

CONSTITUTION OF
BUENA BANDS ASSOCIATION
BUENA HIGH SCHOOL
SIERRA VISTA, ARIZONA

ADOPTED: October 6, 1987
AMENDED: September 27, 1988
AMENDED: May 11, 1992
AMENDED: September 12, 2000
AMENDED: April 15, 2008

ARTICLE I – NAME

The name of this organization, formerly known as Buena M.U.S.I.C., shall from this point forward be known as “Buena Bands Association.”

ARTICLE II – OBJECTIVES

Section 1. This group is a non-profit, charitable organization. All donations made to this group are tax-deductible. This association is organized exclusively for charitable and educational purposes, and shall conduct itself as a non-profit organization within the meaning of section 501(c)(3) of the Internal Revenue Code.

Section 2. The association exists to support morally and financially the efforts of the band director in his/her mission to provide opportunities for student success within the Instrumental Music Department (IMD) of Buena High School

Section 3. To create and maintain an enthusiastic interest in the various phases of the IMD of Buena High School, a public high school in Sierra Vista, Arizona.

Section 4. To cooperate with those in charge of the IMD and the school board by assisting with the funding of items which are beyond the resources of the Sierra Vista Public School District so that the IMD can maintain the highest possible degree of efficiency and standards. Funds will be sought through all appropriate means of fund raising and encouraging community support.

Section 5. To build and maintain an organization of supporters who will help promote the general activities of the IMD.

ARTICLE III – MEMBERSHIP

Section 1. The membership of this organization shall include any person interested in the progress and development of the IMD of Buena High School.

Section 2. “Active” members are those who have paid annual dues and volunteer for Buena Bands Association activities.

Section 3. Only “active” members are eligible to vote.

ARTICLE IV – OFFICERS

Section 1. Officers of this organization shall be: President, Vice-President, Secretary and Treasurer.

Section 2. Only “active” members are eligible to hold office in this organization. No such person may simultaneously hold more than one office.

ARTICLE V – DUTIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization, appoint all committees, and shall be an Ex-Officio member of all committees. The President is an authorized check signer, is a co-signer at each of the association’s financial institutions, and will be responsible for a bank-issued debit card.

Section 2. The Vice-President shall assume all the duties of the President in his/her absence. The Vice-President shall assume the President’s duties in the event of the President’s resignation, until the position is filled or the end of the term of office whichever comes first. The Vice-President is an authorized check signer and a co-signer at each of the association’s financial institutions.

Section 3. The Secretary shall keep record and minutes of all meetings and attend to all correspondence. He/she shall develop and administer an accurate roster of current members. The Secretary shall call a meeting to order in the absence of the President and Vice-President.

Section 4. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds, including deposits and withdrawals, and shall render a monthly report. The treasurer will be responsible for a bank-issued debit card.

ARTICLE VI – EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the officers. The Director of the IMD of Buena High School shall be an Ex-Officio member of the Executive Board in an advisory capacity.

Section 2. The Executive Board shall have general supervision of the affairs of the organization.

Section 3. The Executive Board shall meet at the call of the President or the Director of the IMD of Buena High School or any two members of the Executive Board.

Section 4. The term of all offices shall be for one year, concurrent with the Association’s fiscal year and terminating at the end of the Association’s fiscal year.

Section 5. The Executive Board shall have the authority to make emergency decisions regarding on-going operations and projects of the association without first bringing such matters to a vote in front of the General Membership as defined in Article IX Finance Section 5.

ARTICLE VII – MEETINGS

Section 1. General Membership meetings will be held on the second Tuesday of the calendar month throughout the school year (unless a schedule conflict exists).

Section 2. Special meetings may be called as needed by the Executive Board. A Special meeting shall consist of at least two board members and any general members available.

ARTICLE VIII – COMMITTEES

Section 1. Committees shall be assigned as necessary.

Committees may include: Scholarship, By-Laws, Membership, Audit, Fundraising, Grant Writing, Volunteer Programs/Activities, Concessions, Volunteer Coordinator, and Nomination/Election.

Section 2. Committee Descriptions

(a) Scholarship Committee: The Scholarship Committee shall be responsible for drafting, disseminating and collecting scholarship applications for the school year. Additionally, the committee will select members from the community at-large to judge each application. The committee will recommend an appropriate number and dollar amount for scholarships to the association.

(b) By-Laws Committee: The By-Laws committee shall be responsible for reviewing the by-laws of the association each year and recommending necessary changes.

(c) Membership Committee: The Membership committee shall actively seek membership of potential members and provide the President and Secretary with an updated copy of the membership roster.

(d) Audit Committee: The Audit committee shall consist of two or more members of the association appointed by the association president. The audit committee shall audit treasurer's book once per year.

(e) Fundraising Committee: The Fundraising committee shall explore various methods of fundraising and present them to the board and general membership for consideration.

(f) Grant Writing Committee: The Grant Writing committee consists of volunteers who will research/analyze the potential for writing grants to support the mission of the Buena Bands Association and the vision developed by the band director. Committee members

may contact potential funding sources and when appropriate, will complete the appropriate grant application.

(g) Volunteer Programs/Activities Committee: The Volunteer Programs/Activities committee consists of volunteers who assist the Band Director in facilitating volunteer logistics and support. Key activities include chaperoning, communications, game snacks, instruments, uniforms, pit support, publicity, web/computer tech, or any other programs/activities that emerge as needed.

(h) Concessions Committee: The Concession committee shall maintain an accurate record of all concession items and arrange for their storage in a secured location. They shall ensure that the concession stand is set-up, stocked, manned during all scheduled events, cleaned up following events and secured prior to leaving.

(i) Volunteer Coordinator Committee: The Volunteer Coordinator committee shall be responsible for coordinating with the Band Director and membership any dates of prospective community fundraising events and out-of-town IMD events that require chaperones. Additionally, the committee shall be responsible for contacting the members to recruit volunteers for fundraising events and chaperones for out-of-town events.

(j) Nomination/Election Committee: (See Article XII)

ARTICLE IX – FINANCE

Section 1. Fiscal year is defined June 1st through May 31st.

Section 2. The Board shall approve a proposed budget of the Association for the upcoming fiscal year no later than July 15th of each fiscal year. The proposed budget shall be presented for approval at the August General Membership meeting.

Section 3. All monies earned or acquired for use for organization expenditures will be deposited as required by the Treasurer in a Sierra Vista banking/financial institution.

Section 4. All requests for expenditure shall be presented to the General Membership for a vote.

Section 5. In the event a General Membership meeting cannot convene prior to the expenditure need, the Executive Board shall have the authority to make emergency decisions regarding on-going operations, projects and special requests of the association without first bringing such matters to a vote in front of the membership. Emergency expenditures are defined as expenditures requiring an immediate decision where delay would adversely affect the association. A majority vote of three board members is required for an emergency expenditure. Emergency decisions approved by the Executive Board will be announced at the next General Membership meeting.

Section 6. The Executive Board shall approve all checks issued.

Section 7. Any expenditure outside of the approved budget shall be voted on and approved at any regular or special meeting by a simple majority vote.

Section 8. Any reimbursements to a member for expenses incurred while performing Association business must have a separate receipt, which clearly identifies the items, time and place purchased. If at all possible, no personal items should be listed on the receipt. Receipts must be submitted to the treasurer at the next scheduled association meeting or within 30 days of purchase. Reimbursement requests submitted WITHOUT a receipt must include a signed memorandum listing the items purchased, dollar amount of the purchase, name of the business where the items were purchased, and the date of the purchase. Requests of this nature will require executive board approval.

Section 9. The Treasurer shall be required to prepare a financial report by July 15 following his/her term of office. This annual financial report shall become part of the organizational records. An unofficial audit will be completed prior to the start of the following school year.

ARTICLE X – DUES

Dues shall be established at ten (10.00) dollars a year per household. There will be no reduction of dues for a partial year. A family includes parent(s), guardian(s), and band member(s).

ARTICLE XI– QUORUM

Members present at a general meeting shall constitute a quorum for the transaction of business. A majority vote of the quorum present shall prevail on any proposition or other business at any meeting.

ARTICLE XII– NOMINATION PROCEDURES AND ELECTIONS

Section 1. Nomination Procedures: A nominating committee chair will be appointed at the February association meeting. It shall be the duty of the committee chair to select a minimum of two additional members to create a list of nominees.

Section 2. Elections: Before the election, additional nominations will be taken from the floor. The election shall be held at the last meeting of the school year and voted on by a majority of members present.

ARTICLE XIII – AUTHORITY

Rules contained in Robert's Rules of Order Revised shall govern this organization in all cases in which they do not conflict with the rules of the organization.

ARTICLE XIV – AMENDMENTS

The Constitution/By-Laws may be amended by a two-thirds vote of the members present at any regular meeting. The amendment must be presented in writing by the Executive Board at a regular meeting of the organization.

ARTICLE XV – DISSOLUTION

Section 1. The organization may be dissolved when dues paid membership is reduced to less than four (4) members.

Section 2. Upon dissolution of this organization, after paying the obligations of the organization, the remaining assets shall be used for band equipment or supplies as decided by the Executive Board.