetings of the Association and shall be the authority for all matters of procedure not specifically covered by these Association By-Laws.