

**BYLAWS  
OF  
SOUTHMOORE BAND PARENTS, PATRONS AND ALUMNI  
ASSOCIATION**

***ARTICLE I - Name***

1. The name of the organization will be **Southmoore High School Band Parents, Patrons and Alumni Association**.
2. The principle offices of this organization shall be Southmoore High School, 2901 S. Santa Fe, Moore, Oklahoma 73160.
3. The registered agent of this organization shall be as designated in the Certificate of Incorporation. The corporation shall have and continuously maintain in the State of Oklahoma a registered office and a registered agent.

***ARTICLE II - Purpose***

The purpose of the organization is to:

1. The organization is organized exclusively for charitable, religious, educational and scientific purposes under section 501c(3) of the Internal Revenue Code or corresponding sections of any future tax code.
2. More specifically, the purpose is to:
  - A. Educate and development parental, community and alumni interest and appreciation of the musical arts in general.
  - B. Facilitate educational opportunities for band students through band contests, concerts, performances, winter guard contests, and clinics.
  - C. Educate, develop, encourage and facilitate parental, community and business financial support, interest, attendance and understanding regarding the Southmoore High School Instrumental Arts Program and its functions.
  - D. Encourage and facilitate the organization, interest and participation of former Southmoore High School Instrumental Arts Program students (Alumni) in the ongoing activities and needs of the Southmoore High School Instrumental Arts Program.
  - E. Raise and provide funds, services, items and opportunities for the benefit and advancement of the Southmoore High School Instrumental Arts Program which are not funded or provided for by the Moore School District. Examples are: feeding and hydrating the band at contests and on trips; facilitating proper protection, storage, and transportation of band instruments, uniforms and equipment to various functions; providing items needed to enhance band performances and shows; and to conduct other similar functions common to high school band support groups.

3. Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"). No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Code or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.
4. The corporation shall, in all things, act or refrain from acting so as not to subject itself to taxes imposed by Section 4941 (self-dealing), Section 4942 (failure to distribute income), Section 4943 (excess business holdings), 4944 (investments jeopardizing charitable purposes), or 4945 (taxable expenditures) of the Code.
5. Upon dissolution, 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 federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

### ***ARTICLE III – Policies***

1. The organization shall be non-commercial, non-partisan and non-sectarian.
2. The organization shall not discriminate in any fashion against any person, or on that person's association with another, based on color, race, national origin, religion, creed, gender, sexual orientation, disability; age, genetic composition, or any other protected classification.
3. The organization shall not have any input in, nor interfere with , the decision making prerogatives of the Southmoore High School administration, the Southmoore High School Director of Bands or the music faculty in relation to band activities, curriculum decisions, teaching, discipline, or any similar related functions.
4. No officers or members of the organization will be paid or receive any compensation or remuneration whatsoever from the organization.
5. No officers or members of the organization shall use their position to influence the outcome of any votes, or persuade any members for their benefit to change any rules or make decisions that might be a detriment to the organization.

## 6. Conflicts and Disciplinary Issues

- A. There may be occasions when students need to be disciplined and the director/staff are not immediately available. When these situations are observed they should be reported to a SBPPA officer or director/staff as soon as possible. The directors will deal with these issues within the guidelines of the school district. No member of the organization may physically discipline a student at any time.
- B. If behavior is observed which is dangerous to students or others health or safety, it should be dealt with immediately to protect those involved. After the situation is resolved it should be reported to a SBPPAA officer or director/staff.
- C. If egregious behavior on the part of another SBPPAA member is observed, it should be immediately reported to the band director. The director may choose to report the behavior to the principal. This is defined as outstandingly bad or shocking which could cause harm to the band program.

### *ARTICLE IV - Meetings*

- 1. Member meetings shall be at least quarterly throughout the year, always on the Third Monday of the month in which the meeting is called. The President may, upon notice to the remaining officers and the membership, call meetings more often than quarterly.
- 2. The meeting place shall be at the Band Room at Southmoore High School or at such other place as may be published to the membership.
- 3. The executive committee shall when necessary meet with the director and/or assistant directors outside of regular meetings, at the discretion of the executive committee and or director. The executive meetings shall be for executive members only and any other members shall be at the director and/or presidents discretion. These meetings shall not replace or make decisions that should go before the regular meeting for a vote. Executive meetings will be conducted prior to member meetings at the discretion of the executive members to accommodate schedules. Executive meetings must be comprised of a minimum of 2 executive members and 1 director.

### *ARTICLE V – Members*

- 1. All persons interested in promoting the Southmoore Instrumental Arts Program are welcome to participate as members of Southmoore Band Parents, Patrons and Alumni Association. Members shall be divided into three categories: PARENTS, PATRONS and ALUMNI.
  - A. PARENT MEMBERS are those persons who are parents and/or legal guardians of students currently participating in the Southmoore High School Instrumental Arts Program. Parent Members shall be entitled to vote on the issues and affairs of the organization.
  - B. PATRON MEMBERS are persons or entities who provide financial or other forms of assistance to the organization in furtherance of its stated purposes. Patron members are encouraged to attend meetings and band events, to discuss and advise the organization on ways to carry out its functions, and to help at organization events.

- C. ALUMNI MEMBERS are persons over the age of 18 years, no longer in high school, and are former students of the Southmoore High School Instrumental Arts Program. Alumni Members who have children and/or wards participating in the Southmoore Instrumental Arts Program shall be considered PARENT MEMBERS during that time. Alumni Members are encouraged to attend meetings and band events, to discuss and advise the organization on ways to carry out its functions, and to help at organization events.
2. It is the duty of every member to conduct themselves in accordance with the by-laws of this organization and in a manner that will bring positive outcome to the organization, the school, and the participating students.
  3. Dues shall be assessed to any officer, chaperone, uniform assistant, or person appointed to a coordinator position in the organization. These dues will be for the sole purpose of background checks; any amount over the amount of the background check will be deposited into the band account.
  4. Any member of the organization can be removed by a two-thirds majority vote of the executive committee and/or the band director so long as there is due cause. Due cause is defined as ethical issues, inability/commitment to serve in the bands best interest, or decisions/actions that could cause harm to the band program or the organization, or either entities reputation in the community. A meeting of the executive committee and band director to address the violation; the member in question is entitled to appear before and be heard at such meeting. The member will be entitled to at least a five day written notice of the meeting which will be sent by certified mail.

#### ***ARTICLE VI - Officers***

1. The organization will have a **President, Vice-President, Secretary, Treasurer, Past-President, VP Operations, VP Student Fundraising, VP Band Fundraising, and a Budget Committee.** All officers of the organization must be PARENT MEMBERS as defined in ARTICLE V, paragraph 1(A), above. If one or more of the elected positions is not filled during an election the president can nominate an individual for that office after the election. The executive committee and director will then vote separately on that nomination.
2. Officers shall be elected by a majority of voting members at the meeting in March. Officers' term shall run from the point of election at the March meeting until the point of replacement / new elections at the next years' March meeting. Should one or more of the elected positions not be filled during an election, those vacancies will be brought before the next parent meeting to see if there are any other nominations or volunteers for those positions.
3. Any resignation shall become effective when the resigning officer notifies the remaining officers of the resignation.
4. Any officer or coordinator may be removed from office by a two-thirds majority vote of the executive committee and/or the band director. Any vote may result from lack of confidence, inability to perform duties and ethical issues, any actions that may cause a negative impact to the organization, band or the reputation of either entity. A meeting of the executive committee and band director to address the

violation; the member in question is entitled to appear before and be heard at such meeting. The member will be entitled to at least a five day written notice of the meeting which will be sent by certified mail.

5. If a student moves or is transferred to another school, or if a student is no longer in band or guard such parent or guardian shall no longer be qualified to be an officer or voting member.
6. Replacement elections for resigned or disqualified officers shall be held as soon as reasonably possible in a manner determined by majority vote at the next organization meeting following the resignation or disqualification. The replacement officer shall serve the remainder of the original term of office.
7. All officers will serve without remuneration.
8. The President will be the Chief Executive Officer and will preside at all General Booster meetings. The President will abide by the most current Roberts Rules of Order, and the most current Bylaws of the organization while conducting each meeting. The President will be the spokesperson for the organization and conduct business in an appropriate manner. The President shall be an acting member for the organization.
9. The Vice-President will perform the duties and have the powers of the President in his or her absence; and will perform any duties assigned by the President. It is an expectation of the vice president to assume the office of the president the following year; or at such point that the preceding president does not wish to run again.
10. The Secretary will keep a copy of the most current bylaws, will record minutes of the general, special and executive meetings. The Secretary will also maintain a membership list with addresses, telephone numbers, and e-mail addresses of all current members, will organize and maintain complete records of all activities of the organization, and will serve as a repository for records and other documentation to be maintained on file. The Secretary will make available at the start of the following meeting, printed copies of the minutes of the previous meeting. The Secretary will also recruit and train others to help with functions of the office in order to have multiple individuals that are capable of assuming responsibilities of the position.
11. The Treasurer will keep the books and records of the organization in a true and accurate manner. The Treasurer will be in charge of all receipts and oversee the disbursement of all money; will provide the most current itemized financial report at each meeting. The Treasurer will see that all bills or expenses are paid in a timely manner. The treasurer will submit the financial records to the any applicable governing body as it may require. The treasurer will cooperate with the Budget committee and shall promptly provide the Budget committee with access to all records upon request. The Treasurer will also recruit and train others to help with functions of the office in order to have multiple individuals that are capable of assuming responsibilities of the position.
12. The Past-President shall be a member of the executive board for advice and direction when needed. The Past-President shall not be required to have a current band member, and will serve as an ad hoc member. Any Past-President of the SBPPAA may be appointed to serve on the executive committee by the current executive committee. The Past-President shall work with the current officers in an advisory capacity to maintain continuity within the organization. If the Past-President has a current band student they shall have voting privileges.

13. The VP Operations will be over field operations, build and maintain all equipment, loading and unloading equipment and instruments. VP Operations will also recruit help for all functions listed above and work with the President to ensure all operational areas are adequately covered. VP Operations will also recruit and train others to help with functions of the office in order to have multiple individuals that are capable of assuming responsibilities of the position. This will be an elected position.
14. The VP of Student Fundraising will present fundraising opportunities to the executive committee at the executive meetings for discussion and approval. VP Student Fundraising will also conduct and communicate with the Treasurer all activities in each fundraising opportunity to ensure that each students account is properly updated with funds raised by each student. VP Student Fundraising will also recruit and train others to help with functions of the office in order to have multiple individuals that are capable of assuming responsibilities of the position. This will be an elected position.
15. The VP Band Fundraising will present fundraising opportunities to the executive committee at the executive meetings for discussion and approval. VP Band Fundraising will work with the President and other executive members to coordinate and maintain continuation of large events, to ensure continuing support of the organization in the future. VP Band Fundraising will also recruit and train others to help with functions of the office in order to have multiple individuals that are capable of assuming responsibilities of the position. This will be an elected position.
16. The Budget Committee shall consist of the Treasurer and a minimum of two (2) and maximum of four (4) persons and will not be considered part of the executive committee. The Southmoore Band Director shall at all times be entitled to be present for the purpose of assisting the Budget Committee in evaluating needs and the best way to meet the needs, but shall not have a vote. The Budget Committee should be appointed after the elections of the December meeting.
  - A. The Budget Committee shall meet at such times and place as may be mutually agreed, so long as: a) there is a minimum quorum of two members present, and b) the Director and President have been given timely notice of the time and place of the meeting.
  - B. Any officer of the organization, and any person appointed to a non-elected position as described in paragraphs 20 or 21, below, shall be entitled to attend meetings of the Budget Committee for the purpose of providing advice and input.
17. The purpose of the Budget Committee is to formulate an annual plan to account for projected growth; maintenance, repair and/ or improvement of existing equipment and assets; acquisition of future assets; band attendance at larger regional or national contests, other trips; and other anticipated needs; as well as to provide financial transparency for all financial transactions.
18. The Budget Committee shall be empowered to request the Treasurer or any other member to provide an accounting of funds and/or to require the Treasurer or any other member to produce all books and records in his or her possession and control for review and audit.
19. The President may create other function specific positions or committees (examples are fundraising assistance, publicity, sponsor coordination and appreciation, etc.)
  - A. Such positions or committees may be filled by appointment by the President, and shall

serve at his/her pleasure. Provided, however, that a simple majority of members present at any duly called meeting may override the President's appointment(s) and/or terminate the tenure of any person or committee; and make such appointments as under such terms as they deem proper under the purposes and bylaws of this organization.

- B. Such service will be without any compensation.
  - C. Any member (Parent, Patron or Alumni) shall be qualified to fill such position or be on such committee.
  - D. Such persons shall keep the President advised of his or her activities.
  - E. Such persons may not bind the organization nor incur expenses without prior approval of the Executive Committee.
  - F. Such persons shall immediately remit any funds or donations received, to the Treasurer, along with the name and address of the donor.
21. Unelected Positions shall be added as seen fit/needed by the executive committee and/or the band director. These positions shall abide by the financial guidelines set forth in Article VII. These positions are not considered part of the executive committees and are not required for executive meetings. Such positions are listed below but not limited to these positions.
- A. Chaperone Coordinator: This position will coordinate chaperones for all events and football games. This will included maintaining student health forms distributed to chaperones for purpose of keeping track of student medical info.
  - B. Concessions Coordinator: This position will keep inventory of all sellable materials by the band not limited to but including, edible items, t-shirts, etc. This position will also be responsible for reporting and delivering all monies and accounting for said monies to the Treasurer.
  - C. Meal Coordinator: This position will handle all food related activities for the organization including but not limited to pre-game meals, meals at contests, meals for special events and annual functions.
  - D. Uniform Coordinator: This position will be responsible for maintaining, washing uniforms and other essential apparel worn by the band in competitions and/or football games. Will assist director in the ordering and distribution of all apparel ordered and worn by the band including but not limited to vegas gold shirts and navy shorts.
  - E. Color Guard Coordinator: This position will be responsible for assisting the guard instructors with color guard needs including but not limited to uniform maintenance and cleaning, organizing transportation of equipment to color guard contests, and organizing meals and hydration for color guard contests and events.
  - F. Alumni Coordinator: This position will work with the director to coordinate alumni events in conjunction with the director.
  - G. Hydration Coordinator: This position will be responsible for ensuring that the band is hydrated at all functions. This includes all marching rehearsals, football games, and contests, and as requested by the band director.

## **ARTICLE VII - Finances**

1. The fiscal year will be a twelve-month period starting July 1 and ending June 30.
2. All bank accounts will be maintained at institutions insured by the FDIC or similar entity.
3. All funds will be deposited in the organization's bank account.
4. Disbursements will be made by check signed by any two authorized signers, or by debit card as seen fit by the President or Vice President. All expenditures must meet the criteria listed in section 8 below, or be made with the knowledge of multiple members of the executive committee. The President and Vice President will be authorized signers on the account.
5. All bills and expenses will be paid in a timely manner. The manner in which this is accomplished will be at the discretion of the Treasurer and may be done on line, by check, or by debit or credit card. All payments will be reviewable at any time by any parent in the organization.
6. The membership shall determine by majority vote of qualified voters present at, to approve all debts and expenses exceeding \$5000 per item.
7. The President shall be allotted a discretionary budget of not more than \$250 per month.
  - A. The purpose of the discretionary budget shall be to accommodate purchases of items and/or expenditure of funds needed by the band, before a regular meeting can be held. Expenditures shall only be consistent with the purposes and in furtherance of the goals of this organization.
  - B. The President shall inform the Treasurer of any such purchases or expenditure of funds as soon as reasonably possible. The President or the Secretary shall disclose the purchases or expenditures (including purpose and amount) at the next regular booster meeting. Any sums not spent in a given month shall not accumulate or roll-over into the next month.
8. The organization shall set aside and provide the Band's Director a discretionary expense allotment in the sum of \$2500 per year. (For purposes of this section "year" shall mean July 1 – June 30.)
  - A. The Director may use these funds for such expenditures and purchases as he or she may deem fit and proper for the good of the Southmoore High School Instrumental Arts Program.
  - B. The Director shall inform the Treasurer of any such expenditures or purchases as soon as reasonably possible.
  - C. The President or the Treasurer shall disclose the purchases or expenditures including purpose and amount) at the next organization meeting.
  - D. Any sums provided in this paragraph 8 not spent in a given year shall not accumulate or roll-over into the next year.



9. The organization shall consider in good faith, and at all times endeavor to accommodate and give priority to, the Band Director's other specific requests for assistance and support.
10. In the event of dissolution of this organization, any funds remaining after paying all liabilities of the organization shall be distributed as set forth in Article II, paragraph 5, above.
11. Transportation Cost - Any individual that is willing to haul and transport any band trailer with their own personal vehicle, has the option to provide this service for benevolence or reimbursement based on the criteria below:
  - A. Because the Southmoore Band Parents, Patrons, and Alumni Association is a 501(c)(3) non-profit entity, a tax-deductible receipt will be provided to the transporter for itemization on their IRS Federal tax return at the mileage allowance permitted under Federal IRS regulations at the time the expense was incurred; or
  - B. Remuneration in the amount of twenty-five (25) cents per mile along with a tax-deductible receipt for submission of the difference between this amount and what is allowable per Federal IRS regulations at the time expenses were incurred.
  - C. All tolls incurred on a trip are payable at 100% for any vehicle towing a trailer for the band.
12. Incidental Expenses - From time to time expenses must be incurred for approved band or parent organization functions. It is vital, for our internal budgeting and coordination, and for our financial accounting to the School District, that leadership be involved and advised before an expense is incurred.
13. In the event that a parent is performing an act for the organization that will result in an expense that they wish to be reimbursed for they must adhere to the following procedures
  - A. Notify the President or Vice President for approval before any action is taken
  - B. In the event that the expense is over the \$250 limit for the President, the Budget Committee will be advised. At that time or as soon as possible the budget will be consulted and the expense will be approved or denied.
  - C. Any such expense that the parent chooses not to be reimbursed for can and should be given a donation tax receipt. This can only be given with a receipt or other documentation proving the expense.

#### ***ARTICLE VIII - Amending the Bylaws***

1. Any change or amendment to these Bylaws must be presented in writing at a duly called

meeting.

2. For an amendment or change to become effective, the change or amendment must be approved by a majority vote of the qualified voting members present.

**THESE BYLAWS WERE ADOPTED BY A MAJORITY OF THE MEMBERSHIP AT THE MEETING OF THE SOUTHMOORE BAND PARENTS, PATRONS AND ALUMNI ASSOCIATION ON March 26, 2018.**

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President

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Secretary