

GRISSOM BAND PARENTS ASSOCIATION, INC.

The sole purpose of the Grissom Band Parents Association is to support the Grissom High School Band. If you are in the band, your parents are automatically members of the Association.

The only financial support, which the Band receives from the city school system, is the nine-month salaries of the director and associate director. The Band Parents Association pays all other expenses (listed under "Band Fees"). It is for this reason that Band Fees are assessed of every participating student and a variety of fundraisers are held each year.

The Band Parents Association meets on the fourth Monday of each month, August through May. A monthly newsletter helps to keep band families informed of related activities, but attendance at these monthly meetings is strongly encouraged. The executive board of the Grissom Band Parents Association consists of the Band Directors, the Grissom High School Principal, and the Association's President, First Vice President, Second Vice President, Secretary, and Co-treasurer(s). There are also several Association committees, each with very specific responsibilities:

Ways and Means Committee	Chaperone Committee
Bus Transportation Committee	Uniform Committee
Stadium Setup Committee	Concert Committee
Color Guard Committee	Publicity Committee
Newsletter Committee	Historian Committee
Concession Stand Committee	Hospitality Committee
Truck Committee	

Parent participation on the choice of these committees and chairpersons is encouraged. The Band depends on the Band Parents Association for support, and the Band Parents Association depends on the active involvement of all parents.

Each fall the Band Parents Association publishes a directory of band students' names, addresses and phone numbers. This directory is only distributed within the band. Included in the directory is a list of the officers and committee chairpersons and their phone numbers. Please communicate with them as you see fit. This Is YOUR association.

A copy of the Bylaws of the Grissom Band Parents Association, Inc. is available on the website.

BY-LAWS
OF
THE GRISSOM BAND PARENTS ASSOCIATION, INC.

ARTICLE I---- NAME AND PURPOSE

Section 1. Name

The name of the parents of the Grissom High School Band members shall be known as the GRISSOM BAND PARENTS ASSOCIATION, INC. hereinafter referred to as the ASSOCIATION.

Section 2. Purpose

The purpose and duty of said Association is to sponsor and/or support those activities that enhance the welfare of the Grissom High School Band, hereinafter referred to as the BAND. It is understood that the Association is to be ready to assist with activities of the Band, its leadership, and the school administration as requested. It is further understood that the Association will assist in obtaining finances that are to be applied directly to band requirements and activities. To this end the Association is authorized to assess monetary and fair-share fees of band students to cover the costs of operation of the band program, which are not funded by the Huntsville City Schools.

ARTICLE II—MEMBERSHIP

Section 1. Parents of Band Members

Membership in the Association is automatic of every parent or guardian who has a child actively participating in the Grissom High School Band program as either an instrument-playing or non-playing (e.g. guard) member of the band, or in any other capacity as approved by the band board. The Association will have no membership dues.

Section 2. Alumni Membership

Alumni membership in the Association is available to every former Grissom Band member and every parent or guardian of a child who has previously participated in the Grissom High School Band program. Alumni members may be required to pay a nominal annual fee to cover the cost of mailing newsletters, etc. Alumni members shall have no vote in any matters brought before the Association requiring a vote.

ARTICLE III – OFFICERS

Section 1. Titles

The elected officers of the Association shall be as follows: President, First Vice President, Second Vice President, Co-treasurers and Secretary.

Section 2. Terms of Office

All officers shall be elected for a term of one year (June 1 through May 31) and shall serve at the will of the members. In no case shall the same person hold any elected office more than two consecutive years. Regular attendance of both board and general meetings is required to retain office. Failure to uphold the responsibilities of the office accepted may be grounds for dismissal as determined by the other members of the Board.

Section 3. Duties of Officers

A. The President shall:

1. Be the Chief Executive Officer of the Association and oversee all activities of the Association.
2. Serve as Chair of all scheduled meetings called by the President and/or the majority of the officers.
3. Arrange an audit/ financial review of the co-treasurer's records at the end of the fiscal year by a competent person outside of the Association.
4. Establish special committees and appoint their chairpersons as necessary, including development of nominating committee for upcoming year's officers.
5. Act as spokesperson for and representative of the Association, including communication in spring with 8th grade feeder schools for incoming freshmen.
6. In May, conduct director's stipend and bonus discussion with board members.
7. In June, obtain quotes for uniform cleaning for upcoming season.
8. Prepare a monthly article for publication in the newsletter.
9. Coordinate with Co-treasurers in obtaining insurance quotes.
10. Coordinate securing tags and license for any band owned equipment requiring such.
11. Coordinate representative from the investment company to attend September board meeting for investment account update.

B. The First Vice President shall:

1. Preside at each meeting of the Association where the President is unable to attend, act in his/her absence, and succeed to the un-expired term of the office of President if vacated.
2. Function as chairperson of the board of directors meetings if President is unable to attend.

3. Assist the President in matters of the Association as requested by the President.
 4. Appoint chairpersons of and oversee the operation of the following committees: Chaperones, Uniforms, Transportation Trucks, Color Guard, Stadium Setup, Hospitality and Concerts.
- C. The Second Vice President shall:
1. Preside over meetings of the Association and board in the absence of the President and First Vice President.
 2. Assist the President in matters of the Association as requested by the President.
 3. Responsible for all fund raising activities of the band.
 4. Appoint chairpersons of and oversee the operation of the following committees: Publicity, Newsletter, Historian, Ways & Means and Fundraising Activities.
- D. The Secretary shall:
1. Keep an accurate record of all meetings of the Association and of the Board of Directors.
 2. Furnish copies of current minutes to board members at each board meeting. Furnish review copies of minutes for general membership review at Association meetings. Furnish copy of Association meeting minutes to be posted to website. To amend all minutes as required. (Change numbering if added here).
 3. Attend to all correspondence of the Association as requested by the President and report same at the next regular meeting or when called on to do so by the President.
 4. Maintain a historical file of all correspondence, minutes and other documents and information pertaining to the Association, including a copy of this constitution and Bylaws with amendments to date certified by the Secretary.
 5. Compile and publish a directory containing the names and addresses of all band members.
- E. The Co-treasurers shall divide the following duties as amenable to both parties:
1. Keep an account of all monies secured by the Association and disbursement of same for all accounts due when properly authorized by the Association's approved budget.
 2. Maintain an open checking account in a local bank with all checks to be drawn in the name of the Grissom Band Parents Association, Inc. and to be signed by the President or a Co-treasurer. All checks of \$1000 or greater will require two (2) signatures with the exception of transfers between Grissom Band Parents accounts.
 3. Arrange the change of authorized signatures on all bank accounts, charge accounts, investment accounts and any other accounts requiring signatures, at the beginning of the fiscal year, if necessary.
 4. Ensure that all approved disbursements are made by check and are supported by documentation of the amount due.

5. Ensure that he/she (or an individual designated by him/her) is present at all band activities where monies are collected as income of the Association and to assume responsibility for said monies.
6. Prepare monthly statements of income and expenses of the Association to be presented to the members at the regularly scheduled meetings of the Association.
7. Write monthly checks to the Band directors for their compensation paid by the Association.
8. Reimburse directors' pre-approved lodging, meals and other approved expenses with supported documentations in accordance with Government Services Administration per diem rates.
9. Establish an annual operating budget in accordance with the requirements of the board of directors. Such budget shall be submitted to the Association for approval at the first regular scheduled meeting of the fiscal year.
10. Prepare a year-end financial report detailing the total year's income and expenses and current financial assets of the Association. Such report, together with all supporting records, is to be submitted to the Board Of Directors for financial review in accordance with Article 111, Section 3. Printed records shall be maintained for seven (7) fiscal years and unneeded records disposed of thereafter, in accordance with IRS guidelines and requirements.
11. Complete an Internal Revenue Service Form 990 (return for Organizations exempt from income tax) for the fiscal year in which co-treasurers served in that capacity. Form 990 is to be filed no later than November 15 following the end of the fiscal year.
12. Submit an Internal Revenue Service Form 1099-Misc for each individual to whom the Association distributes funds in the calendar year, as required by Internal Revenue Service regulations.
13. Maintain an inventory of all instruments, uniforms, and other equipment and ensure adequate insurance coverage, with the assistance of the band directors.
14. Administrate the Robert Watkins Memorial Scholarship fund and/or any fund as established by the board with the same stipulations, less disbursement authority.
15. The Co-treasurers shall have the authority to appoint a special projects co-treasurer as needed. Special projects appointment is not a board voting position and will be terminated with the termination of the project. The appointment will be Board approved.
16. Process payment requests within ten (10) days of receipt of billing notice.

ARTICLE IV – ELECTION OF OFFICERS

Section 1. Nominating Committee

The Nominating Committee shall be appointed by the President in February of each year and shall consist of at least four persons, including the band directors. The

nominating Committee shall develop a list of nominees for board of directors' offices as stipulated in Article III, Section I. The Chairperson of the Nominating Committee will present the committee's nominees at the regular Association's March meeting. The list of nominees will also be presented in the band's April newsletter and on the Band's web site.

Section 2. Other Nominations

Chairperson of the Nominating Committee will accept nominations from the floor following the Nominating Committee's report at the Association regular March Meeting.

Section 3. Election

The election of officers shall take place at the April meeting. The President shall determine the method of balloting.

Section 4. Vacancies

In the event the President is unable to complete his/her term, the First Vice President assumes the presidency. A special appointment to fill any other vacancy for the balance of the term will be made by the board, subject to the approval of the band parents.

ARTICLE V--- BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of the President, First Vice President, Second Vice President, Co-treasurers, Secretary, Band Directors, and the Principal of Grissom High School or his/her designee).

Section 2. Responsibilities

It shall be the responsibility of the Board of Directors to propose guiding and governing policies of the Association and to conduct the general business of the Association between meetings of the general membership.

Section 3. Meetings

Regularly scheduled meetings of the Board of Directors shall be held prior to each regularly scheduled meeting of the Association and as otherwise requested by the President. A minimum of (5) members of the Board of Directors must be present at any meeting of the Board in order to conduct business.

ARTICLES VI-- STANDING COMMITTEES

Section 1. Standing Committees

The standing committees of the Association will include, but not be limited to, Chaperones, Uniforms, Transportation, Truck, Concerts, Color Guard, Stadium set up, Publicity, Newsletter, Historian, Concession, Spirit, Fruit Sales, Hospitality, and Ways & Means.

Section 2. Appointment of Chairperson

The appointment of chairpersons for the standing committees shall be the responsibility of the Vice President under whom each functions, as defined in Article III Section 3. The chairpersons shall appoint members of the committees.

Section 3. Committee Responsibilities

- A. The responsibilities of the Ways and Means committee include, but are not limited to:
 - 1. Developing an annual plan of fundraising consistent with the requirements of the approved annual operating budget. Such plan is to be submitted to the Board of Directors for approval before being submitted to the Association for approval at the first regularly scheduled meeting of the Fiscal year.
 - 2. Implementing the approved plan of fundraising throughout the establishment and oversight of appropriate project committees.
 - 3. Reviewing Fair-Share Earnings and recommending to the Board any adjustments necessary to satisfy the Band's operating budget.

- B. The responsibilities of the Chaperone committee include, but are not limited to:
 - 1. Recruiting chaperones for each activity where needed.
 - 2. Assisting the school authorities in ensuring proper behavior and welfare of the band while away from school on authorized activities.
 - 3. Obtaining notarized medical release forms for all students in the band
 - 4. Ensuring that emergency medical supplies are available to chaperones on band trips.
 - 5. Preparing trip-planning package for chaperones, including the delineation of responsibilities and schedules of duty of individual chaperones.

- C. The responsibilities of the Uniform Committee include, but are not limited to:
 - 1. Issuing uniforms to individual band members, with records kept showing to whom each uniform part has been issued.

2. Maintaining a supply of spare uniform parts to be loaned or sold to band members as needed.
 3. Collecting uniforms at the end of the school year and arranging for their cleaning and summer storage.
- D. The responsibilities of the Transportation Committee include, but are not limited to:
1. Arranging adequate transportation for band members, band directors, and chaperones when the band is required to perform away from the school.
 2. Arranging for security guard, as needed, for cars of band members, band directors, and chaperones when the band is required to perform away from school.
 3. Calling eating establishments in the destination area to prepare them for the band's arrival when the band is required to perform away from school.
 4. Obtaining directions for each out of town event and making them available to the chaperones, bus drivers, band directors, and band parents.
 5. Arranging for bottled water for the band students after their performance at each marching competition.
- E. The responsibilities of the Truck Committee include, but are not limited to:
1. Arranging adequate transportation for the equipment when the band is required to perform away from the school.
 2. Moving instruments and equipment onto and off the marching field for all marching performances.
 3. Arranging for transportation of the Gator and the trailer whenever needed.
 4. Arranging for storage of the Gator and the trailer whenever not in use.
- F. The responsibilities of the Concert Committee include, but are not limited to:
1. Selling tickets at the door
 2. Arranging student hosts/hostesses to collect tickets and hand out programs.
 3. Arranging printing and disbursement of the tickets.
 4. Obtaining boutonnieres for Directors for all concerts.
 5. Taking orders for concert multimedia copies when available.
- G. The responsibilities of the Stadium Set Up Committee include, but are not limited to:
1. Installing stadium seat covers and/or wiping stadium seats to protect uniform pants.
 2. Arrange for drinks following half-time shows.

3. Arrange for and collect donations, of either funds or beverages, to insure adequate drinks are available for band members.
- H. The responsibilities of the Hospitality Committee include, but are not limited to:
1. Arranging and organizing all meals and snacks (including set-up and clean up) for annual Symphonic Camp.
 2. Arranging and organizing a Hospitality Room when requested by the band directors.
- I. The responsibilities of the Color Guard Committee include, but are not limited to:
1. Ensuring that an adult is present at all summer practices of the guard.
 2. Working with guard leadership and Directors to get uniform material, patterns, flags, etc. ready.
 3. Acting as a liaison between Band Directors, guard parents and the Association.
- J. The responsibilities of the Publicity Committee include, but are not limited to:
1. Obtaining from the Band Directors, information about upcoming concerts and events for submission to local media (newspapers, TV, radio, etc.).
 2. Publicizing awards and recognition received by the band or individual band members.
 3. Support the maintenance and updating of the band website as requested by the Directors and Board.
 4. Maintaining all domain and service providers as required for the operation of the website.
- K. The responsibilities of the Newsletter Committee include, but are not limited to:
1. Gathering information from the Band directors, Association board members and committee chairpersons for inclusion in the newsletter.
 2. Publishing a monthly newsletter including the reproduction and mailing at least one week before the regularly scheduled monthly meeting.
- L. The responsibilities of the Historian Committee included but are not limited to:
1. Maintaining a historical file for the band, including newspaper articles and photographs, award certificates, concert programs, directories, etc.

- M. The responsibilities of the Concession Committee include, but are not limited to:
1. Recruiting and scheduling Association members and students to work in concession to include, but not limited to, Huntsville Stars, Joe Davis Stadium, and other similar events.
 2. Compile, reconcile and submit report to Co-treasurers of all financial activity at the closure of each event.
 3. Compile, reconcile and submit report to Co-treasurers of all volunteer activity (fair share fundraiser credits) at the closure of each event.
- N. The responsibilities of the Fruit Sale Committee include, but not limited to:
1. Recruiting and scheduling Association members and students to work the Fruit Sales.
 2. Contacting fruit growers in a timely manner to establish sale dates and terms of purchase and delivery.
 3. Advertising the Fruit Sales via local newspaper, public radio spots, newsletter (school and band issues), flyers, school marquee and band's web site, etc.
 4. Maintaining a current mailing list to produce labels.
 5. Mailing out post card reminders to prospective customers.
 6. Handling the pre-sale orders.
 7. Establish setup and tear down team to prepare and close each sale (tent, tables, chairs, signs, moving inventory, etc.).
 8. Compile, reconcile and submit report to Co-treasurers of all financial activity at the closure of each event.
 9. Compile, reconcile and submit report to Co-treasurers of all volunteer activity (fair share fundraiser credits) at the closure of each event.
- O. The responsibilities of the Spirit Committee includes, but not limited to:
1. To support the spirit within the band by offering Grissom band merchandise for sale at no loss to the band.
 2. Maintain merchandise, as approved by the Board, and present said merchandise for order on an established schedule.

ARTICLE VII—SPECIAL COMMITTEES

Section 1. Nominating Committee

In February of each year, the President shall appoint a Nominating Committee to propose a nominee for each elected office. The Nominating Committee members will be announced at the February Association meeting. The Committee's nominees will be announced at the regular March Association meeting. The Committee's nominees will also be listed in the band's April newsletter and also on the Band's web site.

Section 2. Robert H. Watkins Memorial Scholarship Administrative Board

In April of each year, The President shall appoint two members of the Association to serve on the Robert H. Watkins Memorial Scholarship Administrative Board as set forth in the bylaws of the scholarship fund.

Section 3. Other Committees

The President may establish other special committees as needed and appoint their chairpersons as approved by the board.

ARTICLE VIII -- MEETINGS

Section 1. Regularly Scheduled Meetings

The Association will meet regularly once a month during each school year on a day and at a time to be announced by the President at the beginning of each school year.

Section 2. Special Meetings

At the discretion of the President and/or majority of the officers, a special meeting may also be called, with at least one week's written notice mailed or emailed to the members of the Association. Notices of special meetings will also be posted on the website when possible.

Section 3. Quorum

A quorum shall consist of the members present at any meeting that received at least one week's written notice.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Fiscal Year

The fiscal year for the Association shall be June 1 to May 31 inclusive. All terms of officers, budgeting and financial accounting shall be on this basis.

Section 2. Surety Bond

The positions of President and Co-treasurers shall be bonded in an amount as determined by the Board of Directors.

Section 3. Voting

In elections or any voting on any matter submitted to the membership during a meeting, each member of the Association in attendance is entitled to one vote.

Section 4. Books and Records

Any member may inspect all books and records of this Association, or his agent or attorney, at any time by written request stating such purpose.

Section 5. Uniforms

Any uniform issued to any student, including but not limited to marching, symphonic, concert, is the responsibility of the student and parent. Replacement cost of any lost or stolen article is the responsibility of the student/parent. A uniform committee designee will be the contact for securing replacement articles.

Section 6. Fees

The amount of fees shall be determined each year by the elected Board and adopted by the Association. Each year's fees will be based on the Association's operating budget. The fees may be in terms of dollars or a combination of dollars and fair share fundraiser fundraising credit hours. Fair share fundraiser fundraising credit hours must be time worked at fundraising events or time purchased for the fair share fundraiser fundraising hourly amount as established in section 7B. The dollar amount portion of the fees may be paid by June 1, or in three equal installments: June 1st, July 1st, and final payment at uniform fitting. A 20% penalty will be applied to the dollar amount portion of the fees received after uniform fitting. Families with three or more students in the Association's band program are only required to pay fees for two students.

Section 7. Credits

- A. Car Wash – Each individual student can earn car wash credits during the summer months. On any determined day, the student shall work the car wash in an appropriate manner. At the beginning of the season, a majority vote of incoming student leadership will determine how all funds for the season shall be distributed. The monies collected from all car washes will be applied toward the participating student's account or to the Max Hammond Instrument Fund, as voted by the incoming student leadership. (When applicable, student credits will be based on each individual car wash. Rate will be determined by the profit earned at the specific car wash and the hours that the student worked). Car wash expenses (soap, sponges, shams, etc.) shall be deducted before credits are applied. Car wash credits may not be redeemed for cash.
- B. Fair share fundraiser Fundraising Credits
 - 1. Earnings - Fair share fundraiser credits are earned at an hourly rate established each school year by the Board on a per fundraiser basis. The fair share fundraiser per hour credit will be calculated on each individual fundraiser at the close of the specific fundraising program. From each fundraiser, the band will earn not less than 10% of the total profit for use as operating expenses. Remaining monies will be divided by the number of fair share fundraiser credit hours worked, to

determine the fair share fundraiser per hour rate. This rate may not exceed \$5.00 per hour. The band, for operating expenses, will retain any remaining monies after the mandatory 10% retainage and payment of fair share fundraiser credit hours. In the event the fundraiser does not satisfy income expectations, the board may be required to assess an additional amount of fees necessary to satisfy the operating budget.

2. Usage – Each fair share fundraiser credit earned shall first be applied to any unpaid mandatory portion of the student’s band fees and then may be applied for any other band expense (i.e., spring trip). Credits cannot be redeemed for cash. Unused credits can be carried forward into the next year in the following cases:
 - (a) Current band student is returning to the band program.
 - (b) A member of the immediate family (sibling) will be a member of the band program.

Credits cannot be transferred to a non-family member. Any remaining unused credits that are not transferable will be placed into the band’s general fund. You may work for a non-family band member at a fundraiser, but you must sign in at the fundraiser that you are working for this student prior to accruing the credit hours.

Section 8. Refunds

The student’s (students,) parents or guardian(s) may request a refund in writing (stating the reason for the request). The Board will determine the amount of refund (if applicable). All requests should be processed through the Co-treasurer.

ARTICLE X – FUNDRAISING

Any member of the Association may propose opportunities for fundraising. Fundraising proposals which require upfront funding or substantial support by the band parent body shall be submitted in writing (letter or email) to the Ways and Means Committee Chair. The proposal should include the following information as a minimum: 1. Description of the fundraising activity; 2. Name and phone number of the person making the proposal; 3. An estimate of upfront costs; 4. Description of the per opportunity profit that will be earned by the Grissom Band Parents Association after all per opportunity costs and fees have been paid; 5. An estimate of the number of parents/students that will be required to conduct the fundraising activity; 6. The name of the person will would be willing to take a leadership role for the fundraising activity if known. The Ways and Means Committee Chair will review the proposal; ensure that all required information is included; and forward the proposal to the Second Vice President. The Second Vice President will present the proposal at the next regularly scheduled meeting of the Board of Directors. The Board of Directors will discuss the proposal and conduct a vote to determine if the proposal will be forwarded to the Grissom Band Parent Association for a consideration. If proposal is recommended by the Board, the Second Vice President will present the proposal at the next regularly scheduled monthly meeting or via a Special Meeting as described in ARTICLE VIII, Section 2. For a proposal to be implemented, it must receive the vote of the majority in attendance at the meeting. Any

proposal accepted for implementation will be forward to the Ways and Means Committee Chair for execution.

ARTICLE XI – AMENDMENTS

Any member of the Association may propose an amendment to this constitution and Bylaws by presenting said amendment to the President in writing. Said amendment must be presented for review and discussion at the regularly scheduled meeting prior to the meeting at which a vote is taken. For an amendment to be passed it must receive the vote of the majority in attendance at a regularly scheduled meeting of the Association.

Approved and Accepted by
General Membership 11/23/2009