

PISCATAWAY SUPERCHIEF BPA BY-LAWS

ARTICLE I	Name	ARTICLE VIII	Officers and Duties
ARTICLE II	Aims	ARTICLE IX	Election of Officers
ARTICLE III	The Band	ARTICLE X	Installation of Officers
ARTICLE IV	Membership	ARTICLE XI	BPA Scholarships
ARTICLE V	Dues	ARTICLE XII	BPA Accounts
ARTICLE VI	Rights and Privileges	ARTICLE XIII	Chaperones
ARTICLE VII	Meetings	ARTICLE XIV	By-Laws

ARTICLE I - NAME

The organization shall be known as the SUPERCHIEF BAND PARENTS ASOCIATION, INC. It will herein be referred to as the BPA.

ARTICLE II - AIMS

The aims of the BPA are:

- A. To provide all possible assistance to the Piscataway High School Superchief Marching Band, herein referred to as the Band, its student members, faculty staff, and clinicians.
- B. To provide such financial support as would be approved by the BPA membership.
- C. To maintain good public relations.
- D. To promote continuing interest in the various stages of instrumental music in the Piscataway school system.

ARTICLE III - THE BAND

The Band consists of all Piscataway High School students currently participating in the following activities:

- A. Marching Band including instrumentalists and color guard.
- B. Concert Band, Jazz Ensemble, and Wind Ensemble.

ARTICLE IV - MEMBERSHIP

- A. Any parent or legal guardian of a Band member shall be eligible for regular membership in the BPA.
- B. Former Band members over the age of 21 years and former BPA members are eligible for honorary membership in the BPA. Upon the presentation of their name at a regular BPA monthly meeting by the Records Administrator, their membership must be approved by two-thirds (2/3) or more of the regular BPA members present at that meeting. This membership is granted only for the current school year.
- C. On recommendation by the Executive Board of the BPA, other adults not meeting the qualifications stated in A and B above may be considered for honorary membership in the BPA, then only by a two-thirds (2/3) vote of the regular BPA members present at a regular monthly meeting. This membership is granted only for the current school year.

ARTICLE V - DUES

- A. Annual Dues for both regular and honorary members of the BPA shall be five dollars.
- B. Payment of dues shall entitle the member to rights and privileges as provided in Article VI of these by-laws.

ARTICLE VI - RIGHTS AND PRIVILEGES

Regular BPA members shall have the right to:

- A. Vote on issues presented to membership for approval.
- B. Serve on or be appointed as Chairperson of a committee unless specifically prohibited by the by-laws of that committee.
- C. Serve as an elected officer on the Executive Board as stipulated in these by-laws.
- D. Chaperone any Band function as needed
- E. Receive a monthly copy of the "Sagamore".

Honorary BPA members shall have the right to:

- A. Vote on issues presented to membership for approval.
- B. Serve on any committee with the exception of the Nominating and Scholarship committees.
- C. Serve as a Chairperson of a committee in the absence of a regular member volunteer and then only at the discretion of the Executive Board.

- D. Chaperone any Band function as needed.
- E. Receive a monthly copy of the "Sagamore".

ARTICLE VII - MEETINGS

- A. General membership meetings of the BPA will be held on the 2nd Thursday of each month during the school year, September through June. The day of the meeting may be moved at the discretion of the Executive Board if needed.
- B. The Executive Board may call a general membership meeting outside of the normal schedule, as it may deem necessary.
- C. At any general membership meeting, the presence of not less than 15 members shall constitute a quorum.
- D. General membership meetings will be conducted using "Robert's Rules of Order".
- E. The Executive Board shall meet prior to the general membership meeting. The President reserves the right to call an Executive Board meeting outside of this schedule as he or she may see fit.

ARTICLE VIII - OFFICERS AND DUTIES

Executive Board

- A. The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, Ways & Means Chairperson, and Records Administrator.
- B. All must be current paid members of the BPA.
- C. Only one family member may serve as an officer of the BPA at one time. Each Executive Board member shall have one vote on issues before the Board for approval. A simple majority of the members present for that vote will prevail.
- D. The Executive Board shall have the authority to spend up to five hundred dollars without the approval of the general membership of the BPA, provided such expenditure does not bind the BPA contractually.

President

- A. The President shall preside at all general membership, executive board, and special meetings.
- B. The President shall appoint all committees and their chairpersons, with the exception of fundraising committees or unless stated elsewhere in these by-laws. Appointees must be

BPA members. The President will insure that all appointed committees are functioning within the scope of these by-laws and towards their stated purpose.

- C. The President shall have the right to appoint an honorary member of the BPA as a committee chairperson in the absence of a regular member volunteer. The appointment must be approved by a majority vote of the Executive Board.
- D. The President shall have the authority, in the case of an emergency, to spend up to five hundred dollars without the approval of the Executive Board of regular membership, provided such expenditure does not bind the BPA contractually.
- E. The President shall sign all authorized correspondence, either sent by the BPA or concerning it.
- F. The President shall be elected for a term of one year.

Vice-President

- A. The Vice-President shall serve as chairperson of the chaperone committee.
- B. The Vice-President shall assist the President with the duties of that office.
- C. In the absence of the President, the Vice-President will fulfill the duties of that office.
- D. If the President is unable to fulfill the duties of that office, the Vice-President shall become acting President with all the rights, duties, and powers of that office.
- E. The Vice-President shall be elected for a term of one year.

Secretary

- A. The Secretary shall maintain and keep an accurate record of the minutes and records of all general membership meetings and Executive Board meetings held by the BPA.
- B. The Secretary will handle all correspondence for the BPA and present to the membership all correspondence addressed to it.
- C. The Secretary will be in charge of all public relations for the Band and the BPA.
- D. The Secretary shall be elected for a term of one year.

Treasurer

- A. The Treasurer shall maintain and keep an accurate accounting of the funds, receipts, and expenditures of the BPA.
- B. The Treasurer shall be solely responsible for all the monies and securities of the BPA.

- C. Treasurer to be bonded at the expense of the association. To ensure continuity for each year and for cash flow and planning, a budget with input from board members, directors and staff should be prepared and should be presented at the first BPA meeting of the school year.
- D. The Treasurer shall disburse funds only upon approval, by majority vote, of the regular BPA membership at a general membership meeting, or as otherwise stipulated in these by-laws.
- E. The Treasurer shall be elected for a term of one year.

Ways and Means - Fundraising

- A. The Ways and Means Fundraising Chairperson shall be responsible for all non-Superchief Festival fundraising activities.
- B. The Ways and Means Fundraising Chairperson will appoint the chairperson of each fundraising committee. He or she may appoint an assistant chairperson for this purpose without the approval of the Executive Board.
- C. The Ways and Means Fundraising Chairperson shall be elected for a term of one year.

Ways and Means - Retail

- A. The Ways and Means Retail Chairperson shall be responsible for all retail/sales activities.
- B. The Ways and Means Chairperson shall be elected for a term of one year.

Records Administrator

- C. The Records Administrator shall be responsible for maintaining an accurate and up to date listing of the regular and honorary members of the BPA.
- D. The Records Administrator will assist the Treasurer and will be responsible for recording income and expenditures and will prepare monthly and annual financial statements.
- E. The Records Administrator shall be responsible for the timely collection of all dues monies for the BPA.
- F. The Records Administrator shall be responsible to assure the organization that all committee members, chairpersons, and chaperones are dues paid members of the organization.
- G. The Records Administrator shall be responsible to assure the organization that all persons voting on issues are in fact dues paid members of the organization.

- H. The Records Administrator will coordinate the telephone chain program. He or she may appoint an assistant chairperson at their own discretion and without approval of the Executive Board.
- I. The Records Administrator will also serve as assistant chairperson of the chaperone committee.
- J. The Records Administrator shall be elected for a term of one year.

ARTICLE IX - ELECTION OF OFFICERS

- A. By the time of the general membership meeting in March, the President shall have appointed a Nominating Committee, consisting of a least five regular members of the BPA. The Chairperson may volunteer or be selected from the appointed committee members.
- B. The Nominating Committee, operating under the direction of its chairperson, will solicit nominees for all Executive Board positions. The names of these nominees, the committee having assured their willingness to serve if elected, will be presented to the membership of the BPA at its April meeting.

- C. Any current paid member of the BPA wishing to seek office should notify the Nominating Committee chairperson of their desire to do so.
- D. Members of the Nominating Committee may not seek office.
- E. The spouse of any member of the Nominating Committee may not seek office.
- F. No more than one member of a family may serve on the Nominating Committee any one time.
- G. The initial nominations having been made by the Committee at the April meeting, any member of the BPA may nominate a regular BPA member for office at that meeting or at subsequent meetings leading to the election of officers at the June meeting.
- H. Final nominations shall be made and the nominations then closed at the June meeting.
- I. Election and installation of the officers will be held at the June meeting.
- J. Officers will be elected by simple majority vote of the regular BPA members in attendance at the June meeting, provided a quorum is present as stipulated in Article VII - C of these by-laws.
- K. If an office should become vacant due to the absence of a nominee for election at the June meeting, the newly elected Executive Board may appoint a regular member to that office, subject to the 2/3 approval of the membership at the September BPA meeting.

ARTICLE X - INSTALLATION OF OFFICERS

- A. Newly elected officers, having been installed at the June meeting of the BPA, shall begin their terms of office on June 15th.
- B. The newly install President shall call a meeting of the Executive Board prior to the next regularly scheduled meeting of the BPA to insure the continuity of the work of the organization.
- C. All outgoing officers are to turn all records, books, equipment, etc. to the newly installed officers on or before June 15th or as directed by the newly installed President.

Resignations or Terminations

- A. If any elected board member intends to resign prior to the end of their term of office or cannot complete their term, he or she must notify the President, in writing, of their intent.
- B. If any board member misses three consecutive meetings without good reason and/or without notification to the Executive Board, he or she will have automatically resigned from the board.
- C. In the event of a resignation of one of its members, the board may select and approve by simple majority vote, another regular member of the BPA to fill the remaining term of office.

ARTICLE XI - BPA SCHOLARSHIPS

- A. The BPA shall every year award a scholarship in the amount of four hundred dollars (\$400.00) to each of four (4) graduating members of the Band.
- B. These scholarships shall be funded in this manner: 75% of the monies to come from the general fund of the BPA and 25% from the "Bob Bunker Account".
- C. The "Bob Bunker Account" shall maintain a minimum balance of six hundred dollars.
- D. The President shall appoint a Scholarship Committee chairperson before January 15th each year. The Chairperson shall select three regular members of the BPA to serve as members of the committee. None shall be the parent or guardian of a graduating member of the Band. Only the committee chairperson shall know the names of these members.
- E. Scholarship applications shall be mailed to all graduating members of the Band by March 1st.
- F. Applications must be returned to the committee chairperson by May 1st.
- G. The committee members will vote for scholarship awardees as soon as possible after May 1st and before the May meeting of the BPA. The Chairperson will not have a vote in the

selection. In order to insure that equal and fair consideration is given to each student, the committee chairperson must arrange to present the applications of scholarship candidates in such a manner so that the name of the students remains unknown to the members of the committee.

- H. The decision of the committee shall be final. The committee chairperson will inform the Executive Board of the scholarship winners without allowing their identities to be known to the general membership.

ARTICLE XII - BPA ACCOUNTS

- A. The Treasurer shall maintain the funds of the BPA in three separate accounts which shall be identified as the General Fund, the "Bob Bunker" Account, and the Student Credit Account.
- B. The General Fund will be those monies raised by the BPA for the purpose of supporting the organization and for approved payment of expenses of the organization and the Band.
- C. The "Bob Bunker Account" shall be used to fund 25% of the cost of the annual Superchief BPA Scholarship awards. This account will maintain a minimum balance of six hundred dollars and shall be funded by the monies raised by conducting a 50/50 type raffle at the annual Band banquet. If needed, the account will be supplemented by donation from the General Fund. No approval by membership will be needed for this contingency.
- D. The monies in the Student Credit Account will support those credits earned by Band members during fundraising activities. The individual student accounts are not to be considered cash accounts. Rather, the credits in these accounts can be used to offset the costs of Band trips. They may be used to pay the cost of other Band activities or expenses incurred by a Band member only with the approval of the Executive Board and Band faculty directors.
- E. Student Credits are not transferable to student accounts in other musical organizations in the high school, including Orchestra and Concert Choir.
- F. Student Credit Accounts will be maintained by the Records Administrator who will be responsible to periodically inform Band members of their Credit Account balance.
- G. As he or she may feel necessary, the Treasurer may use the monies in the Student Credit Account to pay expenses of the BPA or the Band. Such actions will have no effect on the balances in the individual student credit accounts. The Executive Board must give approval. The money is to be repaid to the Student Credit Account as soon as is feasible.
- H. If a Band member should be dismissed from the Band, his or her student credits will be eliminated. They are not payable to the student in any fashion. They cannot be transferred to another student's credit account.
- I. If a Band member should resign from the Band, his or her student credits will be eliminated, unless prior arrangement is made with the Treasurer. The student credits may be transferred

to a sibling provided the sibling is a current member of the Band or will join the Band at the start of the next school year. The resigning Band member may also make arrangement with the Treasurer to have the credits held, if he or she intends to rejoin the Band at or after the start of the school year following their departure.

- J. A member of the Band, upon graduating, may have his or her student credits transferred to the student account of a sibling who is either a current member of the band or who will become a member of the Band at the beginning of the next school year.
- K. The remaining student credits of other graduating band members will revert to the General Fund.
- L. In the event of the dissolution of the BPA, all monies in any band account, securities, of funds held or controlled by the organization shall be donated to the Piscataway High School Music Department for the discretionary use by its director(s).

ARTICLE XIII - CHAPERONES

Eligibility requirements for chaperones will be:

- A. Must be a paid member of the association.
- B. Must sign a certification of character.
- C. Must be over 21 years of age.

To fairly determine eligibility to chaperone trips and other special events, a point system with volunteer participation in the following will be instituted:

- A. Football game
- B. Committee Chairperson
- C. Committee Member
- D. Active Member of the equipment crew
- E. Colorguard Coordinator
- F. Competitions
- G. Board Member
- H. Nurse
- I. Area parent
- J. Phone Chain Parent
- K. Band Camp Chairperson
- L. Miscellaneous as determined by the Board

Point system to be established by the existing Executive Board.

ARTICLE XIV - BY-LAWS

- A. These by-laws may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds (2/3) of the voting members present (see Article VII) at a BPA meeting and provided that written notice of the proposed changes shall have been given to or made

available to all members prior to the meeting at which the vote will take place. Publication in the "Sagamore" shall constitute proper notice.

- B. Proposals of alterations, amendments, repeals, additions, or changes to the by-laws may be made by any member of the organization. The proposal must be submitted in writing to the Executive Board.
- C. The Membership and By-laws Chairperson shall have copies of the By-laws available at every BPA meeting.
- D. The By-laws should be reviewed each year by the incoming By-laws chairperson.

First Reading - October 11, 0973, Approved October 11, 1973.

Revised - 3/13/75, 5/11/78 R.F.K., 4/11/80, 12/17/83, 6/86 J.C.P., 6/92 M.A.I, 5/14/98 S.W.H., 4/12/99 M.M.H., 3/8/01 D.K.A., 10/01/01 D.K.A., 02/09/02 K.L.B., 04/10/02 K.L.B., W.R.K. 05/12/05, T.L.C. 06/15/06,
