

BYLAWS  
PARADISE VALLEY HIGH SCHOOL BAND PARENT ORGANIZATION

ARTICLE I - NAME AND ADDRESS

PARADISE VALLEY HIGH SCHOOL BAND PARENT ORGANIZATION  
3950 E. BELL ROAD  
PHOENIX, ARIZONA 85032

ARTICLE II - PURPOSE AND SCOPE

- A. The purpose of the Paradise Valley High School Band Parent Organization shall be to assist and aid instrumental music education by providing moral, financial, and physical support to all curricular and extra-curricular band-related activities, to promote school spirit, and to constantly strive to improve fellowship and student-teacher-administration-parent relationships in compliance with the Arizona State law, Governing Board regulations, school administration policy in the Paradise Valley Unified School District, and PVHS Student Government and Band Council recommendations.
- B. No part of the net earnings of this Organization shall ever inure to, or for, the benefit of or be distributed to its members, trustees, officers, or other private persons, except that the Organization shall be empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the exempt purpose for which it was formed.
- C. Notwithstanding any other provisions of these Bylaws, the Organization shall not carry on any other activities not permitted to be carried on by an Organization exempt from Federal Income Tax under Section 501, (c) (3) of the Internal Revenue Code of 1986.

ARTICLE III - MEMBERSHIP & MEETINGS

- A. Under this Organization there shall be two (2) classes of membership - Regular and Honorary. Both classes have voting privileges.
  - 1. Regular membership shall be open to all parents and guardians who have a student during at least one semester during the current school year and have an interest in the band program.
  - 2. Honorary membership may be granted to any person as determined by the Executive Committee.
- B. The Band Parent Organization will conduct no less than two (2) meetings of the general membership per school year and the Executive Committee shall conduct no less than three (3) meetings per school year.

- C. The annual general meeting to include an election of the officers will be conducted in April.

#### ARTICLE IV - EXECUTIVE COMMITTEE

- A. The Executive Committee is made up of voting and non-voting members:
  - 1. Voting members:
    - a. President
    - b. Vice President(s)
    - c. Secretary
    - d. Treasurer
  - 2. Non-voting members:
    - a. The Band Director
    - b. The past Band Parent Organization President
    - c. Collections
    - d. Student Accounts

It is permissible to have more than one Vice President; however, they must share one vote.

Even though the Band Director is not an official voting member of the Executive Committee, he or she does have the ultimate responsibility for band activities and the well being of band members. Understanding this responsibility, the Executive Committee should respect and generally concur with the desires of the Band Director. In the event of a tie in the voting by the Executive Committee, the Band Director will be allowed a vote.

- B. All officers shall serve a 13-month term from May 1 of the year elected through May 31 of the following year. May is a transitional month with both boards working together. Issues will be decided by the appropriate board based on the first year affected by the issue.
- C. Officers may serve for more than one term.

#### ARTICLE V - DUTIES OF OFFICERS

- A. President: The President shall preside at all meetings of the Executive Committee and general membership. The President shall have charge of and control over affairs of the Organization and the communication within the Organization subject to the Executive Committee. The President shall attend Band Council meetings or have an Organization representative attend or have Band Council meeting minutes submitted to the Executive Committee.

- B. Vice President(s): The Vice President(s) shall perform such duties as may be assigned to him or her by the Executive Committee or the President. In case of disability or absence of the President, he or she shall perform and be vested with all power and duties of the President. The Vice President(s) shall mentor the committees and help them run efficiently. In the event of multiple Vice Presidents, they shall share these duties.
- C. Secretary: The Secretary shall keep minutes of the proceedings of the general membership and Executive Committee meetings and shall give meetings notices as required including nominations of candidates and special events. The secretary shall have the custody of all books, records, bylaws, and papers other than financial records held by the Treasurer. The Secretary shall verify election results.
- D. Treasurer: The Treasurer shall keep accounts of all money of the Organization, received or disbursed, and shall deposit all money and valuables in the name of and credit to the Organization in such banks and depositories as the Executive Committee shall designate. The Treasurer and the President shall be empowered to sign checks authorizing payment of valid debts. The Treasurer will prepare and present to the Executive Committee timely reports and will be responsible for the maintaining all financial records.

#### ARTICLE VI - INDEMNIFICATION OF MEMBERS OF THE EXECUTIVE COMMITTEE

- A. The personal liability of the members of the Executive Committee for monetary damages for breach of fiduciary duty is eliminated to the fullest extent permitted by applicable law. Neither this provision nor any other provision in these Articles eliminate or limit the liability of the Executive Committee member for any of the following:
  - a. Any breaching of the Executive Committee member's duty of loyalty to the Band Parent Organization or its members.
  - b. Acts or omissions which are not in good faith or which involve intentional misconduct or a knowing violation of law.
  - c. Any transaction from which the Executive Committee member derived an improper personal benefit.
  - d. A violation of A.R.S. Section 10-1097 (conflicts of interest).

## ARTICLE VII - COMMITTEES

- A. The President shall have the power to appoint Committee Chairpersons with the approval of the Executive Committee.
- B. Established committees shall carry out specific assignments for which they were formed. It shall be the responsibility of these Committee Chairpersons to plan and communicate to the Organization's committee chair meetings concerning their designated projects. Money raised shall be remitted to the Treasurer.
- C. The duties of a Chairperson of an appointed committee shall be to chair and coordinate the activities of that committee. Tenure of office for these Chairpersons shall be based upon the season or activity for which they may be responsible.

## ARTICLE VIII - FINANCES

- A. All checks for goods and services must be supported by original invoices or deposition and signed by the Treasurer or President as deemed necessary by the Executive Committee.
- B. Payments of net expenses for non-budgeted goods and services up to \$1,000 can be approved by a majority of the Executive Committee without the approval of the general membership. The majority of the general membership in attendance at the next regularly scheduled or specially called general meeting may approve larger expenditures.
- C. All checks for the Organization's activities shall be made payable to the Paradise Valley High School Band.
- D. Receipts must be accounted for and deposited in a timely manner.
- E. The Executive Committee shall appoint a committee of two or more Organization members with financial experience who shall meet with the Treasurer to audit the financial records at least once per year.
- F. The financial year shall be defined as July 1- June 30.
- G. A minimum balance of \$100 must be in the account at the close of the financial year.
- H. In the event that the Organization shall be dissolved at any time in the future, all funds remaining in the Organization's treasury after payment of all obligations shall be donated to the band fund at Paradise Valley High School.

- I. No officer or other member shall be entitled to receive any salary or compensation for services performed by them as such officers or members for the Organization.

#### ARTICLE IX - RECORDS

- A. All records of this Organization shall be maintained in such manner as to be orderly, legible, and accessible. Past records shall be kept in a secured area at the school. Pertinent records shall be neatly compiled for transfer to incoming officers.
- B. All financial records shall be maintained for minimal IRS requirements.
- C. The Secretary shall maintain all minutes of the membership and Executive Committee meetings.
- D. Originals and dated revisions of the Bylaws shall be maintained for the life of the Paradise Valley Band Parent Organization.

#### ARTICLE X - ELECTIONS AND FILLINGS OF VACANCIES

- A. Annual Elections
  1. The President shall appoint a Nominating Committee excluding the President and consisting of no less than three (3) members. It shall be the duty of the Nominating Committee to nominate from the membership a slate of Executive Committee candidates who desire and consent to serve for the coming term. The names of the candidates shall be submitted to the general membership at the March meeting. Nominations will also be accepted from the floor at the March meeting with the approval of the nominee.
  2. The names of the nominated candidates will be communicated via e-mail, on the Organization's website, and in the next printed newsletter. Each candidate will have the opportunity to communicate via e-mail and the Organization's website their reasons for seeking membership on the Executive Committee.
  3. Absentee ballots may be requested from the Secretary. This shall be communicated via e-mail and the Organization's website. Those ballots must be e-mailed back to the Secretary or submitted with a signature prior to a date and time established at the March general meeting. If there is a conflict of interest for the Secretary, another person will be named to process the absentee ballots.
  4. Annual elections shall be conducted at the April general meeting.

B. Permanent absence

1. In the event of permanent absence of the President, the Vice President shall ascend to the position of the Presidency. If there are more than one Vice Presidents with the desire to become President, there will be an election at the next general meeting.
2. In the event of permanent absence of any other officers, the President shall appoint a replacement with the concurrence of the Executive Committee.

ARTICLE XI - BYLAW AMENDMENTS

Any and all proposed amendments to the Bylaws of the Paradise Valley High School Band Parent Organization shall be presented at any general meeting of the membership and voted upon at the next regularly scheduled meeting. If an amendment is presented at the last meeting of the school year, a special meeting will be scheduled to vote on the proposed amendment. The Bylaws may be amended or repealed by vote of two-thirds majority of those members present at the meeting of which members have been notified.

THESE BYLAWS WERE UNANIMOUSLY APPROVED AND ADOPTED AT THE PARADISE VALLEY HIGH SCHOOL BAND PARENT ORGANIZATION'S GENERAL MEETING HELD ON FEBRUARY 8, 2007.

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Margaret Little, BPO President

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Scott Andersen, BPO Treasurer  
and Chair of the Bylaws Committee

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Debbie Jensen, BPO Vice President

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Cindy Obcamp, BPO Vice President