

## **NEWPORT BAND PARENTS ASSOCIATION BYLAWS**

We, the members of the Newport Band Parents Association (NBPA), in order to support and promote the interests of the Newport High School band program, do hereby establish the following bylaws:

### **Article I: Name**

- A. This organization shall be known as the Newport Band Parents Association or NBPA.

### **Article II: Goals and objectives**

- A. To stimulate and sustain interest among both parents and students in music.
- B. To support the band directors and the Newport High School band department.
- C. To provide financial aid for the Newport High School band department.

### **Article III: Membership composition**

- A. Parents or legal guardians of active Newport High School band department students shall be considered voting members.
- B. Students of Newport High School and interested persons residing in the Bellevue School District shall be considered associate (non-voting) members.
- C. Directors and/or teachers in the Newport High School band department shall be non-voting, ex-officio members.

### **Article IV: Financing**

- A. This organization shall be a non-profit corporation as established under Section 501 (c)(3) of the Internal Revenue Code, with all rights and privileges thereof.

### **Article V: Officers**

#### Section 1: Overview

- A. The officers of the NBPA shall be nominated and elected no later than the end of June and assume duties on July 1.
- B. The NBPA governing board shall consist of the following elected officers:
  - 1. President

2. Vice-President
  3. Secretary
  4. Treasurer
  5. Volunteer coordinator
- C. No elected officer of this organization shall be a committee chairperson. However, if circumstances arise such as a chairperson resigning shortly before an event, an officer may step in to take over the event.

### Section 2: Qualifications

- A. Any parent or legal guardian of an active Newport High School band department student is eligible to hold office.

### Section 3: Elections

- A. NBPA officer candidates shall have a majority of votes cast to be elected. If no candidate receives a majority, the vote shall be retaken.
- B. In the event an NBPA officer vacancy occurs during the year, the position shall be filled through appointment by the NBPA governing board.

### Section 4: Duties of Officers

- A. President
1. Shall preside at all NBPA meetings and shall be an ex-officio member of all committees;
  2. Shall appoint all committee chairs and coordinate activities with them;
  3. Shall act as the spokesperson for the NBPA at concerts, events, and other meetings when necessary; and
  4. Serves as a NBPA representative and voting member of the Newport Knights Fine Arts Boosters (KFAB).
- B. Vice-President
1. Shall assume the duties of the President in case of absence or incapacity of the President;
  2. Shall be an ex-officio member of all committees; and
  3. Shall assist the president when called upon.
- C. Secretary
1. Shall keep a careful and authentic record of the proceedings of NBPA meetings.

2. Shall provide written copy of the proceedings to the board in a timely fashion after each monthly meeting;
  3. Shall read all papers that may be called for;
  4. Shall be responsible for all necessary correspondence; and
  5. Shall keep an accurate attendance record at all meetings.
- D. Treasurer
1. Shall keep all records of the NBPA finances;
  2. Shall oversee the preparation of the annual budget;
  3. Shall disburse all moneys of the organization as required;
  4. Serves as a NBPA representative and voting member of the Newport KFAB;
  5. Shall oversee the preparations for the annual audit; and
  6. Shall provide all financial materials needed by other NBPA members for the performance of their duties.
- E. Volunteer coordinator
1. Shall be responsible for identifying volunteer needs for all band events;
  2. Shall be responsible for recruitment and communication as needed to secure volunteers for those events; and
  3. Shall carryout other duties assigned by the NBPA president.

## **Article VI: NBPA meetings**

- A. The regular meeting will be held in the Newport High School music building at 7 p.m. on the first Tuesday of each month, excluding July and August. This schedule will be followed unless an alternate meeting date and time was decided upon at the previous meeting.
- B. Additional meetings may be held as often as necessary. Meeting time and place shall be left to the majority consensus of members present, or in the case of committee meetings, the discretion of committee chairs and members of the committee.
- C. The members present at any properly announced meeting shall constitute a quorum.

## **Article VII: Funds**

### Section 1: Fiscal Year

- A. The NBPA fiscal year runs from July 1 – June 30.

### Section 2: Audit

- A. The funds of the NBPA shall be audited annually at the end of the fiscal year.
  - 1. Two (2) persons from the NBPA membership shall volunteer to work on the audit. If there are no volunteers, two (2) persons shall be appointed by the NBPA board.

### Section 3. Revenue

- A. Revenue shall be derived from contributions, and other projects and activities that the NBPA sponsors. All projects will be governed by the limitations as prescribed by law in Section 501 (c)(3) of the Internal Revenue Code, and the limitations prescribed by any subsequent changes in said Code.
- B. The NBPA shall adhere to the Newport High School Associated Student Body rules and regulations as prescribed by the Bellevue School District.

### Section 4: Allocation of Funds

- A. The annual budget shall be submitted for approval by a majority of the voting NBPA members present at a meeting designated by the president that will occur before the end of the fiscal year.
- B. Funds of the NBPA shall be allocated for projects and expenditures as set forth in the annual budget.
- C. Before any expenditure larger than \$1,000 is made, pre-authorization must be granted and a designated expenditure form must be submitted for approval by the Treasurer and one (1) additional NBPA board member.
- D. A budget line item cannot be exceeded without prior approval from a majority of the NBPA members present at a regularly scheduled meeting. In the case of exceptional circumstances that cannot wait until the next regularly scheduled meeting, a written request to exceed a budget line item can be submitted to the President and approved by a majority vote of the NBPA governing board. Any such approved requests will be communicated electronically to NBPA members 24 hours prior to expenditure.

### **Article VIII: Amendments**

- A. Amendments to the NBPA bylaws may be proposed at any regular NBPA meeting. The amendment must be seconded and the floor will then be opened for discussion. The proposed amendment shall then go to the NBPA board, which will discuss the pros and cons of the proposed amendment and bring its recommendation back to the membership at the next monthly meeting of the NBPA. A vote shall be taken at the following meeting and passage shall require 2/3 of the members present to vote in the affirmative for passage of the amendment.

### **Article IX: Voting Rights and Procedures**

#### Section 1: Voting rights

- A. Parents or legal guardians of an active Newport High School band department student are entitled to one vote per individual.
- B. Students are associate members, acting in an advisory role, unless granted voting privileges by motion of the board. Such privileges cannot be given in perpetuity and must be renewed for each voting issue.

#### Section 2: Voting Procedures

- A. A simple majority of the assembled NBPA members voting yes is sufficient to pass a motion.

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