

ARCHBISHOP RYAN MARCHING BAND PARENTS'
ASSOCIATION

CONSTITUTION OF THE BY-LAWS

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ARTICLE I
NAME AND ADDRESS

Section 1 The name of the organization shall be the Archbishop Ryan Marching Band Parents' Association.

Section 2 The address of this organization shall be:

Archbishop Ryan High School
Office of Student Affairs
11201 Academy Road
Philadelphia, PA 19154
School: (215) 637-1800

ARTICLE II
PURPOSE

Section 1 To assist and support the Marching Band Director in providing a Marching Band Program that will be educational, enjoyable and rewarding for the students without interfering with the control and/or management of the content, curriculum, policy, philosophy and activities of the Program rightfully under the supervision of the Director as the official person representing the Office of Student Affairs at Archbishop Ryan High School.

Section 2 To raise funds to provide those items/services not covered by the Program's budget in order that students may succeed in their musical endeavors.

Section 3 To assist the Program in identifying areas for expansion and improvement of the Program.

Section 4 To assist the Program in the communication between the Director and the parents/guardians of the students in the Program.

Section 5 To encourage and foster school and community support and assist the Program in keeping the community informed as to the goals, purposes and activities of the Program.

ARTICLE III
SCHOOL POLICIES

Section 1 Any and all mailings going out to the public must be approved first by the school.

Section 2 All parent volunteers on campus and interacting with students will follow all school policies and act in a mature and professional manner at all times.

Section 3 All treatment of students must follow school policies. Any type of adult or student misbehavior (School Handbook) must be reported to the Director or Moderator.

Section 4 The line of responsibility for the Parent Association is as follows:

- School Principal
- Assistant Principal of Student Affairs
- Music Director
- Marching Band Director
- Moderator of Parent Association
- Elected President of Parent Association
- Elected Executive Board
- Parent Association General Membership

ARTICLE IV

MEMBERSHIP

- Section 1 The General Membership of this organization shall consist of Active Members and Associate Members.
- Section 2 The Active Members shall be parents/guardians of students who are members of the Archbishop Ryan Marching Band.
- Section 3 Active Membership for parents/guardians shall commence with the enrollment of the parents'/guardians' student in the Archbishop Ryan Marching Band and shall cease upon that student's withdrawal or graduation from the Program.
- Section 4 Active Members must be in good standing in order to enjoy certain privileges outlined in these By-Laws. To be considered "in good standing" a family must be current with all financial obligations and must have attended a minimum of two (2) meetings during the current Marching Band season.
- Section 5 Active Members shall have one vote per member on any matter under consideration at a regular or special meeting of the General Membership, provided they are in good standing, as defined in Article IV, Section 4.
- Section 6 Active Members shall be expected to participate in the Association's fund raisers and functions. All financial obligations are expected to be kept up to date.
- Section 7 The Associate Members shall be any persons within the following groups who desire to foster the purpose and participate in the functions of the organization: current members of the Archbishop Ryan Marching Band Staff; alumni of the Parent Association.
- Section 8 Associate Membership shall commence upon registration with the Secretary.
- Section 9 Associate Members shall have no voting privileges. An exception will be granted for an alumni member if that member is serving in a temporary officer role on the Executive Board.
- Section 10 Neither Active nor Associate Members shall be required to pay a membership fee.

ARTICLE V MEETINGS

- Section 1 All meetings will be constructive and positive in nature. Professional behavior will be expected of the entire membership at all times.
- Section 2 The agenda for all meetings will be as follows:
- Call to Order, Opening Prayer – President or any Board Member
 - Minutes of the previous meeting – Recording Secretary
 - Call for corrections and approval of the minutes
 - Treasurer's Report – Treasurer
 - Call for corrections and approval of the Treasurer's Report
 - Committee Reports
 - New Business
 - o Any member who would like to bring new business to any meeting will submit it verbally or in writing to the Moderator of the Parent Association.
 - o The Moderator will then decide if this new business is something that should be directed to the Membership, the Board, the Music Director, or the school. The Moderator's decision will be final for that particular meeting.
 - Moderator's comments
 - Call for motion to adjourn – President

- Section 3 Once the minutes and the Treasurer's report are accepted and approved, there will not be any further discussion of those items during the meeting.
- Section 4 General Membership meetings will be held on the second Tuesday of each month in the North Cafeteria at 7:30 pm during the months of August, September, October, November and December. The meeting day may be changed at the beginning of the Marching Band season to facilitate membership attendance.
- Section 5 The Parent Association must submit an official meeting schedule for the new school year to the Moderator by August 1st. Once the meeting schedule has been approved by the Assistant Principal of Student Affairs, the Association must mail copies of the schedule to all parents.
- Section 6 Special Meetings
- Special Meetings of the General Membership may be called by the Executive Board or the Marching Band Director.
 - Notification of the purpose, scheduled date and time of the special meeting shall be given through distribution of a notice to all Active Members.
 - No business other than that for which the special meeting was called may be transacted at the meeting.
 - Any number of Active Members present at any special meeting shall constitute a quorum.
- Section 7 Executive Board Meeting
- It is recommended that a monthly Executive Board meeting be scheduled each month in order to allow for preparation for the Membership meeting.
 - The Moderator of the Parent Association must be able to attend this meeting.
 - The meeting will be held at the school.
 - All proceedings of said meetings shall be presented at the next regularly scheduled meeting of the General Membership.
 - Chairpersons shall assume their positions at the conclusion of the December Executive Board Meeting. Chairpersons are not required to be in attendance.
- Section 8 October General Membership meeting
- The Nominating Committee will be formed at the October meeting.
 - o The Nominating Committee shall consist of at least one Active Member (to be agreed upon by the Moderator and the President of the Parent Association, designated the Election Chairperson), the Moderator and the President of the Parent Association.
 - o The Nominating Committee shall present at the November meeting a list of candidates willing to hold office for the subsequent Marching Band season.
 - o Nominations for office may also be made by Active Members. Such nominations must be submitted in writing to the Secretary no less than ten days before the November meeting.
- Section 9 November General Membership meeting
- The Nominating Committee shall present at the November meeting a list of candidates willing to hold office for the subsequent Marching Band season.
 - Members will be nominated for Executive Board positions. A list of the names will be submitted to the Office of Student Affairs for approval.
 - Nominations for office may also be made by Active Members. Such nominations must be submitted in writing to the Nominating Committee no less than ten days before the November meeting.
 - A description of the duties of each chairperson for the coming season will be distributed.

- Section 11 December General Membership meeting
 - Members will vote for the new Executive Board
- Section 12 Transition meeting
 - A transition meeting will take place as soon as possible after the December General Membership meeting to facilitate a smooth transition to the new Executive Board.
 - Only the members of the old Executive Board and the newly elected Executive Board will attend the transition meeting.
- Section 13 It is expected that parents will act in the best interests of the Association at all times. Neither verbal confrontations nor continual criticism will be tolerated. The President, one presiding in the latter's absence or a person in the General Membership may ask for silence or removal of an offending Member.

ARTICLE VI
OFFICERS

- Section 1 The senior officers of this organization shall be the Assistant Principal of Student Affairs, the Marching Band Director and the Moderator of the Parent Association. The Moderator of the Parent Association will be appointed by the Director and serve for a one year term. The same Moderator may be reappointed each year. In the event that one individual is serving as both Moderator and Director, the Moderator will be appointed by the Assistant Principal of Student Affairs.
- Section 2 The elected officers of the Executive Board shall be President, Vice-President, Treasurer, and Secretary.
- Section 3 No person shall hold more than one office at any given time or any office for more than two (2) consecutive terms.
- Section 4 A minimum of one (1) officer must be a parent/guardian of a current non-senior band member. The remaining two (2) officers may be filled by members who have a child currently in the Program and are in good standing. An alumni member without any children presently in the Program can have their name submitted for approval to the Moderator/Director and the Assistant Principal for Student Affairs for a maximum duration of one year. Said alumni member may only serve as an officer for one year and will be granted voting privileges for their term.
- Section 5 All officers shall be eligible to co-chair special committees of the Parent Association.
- Section 6 It shall be the duty of the Executive Board to have in their possession a copy of the Constitution of the By-Laws of the Association and be knowledgeable of its contents.

ARTICLE VII
ELECTIONS

- Section 1 The election of officers shall take place at the close of business at the December meeting.
- Section 2 If there is only one candidate for an office, election shall be by voice vote; if there is more than one candidate for an office, election shall be by ballot.
- Section 3 Any Active Member may run for an Executive Office. To be qualified, a member must have attended at least two (2) General Membership meetings during the current season and be in good standing, as defined in Article IV, Section 4.
- Section 4 The Election Chairperson shall have ballots printed with the names of the offices and their respective nominees and distribute them at the last General Meeting of the season (December) to qualified voting members in attendance. At this time elections will be

held.

- Section 5 The Secretary and Election Chairperson shall tally the votes and the candidate with the majority vote for his/her office shall be considered elected and shall be announced to the members.
- Section 6 An election can only be held provided there is a quorum, defined as 50% plus 1 of the Active Membership families. In the event that a quorum is not present, elections will not be held and the organization shall cease to exist.

ARTICLE VIII
DUTIES OF OFFICERS
PRESIDENT

- Section 1 Shall be a positive influence to the Parent Association at all times.
- Section 2 Shall enforce a strict observance of the Constitution of the By-Laws of the Parent Association.
- Section 3 Is responsible for answering directly to the Moderator about the Executive Board and all events that will have an impact on the Parent Association.
- Section 4 Shall be a voting member of the Executive Board.
- Section 5 Shall preside over General Membership meetings.
- Section 6 Shall attend the Assistant Principal of Student Affairs yearly meeting for all Parent Associations and shall prepare a report for the Executive Board, Moderator, Marching Band Director and the membership about this meeting.
- Section 7 Shall attend outside functions as a representative of the organization only at the request of the Moderator or the Marching Band Director.
- Section 8 Shall have his/her signature on file with the bank for the purpose of countersigning all checks with the Marching Band Director and/or the Treasurer.
- Section 9 Shall submit to the Marching Band Director/Moderator a list of names for discussion to fill the chairperson positions.
- Section 10 Will keep the Moderator informed of all events regarding the Parent Association.

VICE-PRESIDENT

- Section 1 Shall be a positive influence to the Parent Association at all times.
- Section 2 Shall assist the President in the performance of his/her duties.
- Section 3 Shall assume the duties of the President in his/her absence.
- Section 4 Shall, in the absence of the Secretary, record the minutes of any meeting.
- Section 5 Shall have his/her signature on file with the bank for the purpose of countersigning checks with the Marching Band Director in the absence of the President.
- Section 6 Shall be a voting member of the Executive Board.
- Section 7 Shall attend the Assistant Principal of Student Affairs' yearly meeting for all Parent Associations if the President cannot attend, and prepare a report for the Executive Board,

Moderator, Marching Band Director and the membership about this meeting.

TREASURER

- Section 1 Shall be a positive influence to the Parent Association at all times.
- Section 2 Shall receive all receipts for all expenditures.
- Section 3 Shall submit a written financial report on a monthly basis to the Marching Band Director, Moderator, and the Executive Board. Copies of this report will be made available upon request at the monthly meeting.
- Section 4 Shall make available to any member in good standing our financial books and records for their review.
- Section 5 Shall be a voting member of the Executive Board.
- Section 6 After balancing the checkbook, shall make copies of the monthly statement and send the original into the Office of Student Affairs.
- Section 7 Shall have his/her signature on file with the bank for the purpose of countersigning checks with the Marching Band Director and/or the President.
- Section 8 Shall attend the Assistant Principal of Student Affairs' yearly meeting for all Parent Associations.
- Section 9 Shall prepare a yearly final report to include all fund raising income and expenses. Copies of this report will be distributed to the Assistant Principal of Student Affairs, the Marching Band Director and the Moderator.

SECRETARY

- Section 1 Shall be a positive influence to the Parent Association at all times.
- Section 2 Shall take the minutes of all meetings and maintain a file of them. Shall also keep a record of the minutes of all decision discussions held by the Executive Board and report them in writing to the General Membership at the next General Meeting.
- Section 3 Copies of the minutes from the previous General Membership Meeting will be made available at the current General Membership Meeting. Copies of the minutes from any previous meeting (Special, Board or General Meeting) will be available upon request.
- Section 4 Shall maintain a file of all minutes and agreements pertaining to the organization in the Director's office.
- Section 5 Shall attend the Assistant Principal of Student Affairs' yearly meeting for all Parent Associations with the President and prepare minutes for review by the Marching Band Director, the Moderator and the General Membership.
- Section 6 Shall be a voting member of the Executive Board.
- Section 7 Shall ensure that the Membership is informed of coming events by establishing and utilizing a phone tree, a complete email list or complete address list.
- Section 8 Shall notify all members of all General Membership or Special Meetings.
- Section 9 Shall administer all correspondence for the association.

- Section 10 Shall administer the sending of flowers/fruit baskets/Mass cards in the event of illness or death of a Member of the Association or active student member of the Marching Band.
- Section 11 Shall be in charge of seeing that advertising for all fund-raisers is taken care of by the Executive Board, school, or Committee running the affair.
- Section 12 Shall keep the Assistant Principal of Student Affairs, the Marching Band Director and the Moderator abreast of the Parent Association's fund-raising activities, providing them a copy of all fund raising flyers.

CHAIRPERSONS

The President and Executive Board shall actively recruit members from the General Membership to chair and participate in all the activities necessary to run the Parent Association and the different fund-raising events of the Parent Association. A list of names will be submitted to the Moderator for the Chairpersons of Chaperone, Handlers, Concessions, Banquet, Election, and Sewing & Uniform.

- Section 1 Shall be a positive influence to the Parent Association at all times.
- Section 2 Shall be solicited between the November and December General Meetings and shall assume their chairs at the conclusion of the last Executive Board meeting of the school year. Chairpersons shall not be required to be present at the last Executive Board Meeting.
- Section 3 Shall be given the responsibilities and authorities necessary to accomplish the specific tasks of their committees as directed by the Director/Moderator/President representing the Executive Board.
- Section 4 The term of appointment for Chairpersons shall be one (1) year. They may be reappointed by the Executive Board with approval by the Moderator.
- Section 7 Chairpersons may recruit as many persons as they feel are necessary to accomplish the specific job they are asked to do.
- Section 8 All Chairpersons are to provide updates on all their meetings to the Executive Board.

ARTICLE IX VOTING AND AMENDMENTS

- Section 1 A vote of a quorum of members present (50% plus 1) shall constitute a majority vote in all circumstances excepting elections (see Article VII, Section 6).
- Section 2 The By-Laws may be amended by proposal in writing, submitted to the Executive Board and approved by the Moderator, Director and Assistant Principal for Student Affairs. The proposed amendment will then be published and voted upon at the next General Membership Meeting.

ARTICLE X OPERATIONS

- Section 1 Fiscal Year – The fiscal year for the Association shall begin on the first day of January and end on the thirty-first day of December.
- Section 2 Execution of Contracts – With the approval of the Moderator and Executive Board, contracts, leases or other instruments executed in the name of and on behalf of the Parent Association shall be signed by the Secretary and countersigned by the President.
- Section 3 Expense Advances – In situations where it is not practical or possible to make approved

purchases for other than cash, funds may be advanced to any responsible Executive Board Member or music staff coordinator (eg. Director, Program Coordinator, Visual Coordinator, etc.) to make such purchases, with the proviso that all change be refunded to the Treasurer along with receipts covering the amount of cash that was spent. Expense advances up to two hundred dollars (\$200) may be approved in advance by the President. Any advances beyond this amount shall require the approval of the Executive Board and the Director. At the end of each season, receipts and residual money must be turned in to the Treasurer.

- Section 4 Fund-raising – Ideas for new fund-raisers will be submitted to the Moderator by the General Membership. The fund-raiser ideas will then be submitted to the Office of Student Affairs for approval. After the Assistant Principal for Student Affairs approves the list, it will be returned to the Executive Board.

ARTICLE XI
VACANCIES

- Section 1 Should the office of President become vacant, the Vice President shall serve the remainder of the term.
- Section 2 Should any other office become vacant, the Executive Board shall recruit and appoint an Active Member to serve the remainder of the term with said appointment subject to a majority vote of the Executive Board.

ARTICLE XII
DISMISSAL

- Section 1 Should the Executive Board determine that a member has knowingly and willfully violated the Constitution of the By-Laws of the Association, the Executive Board may recommend to the Director and the Moderator that said member be dismissed from Membership.
- Section 2 After approval by the Director and Moderator, the Executive Board will notify said member in writing of violations and intent to dismiss at least fifteen days prior to the meeting at which the Active Members present shall vote on said Member's dismissal.
- Section 3 The dismissal of said Member shall be dependent on a two-thirds majority vote of the Active Members present at said meeting.

ARTICLE XIII
DISSOLUTION

- Section 1 Upon dissolution or disbandment of the Association, any and all unallocated funds shall be turned over to the school for the exclusive use of the Marching Band.
- Section 2 In the absence of a Marching Band, said funds shall be turned over to the school for exclusive use in college scholarship programs for students planning to pursue a music major.