

# SKYVIEW HIGH SCHOOL BAND PARENTS

## Standing Rules

### 2023-2023

Revised November 2023

**1. Name, Identity & Membership:** The name of this organization is Skyview High School Band Parents, also doing business as Skyview High School Band and Dance Parents, Skyview Band and Dance, and SVBD. All parents/guardians of Skyview musicians and color guard/dance team members are eligible to be members with voting privileges at general membership meetings.

**2. Incorporation & Charitable Solicitations:** This organization was incorporated on September 17, 1997 and assigned UBI# 601-819-969. The registered agent for this corporation is the current President. Filing of the annual corporation report is due by 9/15 of each year. The charitable solicitation form is to be filed by 5/15 of each year. Filing of both forms are the responsibility of the current Treasurers.

**3. Tax Exempt Status:** This organization was granted tax-exempt status under IRS Section 501(c)(3) effective September 17, 1997. The current Treasurers are responsible for filing IRS Form 990EZ or other applicable tax forms as is required by the IRS and are to be filed by 11/15 of each year. The organization's Federal Employer Identification Number is 91-1851020.

**4. Executive Board:** The Executive Board of this organization shall be President, Vice President of Equipment, Vice President of Fundraising, Vice President of Communication, Secretary, Treasurer and Assistant Treasurer. The election of officers shall be held in December with new officers beginning a shadow term on January 1st. Current officers will continue in their position until the last day of the school year. The newly elected officers begin their active term at the end of the school year. Term of office will be two and a half years including the shadow period.

**5. Nominating Committee:** The Nominating Committee shall consist of at least three members from the general membership who have not served on the previous year's Nominating Committee. The slate of officers will be announced to the general membership in ~~May~~ October and elections shall take place by the ~~June~~ December general membership meeting. Nominations may also be taken from the floor and a vote shall be held.

**6. Chairpersons:** The fundraising and volunteer activities may include the following chairs appointed by the President and approved by the Board of Directors. They are Jazz Festival chair, Concessions chair, Volunteer Coordinator chair, Uniform chair, Props chair and any other chairs as deemed necessary by the Board of Directors.

**7. Meetings:** General meetings shall be held at 6:00 pm on a day in the second week of every month as selected by the Board prior to the start of each year, from August through June unless otherwise cancelled. Board meetings will be held one week prior to the general meetings. Special meetings, as needed, may be called by the President. Meetings may be conducted virtually as needed.

**8. Budget & Finances:** The general membership shall approve the annual operating budget for the following year at the May general membership meeting. In emergency situations, the Board of Directors shall have the authority to reallocate funds. Funds shall otherwise be disbursed according to the approved budget, on approval of the Board of Directors, or by vote of the general membership. All checks must have two (2) signatures as specified by the bank signature card. A year-end (June 30) review shall be conducted by an appointed committee.

**9. Quorum:** A majority of the Executive Board and at least 6 members of the general membership shall constitute a quorum at the general membership meeting.

**10. Legal Documents:** Legal documents of this organization will be kept by the President and Co-Treasurers. The Secretary will be responsible for maintaining the original copies of meeting minutes and providing updated copies to the President.

**11. Trips:** Band/Dance trips shall be funded entirely by the members going on the trip. The entire cost must be paid in full prior to departure. All traveling members must be in good standing with the school and must have all band/dance related fees paid in full to be eligible to travel.

**12. Full Disclosure:** A full disclosure statement must be submitted in writing to the Board by any parent member or board member who is providing services or products for payment from Skyview High School Band Parents through a company with whom the member is closely affiliated. The Board will record rationale and approval to do business with the member in meeting notes. The Secretary will keep all disclosure statements on file.

**13. Points:** No additional points will be collected after the 2021-2022 school year. Points remaining on June 30th, 2022, will be forfeit and will be turned over to the general fund.

**14. Grants:** Grant money shall be derived from 2% of the general fundraisers, donations directly to the fund and the remaining points. As a guideline, the amount of funds available for grants shall be allocated between the fall and winter seasons each year based on historical need. An amount of 25% of the beginning balance shall be held over to the following year. As a guideline, grants will be \$250 single season max, not to exceed \$375 per lifetime, subject to Board of Directors approval.

**15. Standing Rules:** These Standing Rules which define the Bylaws shall be reviewed on an annual basis by the current Board of Directors and approved at a general meeting.

**16. Policies:** Skyview High School Band Parents shall maintain policies for business procedures, online accounts, and passwords. These policies shall be reviewed and approved yearly by the Board of Directors. These policies shall reside with the Treasurers.

Date of Revision: 11/14/23

Approved by:

President: Leah Morris \_\_\_\_\_

VP Equipment: Sean Shanahan \_\_\_\_\_

VP Fundraising: Esther Jordan Hawkins \_\_\_\_\_

VP Communication: Megan Shanahan \_\_\_\_\_

VP Communication: Kendra Bizeau \_\_\_\_\_

Treasurer: David Ollivant \_\_\_\_\_

Secretary: Janice Ernster \_\_\_\_\_