Pride of Parrish Music Boosters Association, Inc.
By-Laws

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Article I Name

The name of this organization is "Pride of Parrish Music Boosters Association," also referred to as "PPMBA" and "Association."

Article II Objectives

Section 1 Purpose

The purpose of this organization is to further develop the Bands and Auxiliary Units of Parrish Community High School through fundraising, community outreach, and community service to the Association. The Association strives to support the Parrish Community High School band programs through fostering communication and cooperation between parents/guardians and the Band Director(s). The Band Director(s) acts as spokesperson(s) for the bands to inform the Association when services and/or resources are needed.

Section 2 Commitment

It is understood that PPMBA cannot commit or obligate the school administration, Band, Auxiliary Units, or Band Director(s) in any way; nor can the Band, Auxiliary Units, Band Director(s), or the school administration commit or obligate PPMBA in any way.

Section 3 Charitable Contribution

The Association is organized with the specific intent to qualify as an exempt organization under provisions of section 501 (C) (3) of the Internal Revenue Code. Contributions to this corporation are intended to qualify as charitable deductions under the provisions of section 170 (c) (2) of the Internal Revenue Code.

Article III Membership

PPMBA is a self-governing entity consisting of elected officials who comprise the "Executive Board of Directors" (also referred to here in as "Executive Board") and other general members who serve as volunteers in a general capacity or on any number of committees.

Section 1 Full Membership

Section 1.1 Eligibility

Full Members in PPMBA are parents or guardians of pupils in the Band Program, including auxiliaries, of Parrish Community High School. Full Members can hold office. The privilege of holding office, making motions, and voting is limited to members in good standing subject to the provisions of Section 1.2, below.

Full Membership is open to all applicants regardless of age, sex, creed, race, color, sexual orientation, or national origin.

Section 1.2 Voting

Only full members can vote. Voting privileges are restricted to one vote per student participating in the Band Program of Parrish Community High School (PCHS).

Section 1.3 Termination of Membership

Full membership automatically terminates when the parent/guardian no longer has a student in the Band Program of PCHS. Said member may then apply for Associate Membership.

Section 2 Associate Membership

Associate Members in PPMBA are persons interested in furthering the objectives of PPMBA and are not currently parents or guardians of students in the Band Program. These members must be approved by a majority vote of the Executive Board, and they are not eligible to hold office and do not have voting power.

Associate Membership is open to all applicants regardless of age, sex, creed, race, color, sexual orientation, or national origin.

Article IV Executive Board of Directors, Officers, and Staff

Section 1 Executive Board of Directors

The Executive Board of Directors is the governing body for PPMBA and consists of the following elected positions ("Officers"):

- President
- 1st Vice President
- 2nd Vice President
- Treasurer (and Co-Treasurer if applicable)
- Recording Secretary
- Corresponding Secretary

The following serve as advisors only and are non-voting members of the Executive Board:

- The immediate past President,
- Band Director(s),
- Band Accountant/Bookkeeper (appointed position),
- Parliamentarian (appointed position).

Section 2 Terms

Officers hold office from April 1st through March 31st of the following year. The term for Officers is for one (1) year with a two (2) year term-limit in the same office/position. The incoming Executive Board will shadow the outgoing Executive Board from March 1st through April 1st.

Any Officer may resign at any time by giving written notice to the Executive Board.

Section 3 General Expectations of the Executive Board of Directors

The Executive Board of Directors is to manage the day-to-day operations of the Association and coordinate long term strategic planning to meet the goals and objectives of the program. The Executive Board, together with the Band Director(s), determines the proposed annual budget for approval at the General Membership meeting prior to the band registration date. The Executive Board fills all vacancies by a majority vote of the remaining members of the Executive Board.

The Executive Board must be insured by an appropriate insurance policy (or combination of appropriate policies) that protects the Association as well as the Officers. Fees for said policy are paid by PPMBA.

Upon the expiration of the term of office, all records pertaining to all Offices are to be turned over to the successor and the Officer is expected to participate in knowledge transition at the end of their term and into the beginning of their successors term for two (2) months.

Officers do not receive any compensation for their services.

Section 4 Officers, and Duties Thereof

The **President** presides at all meetings of the Executive Board as well as at all General Membership meetings. The President shall establish committees as needed in furtherance of the Association, and serves as a member, ex-officio, of all committees.

The President performs all other duties usually pertaining to the Office of the President.

The President appoints (or hires, if necessary) and oversees the Accountant or Bookkeeper with the Executive Board's approval.

The **First Vice President** presides over the Executive Board and General Membership meetings in the absence of the President. This role is responsible for the job descriptions and procedures for each appointment made by the Executive Board, and for general fundraising activities (those funds that enter the general budget of PPMBA).

The **Second Vice President** is responsible for supporting the First Vice President in fulfilling their duties as needed and directed by the First Vice President and President. This Officer is also responsible for overseeing and coordinating events such as competitions, music performance assessments, and special recognition events.

The **Recording Secretary** keeps the minutes and records of all meetings, including attendance records, as required, to determine eligibility for voting and nomination to the Executive Board. Publishes the minutes to an Executive Board approved platform for review within two (2) weeks of the meeting.

The **Corresponding Secretary** is responsible for all correspondence of PPMBA. Maintains a current list of all members of the Band Program and members of PPMBA, to include the mailing address, email address, and telephone number of each member. Ensures the Officers sign the Executive Board Member Agreement whenever a new officer is elected.

The **Treasurer and Co-Treasurer (if applicable)** collects and deposits all funds of PPMBA in institutions approved by the Executive Board. This role is responsible for student account maintenance and distribution to the membership on the scheduled basis determined by the Executive Board. Disburses, collects, and deposits funds designated for approved events. In the event the Executive Board operates with a Co-Treasurer, the Co-Treasurer may only vote in the event the Treasurer is not present.

The Treasurer is responsible for removing items from the director's safe and processing those items.

The Treasurer prepares and files reports and returns requested by governmental agencies, keeps a record of the accounts of PPMBA as to comply with State and Federal regulations, and reports at each regular meeting of the Executive Board, General Membership meeting, and special meetings when requested.

The **Accountant/Bookkeeper** acts as the auditor for the PPMBA Treasurer and is a non-voting member of the Executive Board.

The **Parliamentarian** is appointed by the President and confirmed by the Executive Board and acts in an advisory capacity to the President on all matters of Parliamentary procedure. This role is responsible for keeping a copy of the Certificate of Formation, the by-laws and Robert's Rules of Order (Revised) and reviews these By-Laws, together with any amendments, with the Executive Board at each change of personnel and is expected to attend all Executive Board and regular general or special general meetings and ensure that all meetings and proceedings are conducted in accordance with these by-laws. This is a non-voting member of the Executive Board.

Section 5 Staff

PPMBA is authorized to contract with and compensate staff to support the Band Director(s). The Executive Board may approve appropriate compensation and authorization of payment for staff by a quorum of the Executive Board plus one(1).

Section 6 Removal from Office

An elected officer may be removed from Office by a majority vote of the remaining Officers after discussion and evidence of just cause.

Article V Nominations, Elections, and Appointments

Section 1-Eligibility

To be Nominated, Elected, or Appointed to any Executive Board office/position, the following criteria must be met:

1. The individual must not have held the position for the prior two (2) years,
2. The individual must have attended a minimum of three (3) normally scheduled PPMBA general meetings in the prior six months,
3. The individual's account must be in good-standing, and
4. With regard to the offices of President, Treasurer, and/or Co-Treasurer only, the individual shall not be related by blood, marriage, domestic partnership, or other similarly situated relationship to another nominated, elected, or appointed individual for these specific positions/offices.

Section 2 Timing of Elections

Elections are held at the February meeting of PPMBA.

Section 3 Nominating Committee

Nominations are made by a Nominating Committee formed at the January general meeting. The Nominating Committee consists of at least three (3) members and not more than seven (7) members. Two (2) members may be appointed by the Executive Board. The Chairperson of the nominating committee must present a slate of nominees to the General Membership via e-mail, text, or post in any other communications application generally used by the Association at the time, at least ten (10) days prior to the February general meeting.

Prior to submitting a slate of nominees, the nominating committee must advise each of the nominees that they have been nominated for office and confirm each nominee's intent to serve if elected.

Section 4 Nominations from the floor

Nominations from the floor may be made at the February general meeting by any member in good standing. Such nominees must be present and confirm their intent to serve, if elected, prior to a vote.

Section 5 Elections

If there are two or more nominees for an office, the election must be held by ballot. Election by acclamation is permitted if there is only one nominee for each office.

In the event of an election by ballot, two individuals from the nomination committee, selected by the President, shall count the ballots and report the result to the President for announcement to the General Membership. The nominee who garners a majority of vote from full members present at the General Meeting will be determined the winner of the election. In the event of a tie, the President shall cast the deciding vote.

The elected Officers assume the duties of their office effective April 1st and remain in their positions until March 31st of the following year. To facilitate a smooth transition of the Executive Board and maintain congruity of the Association, the incoming Officers shall shadow and train for their office upon being duly elected by the General Membership.

Section 6 Vacancies

In the event of a vacancy occurring in the Office of the President, the First Vice President shall serve as President for the remainder of the vacant term, and the remaining Officers shall appoint a replacement for the office of First Vice President. In the event the remaining officers cannot unanimously agree on an individual to serve as the new First Vice President, the appointment shall be made based upon a majority vote of the remaining members of the Executive Board. In the event of a tie, the new President shall cast the deciding vote.

For any vacancy of Office other than President, the Executive Board appoints a replacement by a majority vote of the remaining Officers for the remainder of the term. If a replacement cannot be found, the vacancy need not be immediately filled provided a quorum can still be met to conduct official business and the roles of the vacant Officer position can be satisfactorily performed by other Executive Board members.

An Officer chosen by the Executive Board fulfills the unexpired term with the approval of the General Membership. When a vacated term of less than six (6) months is filled, it does not count towards the two (2) term limit. Filled terms of greater than six months count as the first term of the Officer.

Article VI Meetings

Section 1 Parliamentary Authority

Robert's Rules of Order govern meetings when they are not in conflict with PPMBA's by-laws.

Section 2 Standing Rules

Standing Rules contain only such rules as may be adopted without previous notice by a majority vote of the Executive Board, and the secretary keeps a record of the standing rules for future reference. At any meeting these rules can be amended and reconsidered, or rescinded by a majority vote of the Executive Board at the meeting.

Section 3 General Membership Meetings

General Membership meetings shall be held once a month on the first Tuesday of every month, unless rescheduled or cancelled by the Executive Board. Three (3) days advance notice for a change to the general meeting must be made by social media, website, email, or any other method deemed appropriate by the Executive Board.

Section 3.1 General Membership Meeting Quorum

Quorum is no less than five (5) full members.

PPMBA business may be conducted and approved at General Membership meetings.

The President may cast a vote only in the event of a tie in the votes from the full members at the meeting.

Section 4 Executive Board of Director Meetings

A meeting of the Executive Board may be called by the President, or any two (2) members of the Executive Board. A days' notice must be given for Executive Board of Directors meetings by email, telephone, website, or any other method deemed appropriate by the Executive Board.

Each member of the Executive Board shall have one vote except for the following circumstances:

1. The Co-Treasurer may vote only in the absence of a vote from the Treasurer; and

2. In the event that any members of the Executive Board are relatives, spouses, domestic partners, or other similarly situated and/or related parties, said individuals shall have only 1/2 of a vote each.

Section 4.1 Executive Board of Directors Meeting

Quorum

Quorum of one (1) more than half of current Executive Board positions must be available for any binding vote. Such meetings may be attended virtually (by video or audio), if necessary, and any Officers present by virtual means shall count towards quorum.

Section 5 Special Meetings

A Special Meeting may be called by the President, or any two members of the Executive Board to address urgent and unexpected matters. Notice of at least two hours must be given by any method deemed appropriate by the Executive Board, such as email, website, or social media. Quorum of one (1) more than half of the current Executive Board positions must be available for any binding vote. Such meetings may be attended virtually (by video or audio), if necessary, and any Officers present by virtual means shall count towards quorum.

Article VII Committees

Section 1 Purpose

Committees may be formed at the discretion of the Executive Board to manage a variety of activities, or as requested by the Band Director(s).

Committee Chairpersons shall be appointed by the President and specific duties and responsibilities as set forth upon the creation of the committee and/or specified in the job descriptions maintained by the First Vice-President.

Section 2 Standing Committees

Standing committees should include, but are not limited to:

- Crew
- Concessions
- Chaperone (inclusive of First-aid)
- Color Guard
- Events
- Fundraising
- Uniform

Section 3 Special Committees

Special committees may be appointed by the President and confirmed by the Executive Board, as needed.

Article VIII Finances

Section 1 Budgeting

The Executive Board, in conjunction with the Band Director(s), shall prepare a proposed balanced budget of income and expenditures for the Parrish Community High School Band program, indicating funds required from PPMBA to operate the program for the upcoming year. This proposal shall be presented to the membership at the March General Membership Meeting for approval.

Section 2 Disbursements, Expenditures, and Purchases

All proposed disbursements of funds of the Association over $1,000.00, other than PPMBA operating expenses and previously approved budget items, shall first be presented to the Executive Board for review and approval. The Executive Board shall determine whether the proposed expenditure is: (a) consistent with the purposes and bylaws of the Association, and (b) whether the financial condition permits the expenditure without creating a negative balance in the treasury, considering all obligations of the Association. If such a disbursement of funds does not exceed $1,000.00, such a disbursement can be authorized by written approval of at least one Executive Board member.

Section 3 Spending Authority

The Executive Board, as well as the Band Director, have the authority to approve non-budgeted expenditures not to exceed $300.00 per month. All checks must be signed by President and Treasurer of PPMBA. All non-check transactions (e.g. credit card transactions, debit card transactions, and cash transactions) shall be reviewed each month by the Treasurer (and/or Co-Treasurer, if applicable) and one other Executive Board member who does not have check signing privileges, who shall initial the monthly bank and/or credit statement(s) upon review. Moreover, the Association must conduct an annual review of the books and records by a competent review committee or qualified accountant.

Section 4 Tax and Accounting

The President, and or Executive Board of PPMBA, may elect to hire an outside entity and/or accounting firm, if deemed necessary, at any time, to maintain tax exempt status and yearly government required reporting.

Section 5 Student Accounts

The Treasurer is responsible for the maintenance of student accounts. At the beginning of each band year, after the budget is approved, the annual dues are calculated. The annual dues cover all expected expenses to be incurred in the year, inclusive of expected

fund-raising amounts plus any funds required to uplift the reserves (such as uniform and equipment reserves). A student's account must be in good standing in order to register for the following year.

Though the normal course of events, occasionally additional expenses are incurred over and above what is included in the budget. These additional expenses, net of any new fundraising, are split amongst the program participants and become "fair share" and are incurred by and the responsibility of the program participant. The Executive Board, together with the Band Director, will make every effort to communicate these additional expenses to the members as early as practicable.

Section 6 Fiscal Year

Fiscal Year is July 1st to June 30th, but may be changed by resolution of the Executive Board.

Article XI Dissolution

PPMBA may be dissolved with previous notice of fourteen (14) calendar days and a two-thirds vote of those present at a Special Meeting called for this particular purpose. Upon dissolution of the entity, its assets, if any, must be distributed to the band equipment fund, Parrish Community High School, or as otherwise permitted by law.

Article XII By-Law Administration

Section 1 Amendments

The Executive Board shall review these By-Laws every two years commencing three years from the date of their adoption. If necessary, or deemed appropriate, the Executive Board, upon a supermajority vote of two-thirds of the Executive Board members, shall make a recommendation regarding changes in the form of a written Proposal of Amendment.

The Proposal of Amendment shall be published to the General Membership via a platform approved by the Executive Board (email, website, or other communications application commonly used by PPMBA) for a minimum of thirty (30) days. After the allotted time, the Proposal of Amendment shall be voted upon by the General Membership at the next regular or special meeting. A two-thirds vote of members present for such meeting shall be required to approve an amendment to these By-Laws.

Once approved, the amended By-laws become effective immediately, or as otherwise specified in a motion made and carried pursuant to Robert's Rules of Order.

Section 2 Suspension of By-Laws

If, in the best interest of PPMBA, a situation occurs which would prevent business from being acted upon due to existing restrictions, the Executive Board can suspend the applicable section(s) of the by-laws for the purpose of acting upon said business. This suspension will require two-thirds approval by the Executive Board. The suspension will only be in effect to act upon said business.

Section 3 Ambiguities

The Executive Board are the sole arbitrator of any alleged ambiguity of inconsistency in these by-laws.

Article XIII Enactment

We, the Officers of the Pride of Parrish Music Boosters Association attest that this is a true and complete copy of the PPMBA By-laws, as approved by a vote of the General Membership on this date: December 15, 2025 as indicated in the meeting minutes.

President	Date
	12/15/25
First Vice-President	Date
	12/15/25
Second Vice-President	Date 12/15/25
Recording Secretary	Date
	12/15/25
Corresponding Secretary	Date
Treasurer	Date 12/15/25
Co-Treasurer	Date 12/15/25

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Appendix I - History of Revisions

Date	Description of Revision

Appendix II – Executive Board of Directors Member Agreement

The out-going President should sign two copies of this agreement for each new in-coming Executive Board member. Each new Executive Board member should sign both, return one copy to the Recording Secretary, and keep the other for reference.

I, _____, understand that as a member of the Executive Board of Directors of the Pride of Parish Music Boosters Association (PPMBA), I have a legal and ethical responsibility to ensure that PPMBA does the best work possible in pursuit of its goals. I believe in the purpose and the mission of PPMBA, and I will act responsibly and prudently as its steward. As part of my responsibility as an Executive Board member:

- I will interpret PPMBA's work and values to the community, represent PPMBA, and act as a spokesperson.
- I will attend at least seventy-five percent (75%) of Executive Board of Directors' meetings, General Membership Meetings, and special events.
- I will actively participate in one or more fundraising activities.
- I will excuse myself from discussions and votes where I have a conflict of interest.
- I will stay informed about what's going on in the Association. I will ask questions and request information. I will participate in and take responsibility for making decisions as required. I will not stay silent if I have questions or concerns.
- I will work in good faith with staff and other Executive Board members as partners toward achievement of our goals.
- If I don't fulfill these commitments to PPMBA, I will expect the President to call me and discuss my responsibilities with me.

In turn, the Association will be responsible to me in the following ways:

- Executive Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal, and moral responsibilities to this Association. Executive Board members and staff will work in good faith me toward achievement of our goals.
- If PPMBA does not fulfill its commitments to me, I can call on the President and Band Director(s) to discuss the PPMBA's responsibilities to me.

Signed by: _____, Executive Board Member

Position: _____

Date: _____

And by _____, President of the Executive Board of Directors

Date: _____