

**Constitution and By-Laws
for the
Salem Band Parents Organization**

Article I – Name

The name of this organization shall be the Salem Band Parents.

Article II – Purpose

The purpose of this organization shall be to provide physical and monetary support for the Salem High School Band. This will include transporting band equipment to performance events, aiding with the set-up of the performance field for the band, and supplying food and drink for band members at these events. Fundraising activities will include, but not be limited to, working concessions at variously assigned high school sporting events and engaging in other local activities to raise money for the Salem High School Band. Annually, the organization shall select a graduating senior to receive the Band Parents college scholarship.

Article III – Membership

The voting membership of this organization is composed of parents and guardians of all students participating in the Salem R-80 School Band in the current year. Invitation for non-voting participation in this organization is also extended to all members of the school community for the Salem R-80 School District. The voting membership has the authority to make an exception to this by-law on a case-by-case basis.

Article IV – Officers

Section 1 – Salem Band Parents officers shall include President, Vice-President, Secretary, and Treasurer.

Section 2 - Any voting member of the Salem Band Parents organization shall be considered qualified for any of the officers' positions.

Section 3 - Term of office for each officer shall be for one school term.

Section 4 - The duties of the officers shall be as follows:

President – The president shall call meetings at which he/she shall preside, prepare meeting agenda, and work closely with other officers to make sure all essential duties are carried out and all work for the band is accomplished.

Vice President – The vice-president shall preside at any meeting which the president is unable to attend. The vice-president shall, with the assistance of the president, chair the transportation, set-up crew, and performance decorations groups. He/She shall also assist the president in getting volunteers to assist at every fundraising event.

Secretary – The secretary shall keep meeting notes and prepare minutes of each meeting to be presented for approval at the next meeting and filed or kept on record for future reference.

Treasurer – The treasurer shall keep the financial records of the organization. He/She shall keep the organization's checkbook, keep all bills, write checks and dispense receipts, and prepare for, then give a treasurer's report at each meeting. These reports should be given to the high school principal upon request.

Article V – Elections

Section 1 - Election of officers shall be held each May/June at the last scheduled meeting of the school term. The term for new officers shall begin at the adjournment of the meeting at which elections were held.

Section 2 - All voting members in attendance are eligible to vote for officers and/or run for an office.

Section 3 - Notice of elections shall be made at the next meeting following the elections/appointment.

Article VI – Meetings

Regular meetings of the Band Parents organization shall be held at least once monthly; however, these meetings will occur more frequently during the performance season, with meetings usually being held weekly at 7pm on the evenings of the band's late night practice sessions.

Article VII – Groups

The organization shall have a number of standing groups: telephone tree, fundraising, food, transportation, set-up crew, performance decorations, and scholarship. The vice-president, with the assistance of the president, will chair the transportation, set-up crew, and performance decorations group. He/She will select any/all members to assist in these activities. The president shall appoint telephone tree, food, fundraising, and scholarship group members. These groups, with the assistance of other officers, shall select any members they require to assist them with the duties of said group. Members may also volunteer to assist on these groups or aid in fundraising help as needed. *Ad hoc committees may exist for various purposes from time to time. The president will appoint members to assist with these activities as the need arises.*

Article VIII – Dues

Any parent of a Salem Marching Band student is considered a member of the Band Parent organization, therefore, no dues will be required for membership. However, contributions of any amount shall be accepted and are encouraged.

Article IX – Handling of Funds

All monies collected by this organization must be counted and verified by two or three organization members immediately following any/all fundraisers, given to an officer, who will then give it to the treasurer or keep to deposit in the Band Parents checking/savings account. Two officers must also sign any checks to be used for organizational needs.

Amendments: