

**Constitution and By-Laws**  
**OF THE**  
**FRUITPORT BAND PARENTS ORGANIZATION**

***Constitution***

**Article I – Name**

The name of this organization shall be the FRUITPORT BAND PARENTS ORGANIZATION (FBPO).

**Article II – Purpose of Organization**

The FBPO is a non-profit organization. The purpose of this organization shall be:

- Section I: To morally support the instrumental music program in every possible way.
- Section II: To provide immediate and long range support for which no other provision has been made.
- Section III: To promote and stimulate interest in good instrumental music in the public schools and community. To encourage students in the program to strive for greater achievement in our bands.
- Section IV: To promote cooperation and fellowship between students, directors, band parents, school, administrators and the Board of Education.
- Section V: To act as advisors to the band directors in the best interest of the bands.

**Article III – Amendments**

Amendments to this constitution will be ratified by a majority of those attending the meeting including the band director(s).

In the event that the Band Parents Organization shall dissolve, all money remaining in the accounts will be disbursed first to pay any outstanding debt and second to be transferred to the Fruitport Community Schools Band Program.

**Article IV – Membership**

Parents of students in the band program are automatically members of this organization. Person's actively contributing time and/or resources for the benefit of this organization are automatically associate members of this organization.

**Article V – Officers**

- Section I: Officers

- d. The Director of Bands shall be the liaison between Fruitport Public Schools and the Band Parent Organization.
- e. The Director of Bands, with the assistance from the entire band staff, shall provide the information necessary for membership and communication.

**Section VII: Members**

- a. Members at large may become a committee chairperson, designated by the President and may be asked to be present at various Executive Board meetings.
- b. Members in this capacity serve only in an advisory role.

**Article II – Meetings**

- Section I: The regular monthly meeting will be held the first Tuesday of every month from September through June at 7:00 pm in the Middle School Band Room. The April meeting will be held the second Tuesday due to Spring Break.
- Section II: Special meetings may be called either by the President or the Board of Directors.
- Section III: A quorum at any regular or special meeting will consist of two officers and one director.
- Section IV: All executive and general meetings shall be held in accordance with Roberts Rules of Order.

**Article III – Standing Committees**

- Section I: The Uniform Committee is responsible for fitting and maintaining band uniforms.
- Section II: The Equipment Committee is responsible for transporting all equipment to band activities.
- Section III: The Fund Raising Committee is responsible for recommending, planning, and overseeing all money making activities for the Band Parent's Organization.
- Section IV: The Chaperone Committee is responsible for scheduling chaperones, as needed, for band events. Chaperones must be at least 21 years of age.
- Section V: The Security Committee is responsible for providing security at all band sponsored activities.
- Section VI: The Website Committee is responsible for maintaining the Band Parent Organizations website at <http://fportbands.webs.com> and updating the Facebook Account.

- a. The officers will be a President, Vice President, Second Vice President, Secretary, Co-Treasurers (Student Account and General Account) and the Director(s) of Bands or his/her designee.
- b. Any parent member of this organization is eligible for office. Associate members are not eligible for office unless already in office to complete term.

Section II: Executive Board

- a. The Executive Board shall consist of the officers. The Band Directors will be ex-officio members of the Executive Board.
- b. Immediate Past President can remain a member of up to one (1) year.

Section III: Nominations and Elections of Officers

- a. Nominations for open positions will occur in April.
- b. Officer vote shall take place at the May meeting.
- c. Offices elected in the May meeting shall assume office on the first day of July following. They shall serve in office two years from that time. Information, responsibilities and material will be turned over at an Executive Board meeting scheduled in June after the May meeting.

## ***By-Laws***

### **Article I - Duties of Officers**

Section I: President

- a. It shall be the duty of the President to preside at all meetings and will appoint all committees with the approval of the Executive Board.
- b. It shall be the President's duty to make emergency decisions that may arise, the decision shall hold until the next meeting of the Executive Board, or a General Membership meeting, when the decision shall be confirmed or rejected.
- c. The President shall call regular and special meetings as provided by the by-laws.
- d. It shall be the President's duty to appoint all committees as delegated at any regular meeting, and as may be necessary, in promoting the work of the organization. The President shall be an Ex-officio member of all committees, but shall not be required to attend committee meetings.

Section II: First Vice President

- a. It shall be the duty of the First Vice President to perform all the duties of the President in the event of the President's absence, inability, disability, or resignation, and to assist the President.

- b. The Vice President shall reside over all communications (i.e., Blue Notes, Facebook, website, etc.), to provide support to the chairperson responsible for Website and to provide up-dated information to the Executive Board from the Website Committee.
- c. The Vice President shall work closely with the President on any and all activities and will step in at the absence of the President.

Section III: Second Vice President

- a. It shall be the duty of the Second Vice President to fill a vacancy in the First Vice President's absence.
- b. The Vice President shall reside over all Fund Raiser activities, to provide support to the chairperson responsible for the activity or Fund Raiser and to provide up-dated information to the Executive Board from the Fund Raising Committee.

Section IV: Secretary

- a. It shall be the duty of the Secretary to keep a record of the proceedings of general meetings and meetings of the Executive Board.
- b. It shall be the duty of the Secretary to perform whatever correspondence relative to the organization that should be required.

Section V: Treasurers (General Account and Student Account)

- a. It shall be the duty of the Treasurers to pay all obligations incurred by the organization, to supervise and keep a written report of all transactions of the office and present such reports at business meetings of the organization.
- b. It shall be the duty of the Treasurers to work with all Fund Raising committee chair people, to receive all funds due the Organization.
- c. It shall be the duty of the Treasurers to provide information necessary for the Executive Board to establish the yearly Booster Budget.

Section VI: Director of Bands

- a. The Director of Bands is a qualified professional(s) hired by the Board of Education. His/her primary responsibility is the administration and supervision of the Fruitport Public Schools Band program. The Director of Bands will provide the leadership necessary for the day-to-day operation of the entire band program.
- b. The Director of Bands serves as the Chief Administrator of all matters that directly affect the operation of the band program. The Director of Bands shall oversee the total operation of the Fruitport Band Parents Organization as directed by the Fruitport Public Schools Board of Education.
- c. The Director of Bands shall provide and secure the facility for meeting of the Executive Board and General Membership meetings.

Section VII: A class representative from each grade will be encouraged to participate in all meetings.

#### **Article IV – Scholarships**

Fruitport Band Parents will give scholarships to band students according to the following requirements:

Section I: Scholarships will be used for music camps, music lessons, music, instruments, guard and/or related supplies.

Section II: The following qualifications should be considered:

- a. Conscientious of Others
- b. Musical Interest
- c. Financial Need
- d. Students must turn in completed application to the directors by the assigned due date.

Section III: Scholarship monies will be deposited into the students band account.

Section IV: If there are no applicants for a grade level scholarship, it will be awarded at the discretion of the scholarship committee consisting of three band parents and two directors.

#### **Article V – Amendments**

Amendments to the Constitution and By-Laws shall be ratified by a majority of those attending the meeting; including the band director(s).

In the event the Band Parents Organization shall dissolve, all money remaining in the accounts will be disbursed; first, to pay any outstanding bills and second, to be transferred to the Fruitport Community Schools band program.

#### **Article VI – Student Accounts**

Funds in individual student accounts, including scholarship monies, shall be used by the named student for designated Fruitport Band expenses only (such as band camp, Florida trip, senior trip, etc.). The only exception allowed will be if a parent/guardian wishes to transfer from one student's account to another student account with the approval of the band director.

Senior band students will be given any money left in their account to use on their senior trip. If a senior student decides not to participate in the senior trip, than any money in their account will be transferred upon Graduation to the General Account.

Upon Graduation, any money left in the student's account shall first be used to offset any outstanding debts by the student (such as uniforms not turned in clean, fund raiser money not submitted, etc.). Then all remaining money will be transferred to the General Account.

Individual student accounts will be closed and money transferred to the General Account in the event a student leaves band for any reason.

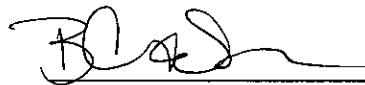
**Section VII – Incorporation and Assets**

The Fruitport Band Parents Organization shall remain a non-profit organization.

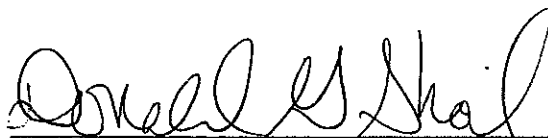
The Fruitport Band Parents Organization is organized exclusively for educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

“Notwithstanding any other provision of these articles, the Fruitport Band Parents Organization shall not carry on any other activities not permitted to be carried on (a )by a corporation exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by a corporation contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).”

“Upon the winding up and dissolution of the Fruitport Band Parents Organization, after paying or adequately providing for the debts and obligations of the association, the remaining assets shall be distributed to a nonprofit fund, foundation, or corporation which is organized and operated exclusively for charitable, educational, religious and/or scientific purposes and which has established its tax exempt status under section 501(c) (3) of the Internal Revenue Code.”

  
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President

4/7/14  
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Date

  
\_\_\_\_\_  
Director of Bands

4/7/14  
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Date