

**BYLAWS**  
**Of the**  
**MEL-HI BAND PARENTS ASSOCIATION, INC.**  
*(Amended and Restated effective September 1, 1998)*

**ARTICLE I**  
**NAME**

The name of this corporation shall be the MEL-HI BAND PARENTS ASSOCIATION, INC., hereinafter designated as the "Association "

**ARTICLE II**  
**PURPOSE**

The Association is formed for the purpose of providing assistance to and maintaining interest in the activities of the Melbourne High School Instrumental Music Program. The Association will provide financial, management, and general support to promote the development and advancement of the instrumental band program at Melbourne High School and to cooperate with the Band/Orchestra Director and the school administration to promote the instrumental music program as part of the school organization.

**ARTICLE III**  
**MEMBERSHIP**

Section 1. Active Membership

Each person who is a parent or guardian of a student of the Melbourne High School shall be qualified for active membership in the Association and shall be automatically admitted to membership upon admission of his/her student to Melbourne High School. Active members are full and voting members of the Association.

Section 2. Supporting Membership.

Any person who is interested in supporting the activities of the Melbourne High School Instrumental Music Program shall be qualified for supporting membership in the Association and may be admitted to membership by action of the board of directors upon such person's statement of interest and expressed desire for membership in the Association. Supporting members, while having none of the obligations of membership in the Association, shall be entitled to all the privileges of membership, including the right to attend meetings and to speak, except those of making motions, of seconding motions and voting upon any motions duly brought to a vote of the active membership.

## **ARTICLE IV OFFICERS**

### Section 1. Elected Officers.

The officers of the Association shall be a president, vice president, secretary, and treasurer. The president and vice president may be individuals or couples, each office having one vote in board meetings.

### Section 2. Method of Selection

The officers shall be elected annually from the membership at the Band Awards Night Meeting.

### Section 3 Duties

A. President. The president shall perform the following duties.

1. Preside at all meetings of the Association, the board of directors, and the Executive Committee;
2. Speak for the Association in all official capacities;
3. Appoint, with the approval of the Executive Committee, the chairman of all committees except the Nominating Committee and the Ways and Means Committee;
4. Call special meetings of the Association in accordance with provisions of the Association Bylaws;
5. Serve as ex-officio member of all committees except the Nominating Committee; and
6. Perform all other duties usually pertaining to the office.

B. Vice President. The vice president shall perform the following duties:

1. The vice president shall preside at meetings in the absence of the president and act for the president during his absence or disability,
2. In the event of the president's resignation or inability to serve, the vice president shall complete the unexpired term; and
3. The vice president shall serve as the chairman of the Ways and Means committee.

C. Secretary. The secretary shall perform the following duties

1. Record and keep the minutes of all meetings of the Association, the board of directors, and the Executive Committee;
2. Have available for reference at all meetings a copy of the Association charter, Bylaws and policies and a list of its officers and committee chairmen;
3. Attend to the correspondence at the direction of the board of directors or the presiding officer, and
4. Perform such other duties as requested by the president or board of directors;

D. Treasurer. The treasurer shall perform the following duties:

1. Receive all monies due the Association;
2. Pay all bills provided for in the budget or verified by the president and/or the Band/Orchestra Director;
3. Maintain adequate financial records;
4. Render a financial report at the monthly meetings of the board of directors, at the general meetings, and at such other times as requested by the board of directors;
5. Serve on the Budget Committee; and
6. Present books for an annual audit.

#### Section 4 Terms of Office.

All officers shall take office on the first day of the Association's fiscal year. Officers shall serve for a term of one year and shall not be eligible to hold the same office for more than two (2) consecutive years.

#### Section 5. Vacancies

A vacancy in the office of president shall be filled by the vice president. All other vacancies shall be filled by appointment by the Executive Committee, subject to confirmation by the membership at the next regular meeting of the Association, Previous Notice of such vote having been given.

#### Section 6 Nominations

A Nominating Committee shall be formed for the purposes of establishing a slate of candidates for the elected offices. The Nominating Committee will consist of five (5) members who shall select their own chairman. Two (2) shall be elected by the board of directors from its membership and three (3) shall be elected by the membership at the February meeting. The Nominating Committee shall prepare a slate of nominees to be mailed, in accordance with the Previous Notice procedure, to each Association member prior to the Awards Night election meeting. Nominations may be made from the floor at the time of the election, provided the consent of the nominee has been obtained. The Nominating Committee will make an oral report at the March general meeting of the Association.

#### Section 7. Elections

Voting shall be by ballot and a majority of the votes cast shall be necessary for election. When there is but one nominee for office, the vote may be taken by voice. Elections shall be held at the Awards Night meeting of the Association.

**ARTICLE V**  
**BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE**

Section 1. Board of Directors.

- A. Membership. The board of directors shall consist of the elected officers and appointed committee chairmen.
- B. Duties. The board of directors shall perform the following Duties.
1. Carry on the business of the Association in conformity with the policies, procedures, and purpose of the Association;
  2. Conduct the affairs of the Association between general meetings and report its actions to the membership,
  3. Be subject to the orders of the Association and none of its actions shall conflict with action taken by the Association;
  4. Submit an annual operating budget for vote at general Association meetings, notice having been given the membership,
  5. Establish special committees; and
  6. Review the plans of work of all committees.
- C. Meetings. Meetings shall be scheduled prior to Association general meetings. Special meetings may be called at any time by the president or upon written request of three (3) members of the board of directors or ten (10) members of the Association.
- D. Quorum. A quorum for the board of directors shall be three (3) members including a presiding officer and one additional elected officer.

Section 2. Executive Committee.

The Executive Committee shall be comprised of the elected officers and shall be empowered to act for the board of directors in emergencies. A majority of the Executive Committee shall constitute a quorum

**ARTICLE VI**  
**COMMITTEES**

Section 1. Standing Committees.

There shall be the following Association standing committees: Chaperones, Concession, Newsletter, Publicity, Refreshments, Telephone, Uniforms, and Ways and Means.

Section 2. Special Committees.

There shall be such special committees as deemed necessary by the board of directors. Special committee chairmen shall serve on the board at least for the duration of the project's activity.

Section 3. Chairman.

The chairmen of all committees, except the Nominating Committee and the Ways and Means committees, shall be appointed by the president with the approval of the Executive Committee.

**ARTICLE VII  
MEETINGS**

Section 1. Association General Meetings

Unless otherwise ordered by the board of directors, Association general meetings shall be held the first Monday of the month, September through May. Previous notice of a change of meeting date shall be given to the members of the Association

Section 2 Special Association Meetings

Special Association meetings may be called by the board of directors or by written request to the president by twenty (20) members of the Association. Members shall be notified by Previous Notice or, if time does not allow, by telephone. Only business for which notice has been given shall be transacted.

Section 3. Annual Meetings.

The annual meeting shall be the Association general meeting in May.

Section 4. Quorum.

A quorum for a meeting of the Association to conduct business shall be ten (10) members of the Association.

**ARTICLE VIII  
FINANCES**

Section 1. Dues.

There shall be no dues for membership in the Association.

Section 2. Fiscal Year.

The fiscal year shall begin June 1<sup>st</sup> and end May 31<sup>st</sup> of the following calendar year.¶

Section 3. Budget.

The fiscal budget of the Association shall be developed and approved. A complete annual budget, which incorporates the operating budget, shall be presented and approved in the first general meeting in September.

#### Section 4 Financial Management

The Association shall provide for such audit and control of its funds as are necessary for their safekeeping and complete accounting. No indebtedness in excess of the amount provided for in the budget shall be incurred by the Association or a member thereof except upon a recommendation of the board of directors and approval of the membership.

### **ARTICLE IX PARLIAMENTARY AUTHORITY**

#### Section 1. Authority.

The rules contained in Roberts Rules of Order Newly Revised shall be observed during all meetings of the Association except when they conflict with these Bylaws.

#### Section 2. Parliamentarian

A parliamentarian, designated by the president, will advise the presiding officers on points of parliamentary procedures and will give advice to the Association and the board of directors upon request.

#### Section 3. Previous Notice

Unless otherwise stated in these Bylaws, Previous Notice shall be given in writing, usually in the newsletter postal facility at least ten days prior to the meeting for which notice is being given.

### **ARTICLE X POLICIES**

Policies shall be provided in written form, available to the membership, and reviewed by the board of directors at the beginning of each fiscal year. Adoption and amendment shall be by the board of directors

### **ARTICLE XI AMENDMENTS TO THE BYLAWS**

The Bylaws of the Association shall be reviewed biennially. The Bylaws may be amended at any general meeting of the Assoc and voting, Previous Notice of such vote havin