

NORTHSTARS BAND PARENTS, INC.
By-Laws
Approved October 2022

ARTICLE I **CORPORATION DETAILS**

Section A: The name of this Corporation is the Northstar Band Parents, Inc. It is a legally recognized 501(c)(3) non-profit corporation.

Section B: The principal office of this corporation is Cicero-North Syracuse High School, 6002 NY-31, Cicero, NY 13039 in Onondaga County. However, the Corporation may also have offices at such other places within the County as the Board determines or the business of the corporation may require.

Section C: The fiscal year runs from July 1 - June 30.

Section D: All files, including the important documents listed in the Appendix, shall also be needed to maintain continuity for this Corporation must be in a shared location accessible to all board members.

ARTICLE II **TYPES OF MEMBERSHIP**

There shall be three (3) types of membership in this association, as described below:

Section A: General Member

The parent (s) or guardian (s) of any student currently in the band (including any auxiliary unit) shall automatically become a member of this association and will be accorded all the rights and privileges of such membership, including the right to vote and the opportunity to become an officer or director of the organization;

Section B: Permanent Member

Permanent Members are:

- (a) The High School Administrator responsible for band activities
(currently The Director of Athletics and co-curricular activities)*
- and*

(b) *The Marching Band Director*

Section B: Associate Member

All other persons genuinely interested in supporting and promoting any of the band's various activities and who, further, agree to uphold the Constitution and By-Laws of this organization are eligible for Associate membership (ex. Aunts, Uncles, Grandparents, etc);

Associate Members will have no vote in this organization and are ineligible to Serve as an officer or director of this organization;

While Associate Members will be afforded the full rights and privileges of any committee on which they serve, they shall not be eligible to act as Chairperson of any committee;

Section C: Honorary Member

The Board, of its own volition, may confer the title of Honorary Member on any person or organization;

Past members of the Board of Directors;

Honorary Members may neither vote or hold office;

ARTICLE II DUES

There will be no dues for membership. All income shall be derived from either fundraising or donations;

ARTICLE III CORPORATION BOARD OF DIRECTORS AND THEIR DUTIES

Section A: The Board of Directors Shall Consist Of:

- 1) *Officers: Five (5) persons elected by the voting membership from those parents or guardians of current marching band members (as stated, neither Associate or Honorary members are eligible to hold office in this organization).*
 - a) *They have full voting rights.*
 - b) *NYS Requirements are that any corporation must have a minimum of three (3) Board of Directors.*

- 2) *Permanent Members have no voting right but can break a tie if needed.*

Section B: The Duties of the Officers of the Corporation:

1. *Per the NYS Charitable Organization, Board members are legally bound to exercise reasonable care when they make a decision for the organization. There are three (3) responsibilities of a Board of Directors:*
 - a. *Duty of Care - Fiduciary responsibility and business judgement when making decisions*
 - b. *Duty of Loyalty - Decisions are in the best interest of the non-profit. Avoid conflict of interests of decisions based on personal agendas*
 - c. *Duty of Obedience - Requires board members to adhere to the organization's by-laws, to comply with state and federal laws, and to be faithful to the organization's mission.*
2. *To meet on a regularly scheduled basis with meeting notes made available.*
3. *To **SUPPORT** the Marching Band Director & staff to ensure the coordination of all aspects of THEIR vision for the season including but not limited to props, uniforms, parent involvement, trip coordination. **The Marching Band Director has sole discretion over all aspects of the show including but not limited to music, artistic decisions, and show design.***
4. *To act on all matters of general policy that pertain to this organization.*
5. *To ensure the Marching Band Director and staff have to opportunity to present at any meeting*
6. *To create all committees necessary for the successful operation of this association.. To confirm the appointment of all persons selected to chair any committee or to serve as an officer of this organization.*
7. *To ensure that all committees file complete financial and activity reports on all projects undertaken.*
8. *To oversee the election of five (5) new members that will be chosen at the Annual Meeting of the organization. The Board will ensure that a standard application form is devised and provided to any parent or guardian of a current band member who is interested in becoming an officer or director of this organization.*

9. *Both outgoing and incoming Board Members will serve jointly for the remainder of the school year with full voting privileges.*

10. *All officers are expected to be engaged members for a full calendar year. The Board positions are for a full year and all seasons & activities will be supported.*

11. *All officers are expected to act with integrity and with the best interest of the band. Failure to do so could result in the Board voting for removal of the Officer. A majority vote would be needed to vote out an Officer. It would then be the Board's discretion if another vote is needed but in any case, the voting membership should be notified.*

ARTICLE IV OFFICERS AND THEIR DUTIES:

In addition, all Officers are expected:

- To attend all board, spotlight, and mandatory meetings.
- Must be present 30 minutes before practice starts and 30 minutes before it ends.
- Fulfill the job they have committed to or be subject to a vote to remove from office.

1. President

Qualifications:

- *Must have been a Board Member in good standing & have not previously resigned or been removed from the Northstar Band Parent, Inc Board unless approved by Marching Band Director*
- *Must have fully participated the prior year.*

Elected by: The current & newly appointed Board of Directors will select the President with final approval of the Band Director.

The President shall be the Chief Executive Officer of the corporation with responsibilities included but not limited to:

- *Lead all board and membership meetings*
- *To speak in an official capacity on behalf of the corporation*
- *Prepare agendas for Board of Director meetings and send in advance to all Board Members, Committee Chairs, & the Marching Band Director.*
- *In the beginning of January, ensure the Board of Director Application is made available to all Parents and Guardians.*
- *Schedule an annual new board training and orientation session for review of bylaws and job requirements.*
- *Fiduciary responsibility for being on the Corporate Bank Account and credit cards*
- *Arrange spotlight meetings, with speakers, with various topics during the season to engage & help parents and guardians*
- *Updating all documents that get updated yearly as referenced in the Amendments*
 - *Ensure the bylaws, constitution, & parent handbook are available on Charms and the website*
- *Ensure the bylaws and all documents in the Appendix C are followed*
- *Work with the other Board Members/Leads to ensure all tasks for the season are complete. Troubleshoot, provide feedback, and coordinate to completion.*
 - *Use the Annual task list in the Admendment*
- *Other duties as delegated by the Director.*

2. Vice President

Qualifications:

- *Must have been a Board Member in good standing & have not previously resigned or been removed from the Northstar Band Parent, Inc Board unless approved by Marching Band Director*
- *Must have fully participated the prior year.*

Elected by: The President-Elect for the next year with approval from the current and newly elected board

Corporate Responsibilities include but are not limited to:

- *In the absence of the President, the Vice President will perform all the duties of that office and have all of the powers and functions of the President.*
- *Ensure Board Members are engaged in their respective the committees they oversee (See Article XXX - Committees)*
- *Fiduciary responsibility for being on the Corporate Bank Account and credit cards*
- *Preside over the initial committee meeting for each event & oversee the selection of the committee chair*
- *Communicate budgets to committees*
- *Schedule a meeting to collect lessons learned from previous job holders and promote implementation of lesson learned from committees and events*
- *Charms Office lead administrator*
- *Other duties as delegated by the President*

3. Treasurer

Qualifications:

- *Must have been a Board Member in good standing & have not previously resigned or been removed from the Northstar Band Parent, Inc Board unless approved by Marching Band Director*
- *Could not have been removed from any other Board of Director position from other Corporations or ever been convicted of a felony*
- *Fiduciary responsibility for being on the Corporate Bank Account and credit cards*
- *Can not be in an active Treasurer capacity for any other organization*
- *Spreadsheet and/or financial skills*

Elected by: The current and newly elected board

Corporate Responsibilities include but are not limited to:

- *Shall have the care and custody of all the securities of the corporation and shall sign all checks & prepare all deposits*
- *Lead the money room during the home shows*
- *Work with an accountant to prepare annual taxes & all NYS Charity forms*
- *Supply tax exempt forms when requested to Chairpersons, Board members, etc.*
- *Work with families on payment plans, if needed*
- *Work with committee leads on budgets and actual expenses*
- *Maintain a statement of accounts. Report on accounts at all board meetings and/or when requested at General Meetings*
- *Be the main point of contact with the bank*
- *Prepare all financial reports as required by the school, the Board of Education and/or the State of New York.*
- *Other duties as delegated by the President & ensure all tasks for the season are complete*

Notes:

- *The Treasurer must be bonded.*
- *A person may hold the position of Treasurer no more than two (2) years independently. If longer, it requires board approval.*
- *Treasurer may not be a relative or in a relationship with any board member.*
- *Treasurer can never transfer money virtually or via check between the Corporate accounts and their personal accounts. If a transfer is necessary, it will be in the form of a check signed by the President or Vice President and accounted for in the next Board Meetings Minutes.*

4. Secretary

Qualifications:

- *Must have been a Board Member in good standing & have not previously resigned or been removed from the Northstar Band Parent, Inc Board unless approved by Marching Band Director*

Elected by: The Vice President subject to Board approval

Primary Responsibilities:

- *Record the minutes of all meetings of the general membership and Board of Directors.*
- *Post minutes in a shared directory within one (1) week of the meeting*
- *Ensure the shared calendar is up-to-date. Working with other leads to make sure the calendar is being updated and assisting when needed.*
- *Send communication via Charms when necessary*
- *Other duties as delegated by the President & ensure all tasks for the season are complete*

5. *Parent Liaison*

Qualifications:

- *Must have been a Board Member in good standing & have not previously resigned or been removed from the Northstar Band Parent, Inc Board unless approved by Marching Band Director*

Elected by: The Vice President subject to Board Approval

Primary Responsibilities:

- *Coordinate the command table after practices*
- *Lead pre-sale tickets and coordinate with volunteers*
- *Create & send Band Notes weekly*
- *Monitoring shared email account to address parent questions and/or concerns. Respond to general questions & forward emails as appropriate to other Board members.*
- *Other duties as delegated by the President & ensure all tasks for the season are complete*

ARTICLE V MEETINGS

In order to ensure the discharge of business in an orderly fashion, the following policy has been established.

Section A Minimum Number of Meetings

There shall be a minimum of one (1) regularly scheduled Meetings of this organization each school year but it is suggested to have two (2):

1.) *Orientation (Mandatory)*

This will be a general orientation meeting for all band parents, at which plans, a trip & volunteer opportunities for the coming year will be announced and discussed. This usually occurs in July as the season begins.

2.) *Annual Meeting (If Applicable)*

This meeting will be held in February and will give itself primarily to the election of a new Board of Directors.

In the event that there are less than 6 applications for the Board of Directors, it is not necessary to hold this meeting.

Section B Notice

1.) *For the annual meeting the President will see to it that a list of persons submitting an application for the Board of Directors is made available to all voting members at least one (1) week prior to the time the annual meeting is held.*

2.) *Announcements of all regularly-scheduled meetings will be made using the established method of information distribution.*

3.) *Special Meetings.*
The President may call for a Special Meeting whenever the need arises. Notices of special Meetings shall be given no less than one (1) week prior to the date of such meeting.

Section C Election of Directors

Five (5) members from the applications will be elected to the Board of Directors at the annual meeting. Those five (5) individuals receiving the highest numbers of votes cast will be elected for the term of (1) year.

If there are less than six (6) applicants, those that applied will become the new Board of Directors.

(1.) In the event of a vacancy on the Board by an elected Member, the option to fill the position will be left to the discretion of the current Board of Directors.

(2.) If a student decides to leave the band after elections, that parent or guardian will no longer be eligible to hold a position on the Board.

Section D Expenditure of Funds

Expenditure of funds in excess of \$500 requires the approval of the Board of Directors and is required to be documented in meeting minutes, email chain, or other documentation.

ARTICLE VI COMMITTEES and APPOINTEES

Section A Standing Committees

The standing committees of this organization shall be:

- 1. Guard Liaison - Uniforms, Flags/Sewing*
- 2. Uniforms - Musicians*
- 3. Starburst (Home Show)*
- 4. Webmaster*
- 5. Pit/Props*
- 6. Trip*
- 7. Fundraising*
- 8. Indoor Liaison*
 - a. Will also be the lead of the indoor home show(s)*

- b. *Liaison to the board and parents*
- c. *Will input indoor dates into the shared calendar & communicate via Charms*

The Chairperson of a Standing Committee will be selected and instructed, with the prior approval of the Board of Directors, by the Vice President of this organization.

Section B Duties of the Chairperson

All Chairpersons are required to present their plans for the coming year to the Board of Directors and to arrange for a record of the Committees activities so that it may be reported upon at general membership meetings. They will also need to coordinate & communicate to the volunteers as well as ensure all tasks are complete.

All Committees are required to coordinate financial matters, submit receipts, and to submit a complete, detailed financial report to the Treasurer of this organization. The Treasurer will provide a budget to the Chairperson, if needed, for each committee. Any expenses above this budget will not be reimbursed.

Section C Special Committees

The Board of Directors may form Special Committees and appoint their members. Since a Special Committee is created for a specific purpose, it will automatically cease to exist once its work has been completed and its final report has been submitted and accepted.

They will need to coordinate & communicate to the volunteers as well as ensure all tasks are complete.

Special committees may be:

- 1. Dome Day*
- 2. Weekly Chaperones*
- 3. Lunches during band camp and/or show days*
- 4. Banquet - This is usually senior parents. They will organize all aspects except picking the venue, food, DJ, and other aspects determined by the Board.*

All Committees are required to coordinate financial matters, submit receipts, and to submit a complete, detailed financial report to the Treasurer of this organization. The Treasurer will provide a budget to the Chairperson, if needed, for each committee. Any expenses above this budget will not be reimbursed.

ARTICLE VII POLICIES

Section A: The Board of Directors will see to it that a suitable bond covers the position of Treasurer. In addition, the Board will insure that the President and Vice-President are included as account owners with the Treasurer;

Section B: The purpose of the organization is to support and promote the various band and front group activities, in accord with the association's Constitution, and to uphold the opinions and positions of the Northstars Band Parents, Inc.

*Section C: **The organization shall not seek to direct the administrative or musical activities of the school district.** However, this organization may offer advice, counsel, suggestions and assistance whenever it perceives need, in the furtherance of the objectives and purposes of the band and the Northstars Band Parents, Inc.*

Section D: This organization shall not direct personal criticism at any member of the instructional staff or at any judge or group of judges. Further, it shall not hinder, interfere with or seek to control any activities – including personnel selection – which are clearly the responsibility of the professional staff.

*Section E: **Only individuals authorized by the Board of Directors may represent this organization.** Results in failing to do so will be at the discretion of the President and Director.*

Section F: Student allocations:

- *Fundraised Money: Per IRS guidelines, any money collected from fundraising can not be given to a student or family. It can be transferred, if coordinated with the Treasurer, to another Fine Arts Program. It may also be allocated to another student within the band.*
 - *When students leave the band before their senior year, all allocations will remain until the next band year. Then the allocation will move to the general fund unless they notify the Treasurer in writing to move the allocation to another student in the band.*
 - *When students complete their senior year, if they have a remaining allocation, it will move to the general fund. Then the allocation will move to the general fund unless they notify the Treasurer in writing to move the allocation to another student in the band.*

ARTICLE VIII VOTE & QUORUM

Section A: Voting members present at a General Membership meeting shall constitute a quorum

Section B: The quorum for a Board of Directors meeting shall be three (3) officers (NYS required minimum), providing that, in addition, at least one (1) permanent member is present;

Section C: Voting approval will be by majority vote, unless it is specified otherwise within these by-laws;

ARTICLE IX AMENDMENTS

All proposed amendments must be submitted to the Board of Directors for consideration at their regularly-scheduled meetings.

Section A Amendments to the By-Laws

Amendments to the By-Laws must be approved by a two-thirds (2/3) vote of the Board of Directors.

Section B Amendments to the Constitution

Amendments to the Constitution require the approval of two-thirds (2/3) of the full membership

Section C Important files kept on the shared drive to be maintained & followed during the season. It is important for the continuity of the band and legal compliance that these are maintained.

Permanent members have the authority to insist on these:

- *Board Meeting agendas & minutes*
- *Starburst Guide*
- *Yearly Tasks Checklist*
- *Charms Handbook*
- *Financial Records*
- *Parent Handbook*
- *Trip details*
- *Chaperone Handbooks*