

Mountain View Band Parents' Association #51-0588990

**MOUNTAIN VIEW BAND PARENTS' ASSOCIATION
CONSTITUTION**

Adopted January 10, 2006
As amended February 6, 2007
As amended March 22, 2016
As amended March 30, 2020

ARTICLE I – NAME

The name of this organization shall be the Mountain View Band Parents' Association (BPA).

ARTICLE II – PURPOSE

- a. Foster and promote a positive image of Stafford County Schools, Mountain View High School, and feeder middle school band students and band programs within the schools and the community at large.
- b. Provide moral and financial support and service to the Mountain View High School Band Program and to the band programs within the feeder middle schools.
- c. Cooperatively support the efforts of the Director of Bands and staff to provide students with a music education that meets the highest possible standards.
- d. Assist the Mountain View High School and feeder middle school bands in achieving growth in musicianship, in performance opportunities, and in the number of students participating at all levels.
- e. Foster an appreciation within the Stafford County Public Schools and the greater Stafford County community for the educational value of strong band programs.

ARTICLE III – BASIC POLICIES

The following are basic policies of this association:

- a. The organization is organized exclusively for charitable, religious, educational, and/or scientific purposes under Internal Revenue Code section 501(c) (3) or corresponding section of any future federal tax code
- b. No part of the organization's assets will benefit any private individual. No substantial part of the activities may include carrying on propaganda or otherwise attempting to influence legislation [except as provided for in subsection 501(h)], or participating in or intervening in (including the publishing or distribution of statements) any political campaign on behalf of (or in opposition to) any candidate for public office. The purposes may include the making of distributions to organizations that qualify as exempt organizations under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

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- c. The Association shall work with schools to provide quality education, including a quality band program, for all children, recognizing that the legal responsibility to make decisions has been by the people to the Stafford County School Board and its employees.
- d. The Association may cooperate with other organizations and agencies concerning education and band programs in the furtherance of the objectives of the Association.
- e. The membership year and the fiscal year shall coincide.

ARTICLE IV – QUALIFICATION FOR MEMBERSHIP

The Association will have Regular and Associate members as defined in the Association bylaws.

ARTICLE V – MEETINGS

Meetings of the Executive Board and the membership shall be held regularly as directed in the Association bylaws.

ARTICLE VI – OFFICERS

- a. The officers of this organization shall be the President, 1st Vice President, 2nd Vice President, Corresponding Secretary, Recording Secretary, Band Treasurer, and BPA Treasurer. In addition, there shall be two (2) Directors at Large serving as Committee Chairs (Performance Chair, and Music Education Advocate). These nine (9) plus the Director of Mountain View High School Bands shall compose the Executive Board of the Association.
- b. The Principals of Mountain View High School and its feeder schools, or their designees are ex-officio members of the Executive Board.
- c. The election of officers shall be held at the Association's annual meeting in accordance with the Association bylaws.

ARTICLE VII – QUORUM

- a. Ten (10) percent of the voting membership shall constitute a quorum for the transaction of business at any regular, or annual Association meeting.
- b. 2/3 of the Executive Board shall constitute a quorum for the transaction of business at any board meeting.

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ARTICLE VIII – AMENDMENTS

- a. Any proposed amendment to or revision of the constitution or bylaws shall be conducted in accordance with the procedures contained in the Association bylaws.
- b. An affirmative two-thirds (2/3) of all ballots cast shall be necessary for the adoption of any amendments or revisions. Amendments and revisions so adopted shall take effect immediately.

ARTICLE IX – DISSOLUTION

In the event the Mountain View Band Parents' Association must be dissolved, procedures outlined in the Association bylaws will be followed.

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MOUNTAIN VIEW BAND PARENTS' ASSOCIATION BYLAWS

Adopted January 10, 2006
As amended February 6, 2007
As amended May 2015
As amended March 30, 2020

ARTICLE I – MEMBERSHIP

Section 1 – Membership Categories

- a. Regular Members of the Mountain View Band Parent Association (BPA) shall be defined as a parent or guardian of students in the Mountain View High School Bands and of rising freshman in the middle school feeder bands. They are voting members upon registration and payment of dues. Regular Members have priority for any Coordinator position.
- b. Associate Members shall be defined as other persons interested in supporting the band programs. Their payment of dues entitles them to participate in meetings and other functions of the Association but they hold no voting rights on issues brought before the body, or to serve as officers save for the following exceptions. On a case-by-case basis, associate members may be granted voting and/or office privileges for the coming membership year by a 2/3 majority vote of the membership at the Association's annual meeting. The Immediate Past President position may be filled by an Associate Member if the outgoing President will no longer have children in MVHS Bands during the period of their Immediate Past Presidency.
- c. Members who have paid their membership dues and have no outstanding debts to the organization shall be considered members in good standing.

Section 2 - Dues

- a. The annual dues of the Association shall be determined by the Executive Board each year. Any proposed increase in dues must be presented for approval by the membership at the annual meeting.
- b. The membership year and fiscal year will begin July 1 and end June 30 the following year.

ARTICLE II – MEETINGS

Section 1 – Membership Meetings

- a. A regular meeting of the Association membership shall be held at least quarterly beginning in July. If school is cancelled the scheduled meeting will only be re-scheduled if critical or time sensitive information needs to be passed/discussed (i.e. Spring Trip information).
- b. Special Association meetings may be called by the President or the Director of Mountain View High School Bands.

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- c. Minutes of the all meetings shall be recorded and made public.

Section 2 – Executive Board Meetings

- a. Meetings of the Executive Board may be held at such times and places as the President and Board may determine, at least before membership meetings and as otherwise needed.
- b. All ex-officio members of the Executive Board are welcome to attend Board meetings.

Section 3 – Annual Meeting

- a. The annual meeting of the Association shall be held in March or April of each year.
- b. At this meeting, any reports may be given to membership, the next fiscal year's BPA budget will be adopted, and other necessary business will be conducted. The last item of business at the annual meeting shall be the election of officers
- c. Notice of the annual meeting shall be given in writing at least two weeks prior to the scheduled meeting date.

ARTICLE III – ELECTIONS and VOTING

Section 1 – Elections of Executive Board

- a. Not later than 15 January, the President shall appoint, with the Executive Board's approval, a Nominating Committee made up of three (3) members, all of whom will be eligible for membership the following year. No more than one member of the Executive Board may serve on the Nominating Committee.
- b. The Nominating Committee shall select at least one (1) candidate for each office and shall report their nominations to a meeting of the Executive Board. The Executive Board shall, in turn, notify the voting membership of the nominees for all offices in writing at least 30 days prior to the Annual Meeting. Additional candidates may be nominated from the floor at the Association's annual meeting only. Prior consent must be obtained from any candidate before his/her name is placed in nomination. Nominees must be present or provide some written acknowledgement at the voting meeting to accept the nomination, close the floor for nominations and present the ballot for elections.
- c. Election shall be by ballot for the executive board and shall be by individual. The Recording and Corresponding Secretaries shall be appointed tellers by the President to gather and count ballots and return a signed summary to the President who will announce the results. Ballots shall be retained for fourteen (14) days by the Recording Secretary who will make them available for review by any voting member during this period.
- d. In the case of a resignation or vacancy on the Executive Board, the President shall nominate a member to fill the vacancy. Nominees must acknowledge their nomination in writing. The Executive Board will vote (simple majority) to confirm the nominee at their next regular or special Executive Board meeting. Upon confirmation, the nominated individual will assume the duties of the position.

Section 2 – Officer Transition

- a. The candidate for each office who receives a majority of the votes shall begin serving alongside the current holder of that particular office in an ex-officio capacity until the July 1 transition at which time they will assume the full duties of their office. During this

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transition period, both Boards will have equal voting privileges. Meetings during the transition period shall be held jointly at the discretion and requirement of the incoming President. The newly elected board will run the May membership meeting.

- b. Despite the transition, the outgoing President, and BPA Treasurer will be responsible for an annual review and summary of BPA finances for the previous year, and for preparing, signing, and filing the previous year's tax forms with the appropriate authorities (generally no later than September 1). The President and Band Treasurer will be responsible for an annual review and summary of Band finances for the previous year.
- c. The term of office of the elected officers shall be one (1) year, running from July 1 through June 30.
- d. Officers may serve no more than two (2) consecutive one (1) year terms in that office. A member who serves six (6) months as an Officer is considered to have served a full term in that office. Term limits can be extended by a 2/3 vote of the membership at the annual meeting.

Section 3 – Voting Eligibility

- a. To vote in the election of Officers and to vote to amend the constitution or bylaws, a person must have had voting rights for the two (2) months prior to voting. The Membership Coordinator shall provide a roll of those eligible to vote, and the Membership Coordinator shall be the sole judge in determining a voter's eligibility.

ARTICLE IV - DUTIES OF OFFICERS

Section 1 – General Duties of the Board

- a. The duties of the Executive Board shall be to transact necessary business in the intervals between Association meetings and other such business as may be referred to it by the Association; to create standing committees and to approve the plans of work of the standing committees; to report on the work of the Association at regular meetings of the Association; to review and approve the accounts and records of the Treasurers; to approve and oversee the BPA budget and approve expenditures within the limits of the budget.
- b. The Board derives the right to govern from the membership.

Section 2 – President

- a. The President shall preside at all meetings of the Association and of the Executive Board, and shall have general supervision over the affairs of the Association subject to the direction and control of the Board.
- b. The President shall appoint all Standing Committee Chairpersons with the advice and consent of the Executive Board and shall be an ex-officio member of these committees, except the Nominating Committee.
- c. The President shall establish meeting agendas with input from the membership.
- d. The President shall only vote in the case of an Executive Board or Band Association tie vote.
- e. The President shall arrange an audit/financial review of the BPA and Band treasurers' records at the end of the fiscal year by a competent person outside of the Association.

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- f. The President shall provide an annual State of the Band review to the Executive Board and membership; ideally, in spring near the close of the school year.

Section 3 – First Vice President

- a. The First Vice President shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Association.
- b. The First Vice President shall oversee the Hospitality, Membership, Volunteer, and Tag Day, and Spirit Wear Coordinators.
- c. The First Vice President shall perform other Association duties as delegated by the President.
- d. The First Vice President shall designate a representative to Stafford County Public School's annual events (ie. BTTFH).

Section 4 – Second Vice President

- a. The Second Vice President shall perform the duties of the President should both the President and the First Vice President be absent and shall assist in carrying out the objectives of the Association.
- b. The Second Vice President shall oversee the Concessions and Fund Raising Coordinators.
- c. The Second Vice President shall perform other Association duties as delegated by the President.

Section 5 – Recording Secretary

- a. The Recording Secretary shall record minutes of board meetings and general meetings, issue notices for all meetings, and perform such other duties as prescribed by the Association and the Executive Board.
- b. The Recording Secretary shall send board meeting minutes to Coordinating Secretary to post to social media and email to membership.
- c. The Recording Secretary shall maintain written records from previous years at MVHS and manage and file all Association records in an appropriate online archive, accessible to the Executive Board.
- d. The Recording Secretary shall maintain the volunteer finger print verifications.

Section 6 – Corresponding Secretary

- a. The Corresponding Secretary shall publish the monthly Association newsletter, disseminate Board meeting minutes, and attend to such correspondence as prescribed by the Association and the Executive Board.
- b. The Corresponding Secretary shall assist writing and sending orientation letters to freshmen and other new band members/parents.
- c. The Corresponding Secretary is responsible for informing the membership and the public of all events involving the band or the Association. This shall include the mailing of notices, use of the media (radio, TV, and newspapers), and any other practical means.

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Section 7 – Band Parent Association Treasurer

- a. The BPA Treasurer shall collect and keep all monies of the Association in banks designated by the Executive Board. Finances of the BPA will include, but are not limited to concessions, Tag Day, student fund raisers, BTTFH, scholarships and spirit wear.
- b. The BPA Treasurer shall maintain a regular book of accounts, which will be audited at the end of each fiscal year.
- c. The BPA Treasurer shall report on the status of BPA finances at Executive Board meetings and Membership meetings and submit a report summarizing the BPA yearly finances at an early meeting of the following administrative year.
- d. At the end of the BPA Treasurer's term, the BPA Treasurer shall prepare a BPA budget for the following year for review and approval by the Executive Board.
- e. After the BPA Treasurer's term ends, the BPA Treasurer shall prepare, sign and file the previous year's tax forms with the appropriate authorities (generally no later than September 1st).
- f. The BPA Treasurer shall review and consider all written requests for non-budgeted monies.
- g. The duties of the BPA Treasurer shall continue past the end of the fiscal year, which runs from July 1st to June 30th to complete the final report of finances and submit appropriate tax forms as detailed above.
- h. The BPA Treasurer shall oversee the BPA Concessions Treasurer when that position is filled. The BPA Treasurer shall perform all of the duties usually associated with the office.

Section 8 – Band Treasurer

- a. The Band Treasurer shall assist the MVHS Band Director in all aspects of band finances, which include, but are not limited to collection of student fees and payment of band expenses including music, instruments, uniforms, transportation, fees, and awards.
- b. The Band Treasurer shall collect and keep all monies of the Mountain View HS Band in banks designated by the Executive Board.
- c. The Band Treasurer shall maintain a regular book of accounts, which will be audited at the end of each fiscal year.
- d. The Band Treasurer shall communicate/track and record the receipt of student fees collected.
- e. The Band Treasurer shall report on the status of Band finances at Executive Board meetings and Membership meetings and submit a report summarizing the Band's yearly finances at an early meeting of the following administrative year.
- f. At the end of the Band Treasurer's term, the Band Treasurer shall coordinate with the Band Director to prepare a budget for the following year for review by the Executive Board.
- g. The duties of the Band Treasurer shall continue past the end of the fiscal year, which runs from July 1st to June 30th to complete the final report of finances.
- h. The Band Treasurer shall perform all of the duties usually associated with the office.

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Section 9 – Directors at Large

- a. Directors at Large will be the Executive Board's representatives on the standing committees.
- b. The Performance Director is the head of the Pit Crew and is responsible for assisting the Director of Bands in the logistical planning and preparation for the band performances and educational trips.
 1. The committee should include a Marching Uniform Coordinator, a Concert Attire Coordinator, and a Color Guard Coordinator.
 2. Coordinators should be appointed by the Director for any other special interest performance groups within the band organization.
- c. The Music Education Advocate (MEA) will work with the Director of Bands and school principals or their representative to determine band program needs. They will plan, facilitate and conduct activities to address these needs and promote harmonious, beneficial relationships among the Mountain View High School feeder band and music programs and other band and music programs within the Stafford County Public Schools.
 1. The Music Education Advocate shall work with the First Vice President to disseminate information to enhance community values regarding music education.
 2. The Music Education Advocate shall attend any county level meetings (school board, Board of Supervisors, etc.) that require music advocacy.
 3. The Music Education Advocate shall oversee the Scholarship Committee.

Section 10 – Immediate Past President

- a. The Immediate Past President position shall be filled as needed and based on the ability of the outgoing President to fill the position.
- b. This shall be a nonvoting advisory position to the newly elected President for a period not to exceed 6 months after the installation of the new President.
- c. Duties of the Immediate Past President shall include assisting and advising the new President on all matters pertaining to their duties as defined in Article 4, Section 2 of these bylaws.

ARTICLE V – COMMITTEES

Section 1 – General Committee Policy

- a. With the advice and consent of the Executive Board, the President shall appoint all standing committee coordinators.
- b. The composition of each of the below named committees shall be the prerogative of that committee's coordinator who may form as many subcommittees as necessary to efficiently accomplish the purposes of the group. The activities of all committees shall be subject to the approval of the Executive Board.
- c. Special Committees shall be appointed by the President as needed, with the advice and consent of the Executive Board.
- d. The Director of Mountain View High School Band and the President shall be ex-officio members of all committees.

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Section 2 –Committees

- a. The First Vice President shall oversee the following coordinators.
 1. *Membership Coordinator* shall endeavor to expand the Association membership to its fullest and secure full attendance at all meetings of the Association and provide a list of members eligible to vote at all Association meetings.
 2. *Hospitality Coordinator* is responsible for hosting any visitors to MVHS (other bands, directors, etc.). This includes gathering donations for a meal, serving, and set up and clean up, Friday Feast, desserts, and other opportunities regarding food donation.
 3. *Volunteer Coordinator* is responsible for recruiting and communicating with volunteers for various band events (i.e. Chaperones, County and District events, etc.).
 4. Tag Day Coordinator is responsible for all aspects of implementing and executing Tag Day event.
 5. Spirit Day Coordinator is responsible for ordering and distribution of Spirit Wear.

- b. The Second Vice President shall oversee all concession stand and fundraising activities. The committee shall establish policy governing the percentage, if any, of each fund-raising project, which shall be credited to student accounts.
 1. *Head Concession Coordinator* is responsible for maintaining and stocking all concessions stands for all regular and special events at MVHS, and training all concession coordinators in appropriate procedures and care for concession equipment. They will coordinate with the following volunteers to ensure smooth running of concessions for all events.
 - i. *Varsity Coordinator* is responsible for securing and coordinating volunteers to run the concession stand for Friday night varsity football games, ensuring concession operations are properly run and ensuring all equipment is properly cleaned and secured. They are also responsible for posting sign-ups for students to clean the stands after all varsity football games.
 - ii. *Junior Varsity/Freshman Coordinator* is responsible for securing and coordinating volunteers to run the concession stand for junior varsity football games, ensuring concession operations are properly run and ensuring all equipment is properly cleaned and secured.
 - iii. *Indoor Concessions Coordinator* is responsible for securing and coordinating volunteers to run the indoor concession stands for all indoor sports during the fall, winter and spring sports seasons. Additionally they are responsible for ensuring concession operations are properly run and all equipment is properly cleaned and secured.
 - iv. *Special Events Concessions Coordinator* is responsible for securing and coordinating volunteers for all special events being held at MVHS including, but not limited to BTTFH and graduation. They are also responsible for ensuring concession operations are properly run and all equipment is properly cleaned and secured.
 - v. *Concessions Buyer* is responsible for shopping for concessions as directed by the Head Concessions Coordinator. They will hold a BPA

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- credit card as needed to shop at local warehouse clubs and will submit receipts to the BPA Treasurer within 2 days of shopping.
2. *Fundraising Coordinator* is responsible for creating fundraising opportunities for all students and the band. This will involve scheduling, ordering, distributing and other duties associated with fund raisers.
 - c. *All County/All District Committee* shall be appointed by the President and Executive Board as needed.
 - d. *Rules Committee* shall be appointed by the President and Executive Board to review these bylaws in the spring of each even numbered year.
 - e. *BPA Concessions Treasurer* shall be appointed by President and BPA Treasurer when necessary to handle issuing, collecting, depositing and recording cash associated with concession activities.

ARTICLE VI – ORDER OF BUSINESS

Roll Call, establish quorum
Secretary's report
BPA Treasurer's report
Band Treasurer's report
Old Business
New Business

ARTICLE VII – BUDGETING AND EXPENDITURE OF FUNDS

Section 1 - Budgeting

- a. An annual BPA budget will be constructed by the BPA Treasurer and submitted to the membership for review and approval during the March/April Association meeting. The membership will vote to approve the BPA budget during the Annual meeting.
- b. An annual band budget will be constructed by the Band Director, in coordination with the Band Treasurer and submitted to the membership for review during the March/April Association meeting.

Section 2 - Expenditures

- a. All expenditures of BPA funds not previously budgeted shall be individually approved by the Executive Board prior to the expenditure. Executive Board approval must include confirmation by the BPA Treasurer that the bank account can support the expenditure based on known budget planning factors.
- b. Under no circumstances shall a BPA member expend personal funds in support of the BPA, with the expectation for reimbursement, unless this expenditure and a plan for reimbursement is pre-approved by the President and Band Treasurer. All account activity of this nature must be supported by appropriate receipts.
- c. The BPA Treasurer must attain Executive Board approval to issue any check over \$500 that is not previously approved in the budget.

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ARTICLE VIII - PARLIAMENTARY AUTHORITY

Parliamentary procedure shall be observed in accordance with Robert's Rules of Order (revised), except where they conflict with the constitution and bylaws, in such cases, the constitution and bylaws shall govern.

ARTICLE IX – DISSOLUTION

Section 1

- a. The Executive Board shall adopt a resolution recommending that this Association be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights.
- b. Written or printed notice, stating that the purpose of such a meeting is to consider the advisability of dissolving this Association, shall be given to each member entitled to vote at such a meeting at least thirty (30) calendar days prior to the date of such meeting.
- c. Such meeting shall be held only on calendar school days during the academic year of the schools.

Section 2

Approval of dissolution of this Association shall require presence of a quorum and the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting.

Section 3

Upon the dissolution of the corporation, after paying or making provisions for the payment of all the liabilities, any remaining assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the 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. In making such distribution, and to the extent permitted by applicable law, first priority shall be given to supporting the purpose, or purposes, stated in article II of the constitution. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Section 4

- a. The Association serves at the discretion and with the oversight of the Administration of Mountain View High School and the Director of Bands of Mountain View High School.
- b. Dissolution of this Association may be made by request of the Principal of Mountain View High School with due process and in consultation with the Superintendent of the Stafford County Public School.

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ARTICLE X – CONSTITUTION AND BYLAWS AMENDMENT

The constitution of the BPA shall not generally require review or amendment. When a specific issue is identified the President and Executive Board shall appoint a rules committee to address any needed amendment to the constitution.

- a. Any proposed amendment to or revision of the bylaws shall be submitted in writing to the Executive Board who shall, in turn, submit such proposed amendments for discussion to the members of the Association.
- b. A vote may not be taken on such amendments by the Association until the next meeting following the meeting at which the proposed amendments are discussed.
- c. Voting shall be by ballot. The President shall appoint tellers of election. The Article III, Section 1. C. procedures related to voting by ballot shall be followed.
- d. These bylaws shall be reviewed by the Rules Committee every spring on even years.

MOUNTAIN VIEW HIGH SCHOOL BAND PARENTS' ASSOCIATION EXECUTIVE BOARD

PRESIDENT
IMMEDIATE PAST PRESIDENT
FIRST VICE PRESIDENT
SECOND VICE PRESIDENT
RECORDING SECRETARY
CORRESPONDING SECRETARY
BPA TREASURER
BAND TREASURER
PERFORMANCE COMMITTEE CHAIRPERSON
MUSIC EDUCATION ADVOCATE (MEA)
DIRECTOR OF BANDS