

Edison Band Parent Organization By-Laws

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Article 1. TITLE

§1.01. The title of this non-profit voluntary organization shall be the Edison Band Parent Organization (EBPO).

Article 2. PURPOSE

§2.01. The EBPO, recognizing that fine arts in general, and music in particular, are a vital part of an effective high school academic program, pledges to actively assist, encourage and support the band program at Thomas A. Edison High School (EHS) of Alexandria, Virginia. To this end, the EBPO is organized exclusively to provide charitable, non-profit support to the Edison band, which includes marching band, concert band, symphonic band, percussion ensemble, indoor drumline, and color guard, and will:

- a) Urge and provide support for a strong musical education program at Edison High School that encourages student participation in each of the band program activities.
- b) Promote organized and active parent support of the Edison Band, to include:
 - i. Organizing and executing fundraising events to raise funds to underwrite band program expenses not covered by County/public funds
 - ii. Assist, as needed, in the coordination and execution of band program activities
 - iii. Stimulate community interest and support of the Edison Band.

§2.02. The organization shall not carry on any other activities, to include attempting to influence legislation and participating in, or intervening into, any political campaign on behalf of a political candidate for public office, to which the purpose of such activities are not permitted to be carried out in accordance with:

- a) An organization exempt from Federal income tax under §501(c)(3) of the Internal Revenue Code (or corresponding sections of any future Federal tax code), or
- b) An organization to which contributions are deductible under §170(c)(2) of the Internal Revenue Code (or corresponding sections of any future Federal tax code).

Article 3. MEMBERSHIP

§3.01. The EBPO membership shall consist of the parents and/or guardians of Edison Band program students and the Director of the Bands of Thomas A. Edison High School.

§3.02. The EBPO voting membership shall consist of: The EBPO officers, the Edison Band Director, and those parent/guardian members present at the time of the vote.

Article 4. EBPO OFFICERS

§4.01. The EBPO officers shall consist of a President, Vice President, Secretary, Treasurer, and Junior Treasurer elected by the EBPO voting membership on an annual basis with the exception of both the Treasurer and Junior Treasurers who shall serve two-year terms and be elected on a biennial basis.

- a) At the April EBPO meeting, nominations, with proper seconds, shall be made to fill each of the EBPO officer positions. Consent of the prospective nominated individual is required prior to placing that individual's name into official nomination. At the conclusion of the nominations, the EBPO membership at large will be informed of the names of the nominees and the election for offices will occur at the May EBPO meeting. The means to provide this information shall consist of posting the names of the nominees for each position and the date and time of the election on the Edison band website:
<http://www.edisonband.org> and e-mailed to the EBPO members that have provided addresses.
- b) Election of EBPO officers will occur at the May EBPO meeting. Except by unanimous consent, no additional names may be added to the list of nominees.
- c) When there is no more than one nominee for each office, it shall be in order for the current President to request a vote for all candidates at once. If there is an objection from the voting membership, a separate vote for each office will occur.
- d) Determination of the election of a nominee for each office will be determined by majority vote of those voting members present at the May EBPO meeting. Unless there is an objection, the vote will consist of a verbal affirmation or show of hands to which the Secretary will record the result. If a majority of the voting members demand a secret ballot, then written ballots will be used and counted by three non-nominees from the voting membership with the results announced by the current presiding President.

§4.02. Each EBPO officer except the Treasurer and Junior Treasurer shall serve a one-year term of office that begins on May 1 of the year elected and runs through May 31 of the year following the year elected. Both the Treasurer and Junior Treasurer shall serve two-year terms beginning on May 1 of the year elected and run through April 30 of the second year following the year elected. An EBPO Officer may be elected for multiple, consecutive one-year terms.

§4.03. The duties and responsibilities of the EBPO Officers shall be:

- a) President shall preside over organizational and Executive Committee meetings; oversee all committees; appoint standing and special committee chairs as necessary; coordinate EBPO support with the

Edison Band Director and School Administration; and provide organizational guidance and direction, as required, pertaining to the duties and obligations associated with the office.

- b) Vice President-shall perform the duties of the President in the absence of that Officer; preside over the fundraising committee membership and perform other such duties as delegated by the President.
- c) Secretary-shall take, maintain, and report a correct record of all organizational and Executive Committee meetings; handle all outside organizational correspondence; and maintain a custodial record of all EBPO records not assigned to others and perform other such duties as delegated by the President.
- d) Treasurer-will maintain accurate and up to date organizational financial records to include status of bank balance, budget status, receipts and expenditures; provide updates to EBPO financial records at organizational meetings; in concert with the Band Director, and EBPO officers develop a proposed budget covering the operating costs and expected fundraising gains for the coming fiscal year and present it to the EBPO Executive Committee for vote at the September meeting; file the annual internal Revenue tax forms; and perform such other duties as delegated by the President.

Article 5. Executive Committee

§5.01. The EBPO Executive Committee shall consist of the EBPO Officers, the Edison Band Director, and the chairperson of each of the Special and Standing Committees.

§5.02. The duties of the Executive Committee shall be:

- a) Plan, prepare, supervise, and execute all business to accomplish the purpose of the organization.
- b) Establish, organize, and disband, as needed, all special committees necessary to promote the objectives and interests of the organization.
- c) Coordinate and transact necessary organizational business during intervals between regular meetings.
- d) Handle such business as directed by the voting membership.
- e) Review, comment, and change, as necessary, the proposed fiscal year budget presented in August by the Senior Treasurer to prepare it for membership approval in September.

Article 6. Standing Committee

§6.01. The EBPO will maintain two standing committees: Fundraising and Public Relations.

a) The Fundraising Committee.

- i. Purpose-The Fundraising Committee will generate ideas, organize, promote, and oversee the execution of activities designed to raise funds in support of the organizational purpose.
- ii. Committee Membership-The fundraising Committee will consist of the EBPO Vice President and sufficient volunteer EBPO members to effectively conduct the business of the committee. The committee may have sub-committees, each with a chairperson, that focus on individual fundraising activities (e.g., Tag Day, Car Washes, etc.)
- iii. Reporting- The Fundraising Committee will report the status of fundraising planning and events at each EBPO Meeting.

b) The Public Relations Committee.

- i. Purpose-The Public Relations Committee will generate and execute ideas to promote and stimulate interest in the activities of the Edison Band both within Edison High School and the community writ large.
- ii. Committee Membership-The Public Relations Committee will consist of sufficient volunteer EBPO Members to effectively conduct the business of the committee and will be chaired by a member appointed by the President and willing to execute the responsibilities of the position.
- iii. Reporting-The Public Relations Committee will report the status of their planning actions and executed events at each EBPO meeting.

Article 7. Special Committee

§7.01. The EBPO will establish and maintain special committees to conduct organizational activities and business. Upon completion of that activity or business the committee will be placed in an inactive status or terminated.

§7.02. The EBPO special committees will consist of, but will not be limited to, the Chaperone Committee, the Uniform Committee, and the Hospitality Committee.

a) Each special committee will be organized with sufficient volunteer EBPO members to be effectively conduct the activity or business of the

committee and will be chaired by a volunteer EBPO member willing to take on the responsibilities of the position.

b) Each special committee will provide a status report when it is active at the relevant EBPO meetings.

§7.03.

The Committees and their respective responsibilities are as follows:

a) Chaperone Committee-Plan, organize and execute chaperone responsibilities at those Edison Band program activities that require chaperones.

b) Uniform Committee-Issue uniforms to students of the Edison Band program, provide instructions to students on the care and cleaning of uniforms, manage uniform turn-in; provide or arrange for: alterations, repair, replacements, acquisitions, and uniform cleaning and storage.

c) Hospitality Committee-Plan, coordinate, and execute food and beverage service for all band meals, Edison Band concert receptions, Band Camp, Football Games, Competitions, Edison Band banquets and Edison Band awards ceremonies.

Article 8. Meetings

§8.01.

The EBPO shall hold regular meetings of the membership throughout the school year: monthly during Marching Season, as needed in Winter, April-June. The meeting day and time will be set and announced by the Executive Committee after the election of officers

§8.02.

The EBPO regular meeting agenda will consist of, at minimum, discussion of the last meeting minutes, a review of the budget, report from the standing committees, report from special committees, review of old business, and discussion of new business.

§8.03.

The EBPO May meeting will be a general meeting wherein the EBPO Officers, for the following School year shall be elected. For rising freshman parent representatives, an invitation to the June meeting to discuss open positions and committees will be sent out. Rising freshman parent representatives' appointments to junior positions or committees will occur at the following school year September meeting.

§8.04.

The notification time for the regular meetings will be a minimum of one (1) week in advance of the meeting.

§8.05.

The President may call Special meetings with appropriate EBPO members at times other than the monthly regularly scheduled meetings to discuss

matters of immediate importance and will provide a minimum of three (3) days' notice.

- §8.06.** Regular and Special EBPO meetings shall have a quorum equal to the number of EBPO officers [President, Vice President, Secretary, Treasurer], two of which must be members of the Executive Committee.
- §8.07.** Standing and Special Committee shall meet upon the call of the chairperson with a minimum of three (3) days' notice at times and places selected and coordinated by the chairperson. A simple majority shall constitute a quorum for these meetings.
- §8.08.** Roberts Rules of Order will govern all meetings where applicable.

Article 9. Finances

- §9.01.** The EBPO is organized exclusively for the purpose of providing charitable, non-profit support to the Edison Band, and will, therefore, establish a budget to manage organization financial affairs.
- §9.02.** Under no circumstances will the net earnings of the EBPO benefit, or be distributed to its members, officers, or other private persons except where the organization is authorized and empowered to pay a reasonable compensation for services rendered and/or to make payments and distribution in accordance with budgeted expenses as required by §501(c)(3) of the Internal Revenue Code (for future Federal Tax Code requirements) under which the organization is structured.
- §9.04.** Reimbursements and Card Usage-To ensure financial transaction integrity, all monetary exchanges involving EBPO fundraising, reimbursement, and purchasing will require to authorized signers to be present. Only in predefined circumstances with preapproved dollar amounts with a 5% error adjustment can a single authorized signer act alone.
- §9.05.** The Budget.
- a) The Treasurer, in concert with the Edison Band Director will prepare, by May meeting, a proposed budget for the next fiscal year and submit it to the EBPO Executive Committee for review.
 - b) The EBPO Executive Committee will review the proposed budget, modify it as required, and provide it for presentation to the EBPO membership at the regular June meeting for approval.
- §9.06.** The EBPO, while insured, must conduct an annual review of the books by a Review Committee or qualified accountant. The monthly bank statement

must be reviewed and signed by someone who does not have authorization to sign checks. They need to be printed, signed and copies retained.

- §9.07.** All funds raised through EBPO fundraising activities, or otherwise received by the organization, will be deposited by the Treasurer into an account at a financial institution under the organization's name and will be disbursed by the Treasurer only as authorized by Article §9.02.
- §9.08.** The Treasurer is responsible for maintaining the EBPO's financial records that facilitates the required reporting to the Internal Revenue Service in accordance with §501(c)(3) of the Internal Revenue Code. For reporting purposes, the EBPO fiscal year shall run from July 1 to June 30.
- §9.09.** Prior to the submission of the Internal Revenue report each year, the EBPO financial records will be audited by an individual appointed by the President and who has not had a direct involvement in the organizational financial activities.
- §9.10.** Upon the dissolution of the EBPO, its assets shall be distributed for one or more exempt purposes within the meaning of §501(c)(3) of the Internal Revenue Code, or corresponding §of any future Federal Tax Code, or shall be distributed to the Federal, State, or Local government for public purposes.

Article 10. Amendments and Conforming Rules

- §10.01.** Amendment to these EBPO By-Laws may be proposed and discussed at any regular EBPO meeting.
- a) A motion to amend must be seconded
 - b) A motion to amend may not be adopted until the membership has been informed of the proposed change(s) and a formal voice vote scheduled at the next regular meeting. The EBPO membership will be informed via email to the EBPO members that have provided addresses.
 - c) A motion to amend must be adopted by majority vote of the EBPO membership present at the meeting when the vote occurs.
- §10.02.** Operating or procedural rules otherwise in conformance with these By-Laws may be adopted at any time upon a motion, with a proper second, and an approval vote of the majority of voting members (See Article §3.02) at any regular EBPO meeting.