

BYLAWS OF MANKATO AREA 77 LANCERS MARCHING BAND PARENT ASSOCIATION, INC.

ARTICLE I: NAME

Section 1: This organization shall be known by the name of Mankato Area 77 Lancers Marching Band Parent Association, Inc., referred to herein as the Association.

Section 2: The Mankato Area 77 Lancers Marching Band Parent Association is a U.S. registered 501(c)(3) non-profit organization.

ARTICLE II: OBJECTIVES

Section 1: The Mankato 77 Lancers Marching Band is a program run by Community Education & Recreation Department of ISD 77. The Lancer staff is hired by Community Ed.

Section 2: The objectives of this organization are: To provide service and support, and to conduct fundraising projects to provide financial assistance to the Mankato Area 77 Lancers Marching Band in order that the Band members shall have adequate uniforms, equipment, transportation, and assistance.

Section 3: The Association will encourage attendance at regional and national musical competitions and foster the general welfare, appropriate behavior, and social well being of the Lancer students.

Section 4: The Association may offer input but will not become directly involved in the day-to-day operation of the Lancer music program.

Section 5: The Mankato 77 Lancer Parents Association is organized exclusively for charitable and educational purposes including, for such purposes, the making of distributions to organizations under Section 501(c)(3) of the Internal Revenue Code (or corresponding sections of any future Federal Tax code).

Section 6: The Mankato 77 Lancers website is paid for and maintained by the Board of Directors of the Association.

ARTICLE III: MEMBERSHIP

Section 1: Members of Mankato Area 77 Lancers Marching Band Parent Association shall consist of all parents/guardians of current registered Mankato Area 77 Lancer students. Registration is handled by the Community & Recreation Department of ISD 77. Membership in the association continues throughout the school year following the band's summer season, providing that the student has not graduated from high school. An annual Honorary membership may be bestowed at the discretion of the Board of Directors.

Section 2: Association Members are encouraged to serve on committees, sign up to chaperone band events, and offer assistance with fundraising activities.

Section 3: Association Members may make nominations for the Board to fill open Board positions and are eligible to serve, on the Board of Directors, if elected by the Association.

Section 4: Association Members are invited to attend general membership meetings and may vote in general elections including votes by secret ballot for the current year's board members. General membership meetings shall be held at least 3 times per year. The first meeting shall be held the night of the Lancer recruitment gathering, the second meeting will be held in June and the third meeting will be the evening of the awards banquet. All of the actual dates for each season's meeting will be posted on the 77 Lancers website and provided via email to all current members who have supplied their email addresses to the current board secretary. Notification of the meetings will be provided at least 2 weeks before the scheduled meeting.

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Section 5: Association Members are eligible to request to be included as an agenda item for board meetings; requests must be made to the President or Vice-President no less than 1 week prior to the Board meeting. The member will be notified of the time and place to present their request to the board a week prior to the Board meeting. For time management of the meetings, we request that this member limit their input to 10 minutes. A board member will follow up with this member after the meeting.

ARTICLE IV: BOARD OF DIRECTORS

Section 1: Association Board Membership shall consist of 9 parent members plus the Band Director(s). The Board of Directors shall be elected by the general Association at the Awards Banquet membership general meeting.

Section 2: Board of Directors shall serve 3 year terms provided they are still current Association members. The terms of the elected Board of Directors shall be staggered, such that 1/3 of the terms expire each year. Directors shall begin their terms at the first Board meeting held in September after the election at the Award Banquet meeting.

Section 3: If a Board member is no longer a current Association member, or if the Board member resigns before their term is up, then the Board of Directors will appoint the Board Nominee with the next highest votes from the last election to fulfill the Board member's term.

Section 4: The Board of Directors shall be the decision making body of the Association. The officers to be elected each year by the board are: President, Vice President, Secretary, Treasurer, Grant Coordinator and Publicity Coordinator.

Section 5a: The August meeting will be for the outgoing and incoming Board of Directors. The outgoing Board Officers will explain the role for their position.

- b. The Board Officers for the next season shall be newly elected each year at this meeting. The Officers will be nominated and voted upon by that season's Board of Directors. No officer shall hold more than one office at a time. Directors from the prior year whose terms have expired will not be eligible to nominate or vote in the new Officer election. The President shall not vote for the officers unless there is a tie.
- c. This meeting will not have a regular agenda, other than minutes recorded of the Officer elections.
- d. The outgoing Officers will meet with their officer successor to transition materials and information.

Section 6: A quorum of the Board of Directors shall consist of 2/3rds the members thereof.

Section 7: No Board of Directors member shall receive any compensation for services as a member. The Board of Directors may authorize reimbursement of reasonable expenses incurred by Board members in connection with carrying out the activities of the organization.

Section 8: The Board of Directors shall have general supervision and charge of the property and finances of the organization. Commitments binding the Mankato Area 77 Lancers must have prior authorization from the Board of Directors.

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ARTICLE V: DUTIES OF OFFICERS

Section 1: The duties of the officers are as follows:

- a. The President shall:
 1. Preside at all general and Board of Directors meetings.
 2. Prepare the agenda for each meeting and notify appropriate members of scheduled meetings.
 3. Appoint all committee chairs as needed, subject to approval of the Board of Directors.
 4. Be an ex-officio member of all committees except the nominating committee.
 5. Call all meetings of the Association.
 6. Shall be the liaison between the Association and the band director.
 7. Shall be an authorized signer on our bank accounts.
 8. Perform such duties as are required by the Board of Directors.

- b. The Vice-President shall:
 1. Serve in the absence of the President.
 2. Serve as chairperson of the fund raising projects.
 3. Perform such other duties as may be assigned by the President or the Board of Directors.

- c. The Secretary shall:
 1. Keep the minutes of all general and Board of Directors meetings.
 2. Appoint a substitute Secretary when the Secretary cannot perform these duties.
 3. Maintain and update the Association website regularly.
 4. Maintain the Association email list and mailing list, and send out email announcements to the membership.
 5. Perform such other duties as may be assigned by the President or Board of Directors.
 6. A copy of the Treasurer's report should also be given to and kept with the Secretary's minutes of that business meeting.
 7. Keep a permanent file with a copy of all current and past bylaws of the Association.

- d. The Treasurer shall:
 1. Receive, account for, and deposit in a bank or other financial institution all funds of the Association, as directed by the Board of Directors.
 2. Make authorized disbursements as approved by the Board of Directors in a timely manner.
 3. Maintain appropriate financial records which shall be subject to inspection and audit as directed by the Board of Directors.
 4. Provide annual receipts for donors according to tax law.
 5. Prepare Association documents for timely tax preparation by an authorized public accountant.
 6. Upon request, make available to any member, the record(s) of their Lancer student account, at a reasonable time and place.
 7. Provide a printout of the monthly financial statement at each meeting of the Board of Directors. This report shall include the balances in all bank accounts, and details of account activity since the last report.
 8. Upon leaving office, balance all accounts.
 9. Perform such duties as are required by the Board of Directors.

- e. The Grant Coordinator shall:
 1. Seek out available grants and determine whether Lancer Parent Assn qualifies to apply
 2. Attend necessary grant meetings
 3. Write grants

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4. Follow up on status of grants
 5. Oversee that the Lancer Parent Assn is appropriately using grant funds
 6. Ensure that all reporting back to grant support is completed as required
 7. Perform such duties as are required by the Board of Directors
- f. The Publicity Chair shall:
1. Publicize each Lancer Parent Assn activity in the community
 2. Contact local marquee owners to have activity info advertised
 3. Produce posters for activity and work with student board and parent board to distribute
 4. Place ads for activity with local media (paper, radio, tv, etc) as deemed needed by the parent board
 5. Perform such duties as are required by the Board of Directors

ARTICLE VI: MEETINGS

Section 1: Board of Directors shall hold regular monthly Board meetings, on such dates and times as the Board of Directors determine. The Directors shall maintain a report (minutes) of each meeting held by the board and will email a summary of each meeting to the current Association members on the email mailing list. Refer to Article III Section 5.

Section 2: Association Members are eligible to request to be included as an agenda item for board meetings; requests must be made to a current board member no less than 1 week prior to the Board meeting. The member will be notified of the time and place to present their request to the board a week prior to the Board meeting. For time management of the meetings, we request that this member limit their input to 10 minutes. A board member will follow up with this member after the meeting.

Section 3: Special meetings of the Association may be called by the President or by 3 or more members of the Board of Directors. Special meetings subject, date, time and place will be listed on the Mankato 77 Lancer website.

ARTICLE VII: ELECTIONS

Section 1: Elections shall be held annually, during the general meeting at the Awards Banquet.

Section 2: The Board of Directors will encourage nominees from the general membership to be included in the election for the next years Board.

Section 3: Additional nominations may be made from the floor, provided the consent of the nominees has been obtained.

Section 4: Notification of nominations will be provided to the general membership at the general meeting at the Awards Banquet.

Section 5: Election to office shall be by simple majority vote.

Section 6: Election shall be by voice vote or by ballot as determined by the Board of Directors.

Section 7: Each member may cast one (1) vote in person and not by proxy.

Section 8: The elected officers term is September – August.

Section 9: Spouses may not serve in an elected position during the same term.

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ARTICLE VIII: FINANCIAL

Section 1: The Associations Fiscal Year for IRS tax purposes is October 1 - September 30. The tax return due date is February 15th of the following year, (4 1/2 months after the fiscal year end).

Section 2: The treasurer and president shall be authorized signers on all bank accounts.

Section 3: The audit committee shall consist of 2 Board of Director members, excluding the treasurer. The committee will be formed by Board volunteers and affirmed with a vote by the full Board. Audit committee members will be formed at the September meeting with the audit completed and signed by end of November. The signed report shall be turned in at the December meeting.

Section 4: The Treasurer will maintain the financial archival records of the Association according to IRS standards.

Section 5: A budget for the following year will be prepared and recommended by the outgoing Board at the September meeting. The Board of Directors for the new year will revise and review this budget. A final budget will be presented for a vote at the October meeting. The budget may be changed/adjusted throughout the year to reflect the financial position of the Association given the expenses incurred/paid, funding requests approved/spent, and fundraising dollars raised.

Section 6: All purchases will be supported by an invoice or other supporting documentation and properly authorized before goods are ordered. Receipts are to be given to the Treasurer for any funds to be given.

Section 7: Requesting of funds that are not budgeted shall follow the guidelines/purposes/mission of the Association and shall follow this process:

- a) \$500 or less—Decisions will be made by the President and Treasurer.
- b) \$501 or more—Decisions will be made by the by the Board of Directors at the next scheduled meeting or via an email/phone vote (if the timing can't wait for the next meeting). If the vote is conducted outside of a regular meeting, it shall be recorded in the minutes at the next meeting.

Section 8: Any equipment or uniforms purchased with funding of the Association shall be property of the Association.

Section 9: Any funds remaining in an individual student account after the student graduates or is no longer a member of the band, guard, or drum line will be disbursed in the following manner: 1) All funds remaining at the end of the Lancer fiscal year will be transferred to any sibling currently in the band program or 2) All funds will be transferred to the Lancer General Fund or Lancer Scholarship funds as deemed appropriate by the Board of Directors. Any exceptions to the above must be approved by the Board of Directors.

ARTICLE IX: PURPOSE

Section 1: Committees shall be created by the Board of Directors to assist the Mankato Area 77 Lancers Marching Band. Committees formed will help with Organizational fundraising, Recruitment, Chaperones, Uniforms, Spat Camp, and any other duties that the Board of Directors feel necessary.

Section 2: Special/Ad Hoc Committees may be established to assist the organization in completing the work of the organization. Each committee shall be chaired by a member of the Board of Directors but may include current Association members.

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ARTICLE X: PARLIAMENTARY PROCEDURE:

In all questions of parliamentary procedure not already covered in these bylaws, Robert's Rules of Order Newly Revised shall prevail.

ARTICLE XI: AMENDMENTS

The Bylaws of the Mankato Area 77 Lancer Parent Association may be amended, or new Bylaws may be adopted, by a 2/3 vote of the Association members. Written notice of proposed amendments will be emailed to current members and posted on the website at least 30 days prior to the meeting in which the proposed amendments will be voted upon.