



Constitution and By-Laws

Pleasant Valley Band Parents Association

Constitution

Article I – Name

This organization shall be known as the Pleasant Valley Band Parents Association, PO Box 1283, Brodheadsville, Pennsylvania, 18322.

Article II – Purpose and Policy

The objectives of this Association shall be as follows:

1. To heighten and maintain an enthusiastic interest in the various phases of the instrumental music department and other activities of the Pleasant Valley School District.
2. To lend all possible and appropriate support, both moral and financial, to the instrumental music program of the Pleasant Valley School District.
3. To cooperate and communicate with the band directors in charge of the instrumental music department, the district administration, and the school board to the end that the music department shall maintain the highest degree of efficiency.
4. To build and maintain an organization of parents and volunteers, which will help promote the general activities of the instrumental music department.
5. The policies of this association will be in accord with the policies of the Pleasant Valley School District.

Article III – Membership

The membership of this association shall not be limited. Parents of students in the instrumental music program and other auxiliary units, or anyone interested in the positive progress and development of the Pleasant Valley Instrumental Music Department may be members.

Article IV – Officers

1. The President shall preside over all meetings of the association, appoint all committees and shall be an ex-officio member of all committees.
2. The First Vice-President shall perform the duties and responsibilities of the President in the absence of the President or the inability of the President to act, and shall assist the President when called upon to do so. The First Vice-President shall also serve as the liaison to the Middle School and Intermediate School instrumental programs.
3. The Second Vice-President shall serve in the event of the absence of the President and the First Vice-President. The Second Vice-President would assume the aforementioned duties of their offices.
4. The Secretary shall keep an accurate account of the business of this association. The Secretary shall have charge of keeping, maintaining, and preserving all documents, letters, stationery supplies, and materials that belong to the association. All records from previous years shall be kept at the High School, in the Pleasant Valley Band Parents' file cabinet. The Secretary shall conduct correspondence of this organization.
5. The Treasurer shall keep an accurate record of all receipts and disbursements, showing each activity separately, as well as a complete record of all funds. The Treasurer shall pay out any non-budgeted association funds. The Treasurer shall prepare the records in anticipation of an audit. Two signatures shall be required on all checks for disbursement of funds; one of these being that of the Treasurer and the other being that of one of the other officers; i.e. President, or Secretary.

By-Laws

Section I – Executive Committee

The Executive Committee shall consist of the officers (Executive Board) of this association and the Pleasant Valley School District instrumental music (band) directors. It shall transact business between regular association meetings. An Executive Committee or Officers’ meeting shall be held before or after the general monthly meetings, as needed or warranted.

Section II – Meetings

Regular meetings of the association will be held monthly from September through May at 7:00 PM, in the High School. No additional meetings shall be held without the consent of the High School Band Director.

Section III – Quorum

As long as the high school band director is present, the members present at any general meeting shall constitute a quorum. The majority of members present at any Executive Committee or Officers’ meeting shall constitute a quorum as long as the high school band director is present.

Section IV – Committees

There shall be such standing committees appointed by the President as may be required to promote the objectives and interests of this association. All Pleasant Valley Band Directors shall be ex-officio members of all committees.

Section V – Parliamentary Authority

The rules contained in Robert’s Rules of Order (latest edition) shall govern this association in all cases to which they are applicable and in which they are not inconsistent with the constitution, by-laws, or the standing rules of this association.

Section VI – Elections

Any person interested in applying for a future “open” officer position is required to send a letter (or email) to the High School Band Director stating their name and which position they are applying for. The application(s) is/are to be reviewed and approved or denied by the High School Band Director. Upon approval to a position, the new officer(s) is/are officially inducted at the end of the next meeting and the new officer terms begin at the conclusion of that same meeting. Should any office become vacant, a replacement may be appointed by the high school band director at a subsequent general meeting to serve the unexpired term.

Officers are elected to a two year term. An officer may, at the discretion of the high school band director, continue for an additional term. An officer may, at the discretion of the high school band director, be removed from office at any time and for any reason (thus not completing their term).

Section VII – Amendments

1. The constitution may be amended at any regular meeting by a two-thirds majority of members present. The amendment must be presented in writing at the preceding meeting. All amendments must be approved by the high school band director regardless of the majority (veto power).
2. Failure of any Band Parent Association officer to attend any four (4) consecutive meetings shall be deemed as forfeiture of that office. Action taken regarding any officer shall be at the discretion of the high school band director.

STANDING RULES

1. The Pleasant Valley Band Parents Association will award a minimum of two \$500.00 scholarships annually to graduating seniors who are entering college in the fall of the current year. The senior student must complete the application and attach it to their essay (see below). Then return both

application and essay to the Band Parents file cabinet in a sealed envelope no later than March 31st of the current school year.

- a) Essay requirements: A two (2) page double-spaced essay (maximum length). Tell us what being involved in the music program has meant to you. Also, address extra-curricular activities and leadership roles in the school and/or the community. **Do not** include your name anywhere in the essay. Your name should **only** appear on the application form.
 - b) Each year a judge is carefully selected by the Executive Board of the band parents. This is a non-band parent. Any and all personal information is deleted off each essay so that the judging process is fair. Judging is based on an overall response to the subject of the essay as well as extra-curricular activities and leadership roles in school and the community. All results are final. No appeal is permitted.
 - c) College requirements for payment: Winning recipients must maintain a 2.5 cumulative grade point average during their first college semester. Proof of grades must be presented to the executive board of the band parents.
2. The Pleasant Valley Band Parents Association will give a token of their appreciation to staff members* attending band week (i.e.: PV shirt with logo). This token of appreciation will be determined annually by the Band Parents' Officers, included in the Association's budget, and presented to the staff members* prior to September 1st of the current school year.

*Staff members are defined as: Directors, Assistant Directors, and Advisors. This includes color guard and percussion, alumni, and other special advisors.

3. The Pleasant Valley Band Parents Association will provide a flower (or other similar token of appreciation) for each senior marcher and/or manager who are in Marching Band on Senior Recognition Night.
4. Drum Majors who are required to attend summer training programs are eligible to receive 50% off of the cost to attend these leadership programs. This amount must be listed in the Pleasant Valley Band Parents' annual budget.
5. Any (non-senior) band students who chooses to attend a summer music program are eligible to receive financial support. The amount of support is dependent upon the total number of students attending summer programs and the current financial status of the Band Parent Organization. Requests must be received one week prior to the May Band Parents meeting. The exact amounts awarded will be determined by the Band Parents Officers and High School Band Director.
7. Yearly budgets prepared and submitted by the Officers shall provide the following:
 - a) Estimated available money for the start of the marching season (to be prepared by July 1st)
 - b) Anticipated income (listing the source or function) and planned month(s) of income.
 - c) Anticipated expenditure listing the event or function and planned month of payment.