

BYLAWS  
OF  
MOUNTAIN VIEW HIGH SCHOOL BAND PARENTS ASSOCIATION

ARTICLE I

OFFICES

The Mountain View High School Band Parents' Association's (hereinafter "Association") principal office is fixed and located at Mountain View High School, 3535 Truman Avenue, Mountain View, California 94024.

ARTICLE II

OBJECTIVES AND PURPOSES

The objectives and purposes of this association shall be:

To provide support to the Instrumental Music Director of the Mountain View High School in implementing the policies and programs adopted for the music program by the Board of Trustees of the Mountain View-Los Altos Union High School District;

To provide such support to the Instrumental Music Programs Director, so that all of the department's students may participate in the activities and so that none of them shall be prevented from doing so for personal or family financial reasons, as required by the Board of Trustees of the District;

To provide such support to the Instrumental Music Programs and their Director by direct assistance and by financial aid, as an adjunct to the regular curriculum of official Instrumental Music Program activities which take place outside the classroom and which are not assisted or funded by the District;

To provide this assistance and aid for authorized policies and programs which include Instrumental Music Program performances at after-school inter-scholastic sports events, inter-scholastic band competitions, cultural exchanges, and civic events and

parades, including those within the attendance area of the Mountain View-Los Altos Union High School District, and other like and similar activities

To provide this assistance and aid by:

Purchasing music and, where necessary, musical instruments and seeing to their repair;

Performing secretarial service in arranging Instrumental Music Program activities, if requested by the Director;

Arranging for and, where necessary, securing funds for transportation to activities;

Chaperoning transportation and performances and assisting Instrumental Music Program members with their competition uniforms;

Collaterally assisting performances by ushering and other similar work;

Providing, where necessary, uniforms and seeing to their repair;

Preparing and serving food to the Instrumental Music Program members at their performances;

Attending to public relations for the Instrumental Music Program activities;

Raising funds for required entry fees at activities; and

Undertaking other similar and necessary efforts to provide assistance and aid.

To provide financial aid for these purposes by raising money by such activities as sales, soliciting public contributions, selling tickets to selected Instrumental Music Program events, obtaining support from the City Councils within the attendance area of the Mountain View-Los Altos High School District and from local newspapers and civic leaders, and engaging in other similar activities. (In keeping with the requirements of the Board of Trustees of the Mountain View-Los Altos Union High School District, parental pledges and contributions shall be purely voluntary and not required as part of the official policy that no member of the Instrumental Music Program shall be prevented from participating in activities for financial reasons.)

To receive, hold, and disburse gifts and other funds for these purposes.

To enter into and make and perform contracts, without limitation on the amount, for these purposes.

ARTICLE III  
DEDICATION OF ASSETS

The Association shall be a non-profit association.

The properties and assets of this non-profit association are irrevocably dedicated to charitable and educational purposes. No part of the net earnings, properties, or assets of this Association, on dissolution or otherwise, shall inure to the benefit of any private person or individual or any member or director or officer of this association. On liquidation or dissolution, all properties, assets, and obligations shall be distributed and paid over to an organization dedicated to charitable and educational purposes.

ARTICLE IV  
MEMBERSHIP

All parents of students currently enrolled in the instrumental music program at Mountain View High School shall constitute the membership of this Association.

Section 1. Meetings shall be held within the attendance boundaries of Mountain View High School at a place approved by the Director. Notice of the exact location shall be made by the Secretary, in writing, including by email, at least 7 days prior to the meeting.

Section 2. The regular meeting of members shall be to discuss organization and orientation and shall be held on the first Tuesday of September of each year, unless the Steering Committee fixes another date and so notifies the members.

Section 3. A special meeting of the members may be called at any time by the Steering Committee President.

Section 4. Notice of any meeting of members shall be given either personally or in writing, including by email.

Section 5. Eleven (11) of the members shall constitute a quorum for the transaction of business at a meeting.

Section 6. Members present at the meeting shall be entitled to one vote on each matter submitted to a vote of the members. Voting may be by voice vote.

Section 7. *Robert's Rules Of Order Newly Revised* shall be observed to the extent practicable at the General Membership and the Steering Committee meetings.

ARTICLE VI  
STEERING COMMITTEE

Section 1. The business and affairs of the Association shall be managed and governed by or under the direction of its Board of Directors which shall be called the Steering Committee. The Steering Committee shall have the power to act for the Association between regular meetings.

Section 2. The Steering Committee shall be composed of a President, Vice President in Charge of Operations, Treasurer, Secretary, a Student Representative of the Band Council, the Instrumental Music Director, and appropriate committee chairmen.

Section 3. The Steering Committee shall hold regular meetings at least eight (8) times each year and may also hold special meetings. The Steering Committee may hold special meetings.

Section 4. A majority of the Steering Committee shall constitute a quorum to conduct business. A majority of the members of the Steering Committee must be present at a meeting of the Committee in order to transact business. Each member of the Committee present shall have one vote. Voting may be by voice vote.

Section 5. The Steering Committee may also transact business without a meeting of the members by a majority of the members signing or emailing their individual consent to action proposed by the President and submitted to each member of the Committee in writing, including by email.

Section 6. Meetings shall be called by the President, who shall give notice of the time, date, and place of the meeting. Notice shall be given either personally or in writing, including by email, at least 48 hours before the meeting and shall describe the purpose or agenda for the meeting.

Section 7. The term of office for members of the Committee shall be one year, from July 1 to June 30.

Section 8. Vacancies in the Steering Committee shall be filled by the Steering Committee upon the recommendation of the President. Each member so selected shall serve out the unexpired term of his or her predecessor.

Section 9. If it is deemed necessary by the general membership the steering committee may appoint temporary officers.

Section 10. Any non-budgeted check over \$200 shall require Steering Committee approval.

Section 11. The Instrumental Music Director shall advise the Steering Committee and the general membership. Each September, at the annual membership meeting, the Director(s) shall present the goals and program objectives for the new school year as well as a budget to support said goals and programs (i.e., requests for equipment, music, uniforms, staffing and transportation funds). Programs and enhancements will be prioritized as either essential or desired enhancements to the program.

## ARTICLE VII

### NOMINATIONS AND ELECTION OF STEERING COMMITTEE

Section 1. Members of a Nominating Committee shall be named no later than March 1 of each year and be comprised of members appointed by the President from the general membership and members selected by the member of the Nominating Committee from the general membership, at least two (2) of whom are not members of the Steering Committee.

Section 2. The President, Vice President of Operations, Treasurer and Secretary shall be elected by the general membership and shall constitute, along with the Instrumental Music Director, the Steering Committee. Only Association members may serve as elected officers of the Association. The slate of nominees to the Steering Committee shall be submitted at the general meeting in April of each year. Nominations may be made from the floor at this time. The slate will be approved at the general meeting in May.

## ARTICLE VII

### DUTIES OF OFFICERS

Section 1. The President shall be the chief administrative officer and shall supervise the business of the association. He shall preside at all meetings of the Steering Committee and of the general membership. His duties may include the signing of checks, contracts, and obligations of the association with the Secretary, Treasurer, Vice President of Operations and/or Instrumental Music Department Director. He shall appoint any committee chairmen deemed necessary.

Section 2. The Vice President of Operations shall assume all of the responsibilities of the President in his absence and shall perform all other duties as may be delegated to him by the President. The Vice President of Operations shall oversee and coordinate activities of the various committees of the Steering Committee.

Section 3. The Secretary shall record the minutes of all meetings of the Steering Committee and of the general membership. The Secretary shall also send notices, including by email, of membership meetings either separately or by the newsletter at least ten (10) days prior to the meetings. He shall prepare a list of all unfinished business for the use of the President and retain a current copy of the bylaws for references as necessary. He shall file the Treasurer's report given at every meeting with the minutes of that meeting.

Section 4. The Treasurer shall be responsible for the official finances of the association, and shall:

- a. Keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the association. Such books of account and records shall be open for inspection at all reasonable times;
- b. Receive all monies for the Association, giving a receipt therefore, and shall deposit them in the name of the association in a bank approved by the Steering Committee;
- c. Receive and retain a copy of the deposit slip for any deposit made, until the bank statement showing the deposit has been received;
- d. Pay all bills as authorized by the Steering Committee or the Association and on receipt of warrants signed by the President and Secretary;
- e. Secure two signatures on all checks. (Any two of the following are authorized to sign: President, Treasurer, Vice President of Operations and Instrumental Music Director, except that the authorized signers shall not be related by blood nor by marriage nor reside at the same address.);
- f. Keep an accurate record of receipts and disbursements in a ledger which is a permanent record of this Association. All other financial records must be retained for seven years including the current year;
- g. Keep the membership informed of expenditures as they relate to the budget adopted by the Association at the annual membership meeting in September.
- h. Present a statement of account at every meeting of the Association and the Steering Committee and at other times when requested by the Association.

- i. Be responsible for filing all tax returns and other tax and financial forms required by government agencies;
- j. Make an annual financial report to the Association which includes gross receipts and disbursements for the year; and,
- k. Assist in the development of an annual budget that supports the Instrumental Music Director(s)' goals and programs.

Section 5. The Auditor shall:

- a. Audit the books and financial records of the group annually with the final audit to be at the close of the officer's term;
- b. Render a written report by the September meeting with copies to the Treasurer and President; and
- c. Audit the books upon the resignation of the Treasurer, and at any time deemed necessary.

ARTICLE IX  
FUNDRAISING EVENTS

Section 1. All fundraisers shall be subject to rules established by the Mountain View-Los Altos High School District and Mountain View High School.

Section 2. Fundraisers shall be planned and coordinated by the Association to meet the financial needs of the entire Association. A fundraiser may also be planned to raise money for the Carol Fischer Scholarship Fund.

Section 3. All funds raised shall go into the treasury of the Association and shall be accounted for and administered by the Association.

Section 4. A minimum of two Association members shall count and certify the amount of money at all fundraising events.

ARTICLE X  
ADOPTION AND AMENDMENTS OF BYLAWS

These Bylaws and may be amended by a two-thirds vote of the membership present at a regular or annual meeting. The quorum for a meeting at which an amendment to the by-laws is voted upon shall be thirty (30) members of the Association.