

GRISSOM BAND PARENTS ASSOCIATION, INC.

The sole purpose of the Grissom Band Parents Association is to support the Grissom High School Band. If you have a child in the band, you are automatically a member of the Association.

The only financial support, which the Band receives from the city school system, is the nine-month salaries of the Director and Associate Director. The Band Parents Association pays all other expenses. It is for this reason that band fees are assessed on every participating student and a variety of fundraisers are held each year.

The Band Parents Association meets on the fourth Monday of each month, August through May. Periodic emails help to keep band families informed of related activities, but attendance at these monthly meetings is strongly encouraged. Meetings are conducted by the executive board. The executive board of the Grissom Band Parents Association consists of the Band Directors, the Grissom High School Principal, and the Association's President, First Vice President, Second Vice President, Secretary, and First Treasurer, and Second Treasurer. There are also several Association committees, each with specific responsibilities:

Ways and Means Committee	Chaperone Committee
Uniform Committee	Concert Committee
Stadium Setup Committee	Historian Committee
Color Guard Committee	Truck Committee
Fruit Sales Committee	Grant Committee
Hospitality Committee	
Banquet Committee	

Parent participation on one or more of these committees and/or being a chairperson is encouraged. The Band depends on the Band Parents Association for support, and the Band Parents Association depends on the active involvement of all parents.

Each fall the Grissom Band Website Parents Page is updated with a current list of the officers and committee chairpersons. You can get an email link to these individuals by clicking on their name. Please communicate with them as you see fit. This is YOUR association.

A copy of the Bylaws of the Grissom Band Parents Association, Inc., which define how the organization operates, is available on the website.

BY-LAWS OF THE GRISSOM BAND PARENTS ASSOCIATION, INC.
ARTICLE I---- NAME AND PURPOSE

Section 1. Name

The name of the parents of the Grissom High School Band members shall be known as the GRISSOM BAND PARENTS ASSOCIATION, INC. hereinafter referred to as the ASSOCIATION.

Section 2. Purpose

The purpose and duty of said Association is to sponsor and/or support those activities that enhance the welfare of the Grissom High School Band, hereinafter referred to as the BAND. It is understood that the Association is to be ready to assist with activities of the Band, its leadership, and the school administration as requested. It is further understood that the Association will assist in obtaining finances that are to be applied directly to band requirements and activities. To this end, the Association is authorized to assess monetary fees of band students to cover the costs of operations for the band program, which are not funded by the Huntsville City Schools.

ARTICLE II—MEMBERSHIP

Section 1. Parents of Band Members

Membership in the Association is automatic for every parent or guardian who has a child actively participating in the Grissom High School Band program as either an instrument-playing or non-playing (e.g. guard) member of the band, or in any other capacity as approved by the band board. The Association will have no membership dues.

Section 2. Alumni Membership

Alumni membership in the Association is available to every former Grissom Band member, every parent or guardian of a child who has previously participated in the Grissom High School Band program, or any interested booster. Alumni members may be required to pay a nominal annual fee. Alumni members shall have no vote in any matters brought before the Association requiring a vote.

ARTICLE III – OFFICERS

Section 1. Titles

The elected officers of the Association shall be as follows: President, First Vice President, Second Vice President, First Treasurer, Second Treasurer and Secretary.

Section 2. Terms of Office

All officers shall be elected for a term of two years (June 1 through May 31 of the second year) and shall serve at the will of the members. In no case shall the same person hold the same elected office more than two consecutive years. Regular attendance of both board and general meetings is required to retain office. Failure to uphold the responsibilities of the office accepted may be grounds for dismissal as determined by the other members of the Board.

Section 3. Duties of Officers

A. The President shall:

1. Be the Chief Executive Officer of the Association and oversee all activities of the Association.
2. Oversee the execution of the duties of all other officers and committee chairs. Assist all officers and committee chairs in executing their duties efficiently and effectively by resolving any issues that arise and providing guidance as needed.
3. Serve as Chair of all scheduled meetings called by the President and/or the majority of the officers.
4. Arrange an audit/ financial review of the Treasurers' records at the end of the fiscal year by a competent person outside of the Association.
5. Establish special committees and appoint their chairpersons as necessary, including development of a nominating committee for upcoming year's officers.
6. Act as spokesperson for and representative of the Association, including communication in spring with 8th grade feeder schools for incoming freshmen.
7. In May, conduct director's stipend and bonus discussion with board members.
8. Coordinate with the Treasurers in obtaining insurance quotes.
9. Coordinate representative from the investment company to attend September board meeting for investment account update.

B. The First Vice President shall:

1. Preside at each meeting of the Association where the President is unable to attend, act in his/her absence, and succeed to the unexpired term of the office of President if vacated.
2. Function as chairperson of the board of directors meetings if the President is unable to attend.
3. Assist the President in matters of the Association as requested by the President.
4. Appoint chairpersons of and oversee the operation of the following committees: Chaperones, Uniforms, Transportation Trucks, Banquet, Color Guard, Stadium Setup, Hospitality and Concerts.
5. Serve as the committee chair for any of their committees that do not have chairs assigned.

C. The Second Vice President shall:

1. Preside over meetings of the Association and board in the absence of the President and First Vice President.
2. Assist the President in matters of the Association as requested by the President.
3. Responsible for all fund raising activities of the band.
4. Appoint chairpersons of and oversee the operation of the following committees: Publicity, Newsletter, Historian, VBC, Fruit Sales, Spirit Wear, Scrip, and Ways & Means.
5. Serve as the committee chair for any committees that do not have chairs assigned.

D. The Secretary shall:

1. Keep an accurate record of all meetings of the Association and of the Board of Directors.
2. Furnish copies of all meeting minutes to board members via email within a week of the meeting concluding. Furnish review copies of minutes for general membership review on the band website and at Association meetings. Furnish copy of Association meeting minutes in an email to the Association members. Amend all minutes as required.
3. Attend to all correspondence of the Association as requested by the President and report at the next regular meeting or when called on to do so by the President.
4. Maintain a historical file of all correspondence, minutes and other documents and information pertaining to the Association, including a copy of the Bylaws with amendments to date certified by the Secretary.

E. The First and Second Treasurers shall divide the following duties as amenable to both parties:

1. Keep an account of all monies secured by the Association and disbursement of the same for all accounts due when properly authorized by the Association's approved budget.
2. Maintain an open checking account in a local bank with all checks to be drawn in the name of the Grissom Band Parents Association, Inc. and to be signed by the President or one of the Treasurers. All checks of \$1000 or greater will require two (2) signatures with the exception of transfers between Grissom Band Parents accounts.
3. Arrange the change of authorized signatures on all bank accounts, charge accounts, investment accounts and any other accounts requiring signatures, at the beginning of the fiscal year, if necessary.
4. Ensure that all approved disbursements are made by check and are supported by documentation of the amount due.
5. Ensure that he/she (or an individual designated by him/her) is present at all band activities where monies are collected as income of the Association and to assume responsibility for said monies.
6. Prepare monthly statements of income and expenses of the Association to be presented to the members at the regularly scheduled meetings of the Association.
7. Write monthly checks to the Band directors for their stipend paid by the Association.
8. Reimburse directors' pre-approved lodging, meals and other approved expenses with supported documentations in accordance with Government Services Administration per diem rates.
9. Establish an annual operating budget in accordance with the requirements of the board of directors. Budget shall be submitted to the Association for approval at the first regular scheduled meeting of the fiscal year.
10. Prepare a year-end financial report detailing the total year's income and expenses and current financial assets of the Association. Such report, together with all supporting records, is to be submitted to the Board of Directors for financial review in accordance with Article 111, Section 3. Printed records shall be maintained for seven (7) fiscal years and unneeded records disposed of thereafter, in accordance with IRS guidelines and requirements.
11. Complete an Internal Revenue Service Form 990 (return for Organizations exempt from income tax) for the fiscal year in which the Treasurers served in that capacity. Form 990 is to be filed no later than October 15 following the end of the fiscal year.

12. Submit an Internal Revenue Service Form 1099-Misc for each individual to whom the Association distributes funds in the calendar year, as required by Internal Revenue Service regulations.

13. Maintain an inventory of all instruments, uniforms, and other equipment and ensure adequate insurance coverage, with the assistance of the band directors.

14. Administrate all memorial scholarship funds and/or any fund as established by the board with the same stipulations, less disbursement authority.

15. The First and Second Treasurers shall have the authority to appoint a special projects co-treasurer as needed. Special projects appointment is not a board voting position and will be terminated with the termination of the project. The appointment will be Board approved.

16. Process payment requests within ten (10) days of receipt of billing notice.

17. Arrange payment plans for band fees of students unable to pay in accordance with the schedule in Article IX, Section 6.

18. Coordinate securing tags and license for any band owned equipment requiring such.

19 Review all requests for refunds and present recommendations for approval/disapproval to the board at the May Board Meeting.

ARTICLE IV – ELECTION OF OFFICERS

Section 1. Nominating Committee

The Nominating Committee shall be appointed by the President in February of each year and shall consist of at least four persons, including the band directors. The nominating Committee shall develop a list of nominees for board of directors' offices as stipulated in Article III, Section I. The Chairperson of the Nominating Committee will present the committee's nominees at the regular Association's March meeting.

Section 2. Other Nominations

Chairperson of the Nominating Committee will accept nominations from the floor following the Nominating Committee's report at the Association regular March Meeting.

Section 3. Election

The election of officers shall take place at the April Association meeting. The President shall determine the method of balloting.

Section 4. Vacancies

In the event the President is unable to complete his/her term, the First Vice President assumes the presidency. A special appointment to fill any other vacancy for the balance of the term will be made by the board, subject to the approval of the band parents. The First and Second Treasurer positions should be staggered to provide continuity of the management of the band's funds. It is also recommended that the vacancies of the President and two Vice Presidents be staggered as well to provide continuity across these positions.

ARTICLE V--- BOARD OF DIRECTORS

Section 1. Composition

The Board of Directors shall be composed of the President, First Vice President, Second Vice President, First Treasurer, Second Treasurer, Secretary, Band Directors, and the Principal of Grissom High School or his/her designee).

Section 2. Responsibilities

It shall be the responsibility of the Board of Directors to propose guiding and governing policies of the Association and to conduct the general business of the Association between meetings of the general membership.

Section 3. Meetings

Regularly scheduled meetings of the Board of Directors shall be held the second Monday of each month and as otherwise requested by the President. A minimum of (5) members of the Board of Directors must be present at any meeting of the Board in order to conduct business.

ARTICLE VI-- STANDING COMMITTEES

Section 1. Standing Committees

The standing committees of the Association will include, but not be limited to, Chaperones, Uniforms, Truck, Concerts, Color Guard, Stadium set up, Grants, Fruit Sales, Hospitality, Historian, Banquet, and Ways & Means.

Section 2. Appointment of Chairperson

The appointment of chairpersons for the standing committees shall be the responsibility of the Vice President under whom each functions, as defined in Article III Section 3. The chairpersons shall appoint members of the committees.

Section 3. Committee Responsibilities

- A. The responsibilities of the Ways and Means committee include, but are not limited to:
1. Developing an annual plan of fundraising consistent with the requirements of the approved annual operating budget. Plan is to be submitted to the Board of Directors for approval before being submitted to the Association for approval at the first regularly scheduled meeting of the Fiscal year.
 2. Implementing the approved plan of fundraising throughout the establishment and oversight of appropriate project committees.
 3. Reviewing fundraising credits earned by students and parents and recommend to the Board any adjustments necessary to satisfy the Band's operating budget.
 4. Promote Raise Right website and app for online means of purchasing gift cards to encourage sales outside band events year round.

5. Provide routine sales reports to the Board for review.
- B. The responsibilities of the Chaperone committee include, but are not limited to:
1. Recruiting chaperones for each activity where needed.
 2. Assisting the school authorities in ensuring proper behavior and welfare of the band while away from school on authorized activities.
 3. Ensuring that emergency medical supplies are available to chaperones on band trips.
 4. Preparing trip-planning packages for chaperones, including the delineation of responsibilities and schedules of duty of individual chaperones.
- C. The responsibilities of the Uniform Committee include, but are not limited to:
1. Issuing uniforms to individual band members, with records kept in MyMusicOffice showing to whom each uniform part has been issued. Note: Color Guard uniforms are the responsibility of the Color Guard Committee
 2. Maintaining a supply of spare uniform parts to be loaned or sold to band members as needed.
 3. Collecting uniforms at the end of the school year and arranging for their cleaning and summer storage.
 4. In June, obtain quotes for uniform cleaning for the upcoming season.
- D. The responsibilities of the Truck Committee include, but are not limited to:
1. Arranging adequate transportation for the equipment when the band is required to perform away from the school.
 2. Moving instruments and equipment onto and off the marching field for all marching performances and moving bottled water to appropriate locations as identified by directors.
 3. Arranging for transportation of the Gator and the trailer whenever needed.
 4. Arranging for storage of the Gator and the trailer whenever not in use.
- E. The responsibilities of the Concert Committee include, but are not limited to:
1. Selling tickets online and at the door.
 2. Arranging for help to check tickets at the door and hand out programs.
 3. Obtaining from the Band Directors and the Board, information about upcoming concerts and events for submission to local media (newspapers, TV, radio, etc.) and social media
 4. Compile, reconcile and submit a report to the Treasurers of all financial activity at the closure of each event.
- F. The responsibilities of the Stadium Set Up Committee include, but are not limited to:
1. Installing stadium seat covers and/or wiping stadium seats to protect uniform pants.
 2. Distribute water to the students after the halftime show.
 3. Supporting band members in cleaning out the band section of the stadium after each game by reminding students and providing trash bags if needed.
- H. The responsibilities of the Hospitality Committee include, but are not limited to:
1. Arranging and organizing all meals and snacks (including set-up and clean up) for annual Symphonic Camp.
 2. Arranging and organizing a Hospitality Room when requested by the band directors.

3. Arranging for meals for all students and the Directors for all away games during marching season and for other selected events as directed by the Band Directors.
4. Arranging for snacks and water to be available on buses for competitions as appropriate depending on distance.
5. Collecting water from parents and businesses for use at band events throughout the year.

G. The responsibilities of the Color Guard Committee include, but are not limited to:

1. Ensuring that an adult is present at all summer practices of the guard.
2. Working with guard leadership and Directors to get uniform measurements during the first summer guard camp for uniform orders.
3. Working with guard leadership and Directors to ensure all necessary performance equipment (Poms, Flags, Rifles, and Sabers) is available and adequate, including any unique props or special equipment that may be needed.
4. Collecting orders and payments for personal equipment (practice flag, bags, etc.) and required spirit wear, working with Directors and Treasurers to complete orders and distribute.
5. Acting as a liaison between Band Directors, guard parents and the Association.
6. Planning and coordinating fundraiser events for the Color Guard. All fundraisers must be approved by the board prior to the event in accordance with the procedure outlined in Article X – Fundraising.

H. The responsibilities of the Historian Committee include, but are not limited to:

1. Maintaining a historical file for the band, including newspaper articles and photographs, award certificates, concert programs, directories, etc.
2. Photographing the band at all major events and fundraising activities to provide a photographic history of the band.
3. Organizing and maintaining a photographic historical archive for the band on band social media accounts and online repositories, as well as digital storage devices.
4. Producing the “year in review” and Senior slideshows for the band banquet. Also responsible for putting together the Senior Photo Display at the banquet.

I. The responsibilities of the Von Braun Center (VBC) PoC include, but are not limited to:

1. Recruiting and scheduling Association members and students to work concessions at the VBC for concerts, sports, and entertainment events.
2. Compile and submit a report to the 2nd Vice President and Treasurers at the closure of each event showing all financial activity and volunteer activity (fundraiser credits) at the closure of each event.

J. The responsibilities of the Fruit Sale Committee include, but are not limited to:

1. Contacting fruit growers in a timely manner to establish sale dates and terms of purchase and delivery.
2. Advertising the Fruit Sales via all band social media accounts, newsletter (school and band issues), flyers, school marquee and band’s website, etc.
3. Maintaining a current mailing list to produce labels.
4. Mailing out postcard reminders to prospective customers.
5. Handling the pre-sale orders.
6. Coordinate for volunteers from all Association members and students to man each sale. Manage volunteers’ shifts in an equitable manner.

7. Establish setup and tear down team to prepare and close each sale (tent, tables, chairs, signs, moving inventory, etc.).

8. Compile, reconcile and submit a report to the Treasurers of all financial activity at the closure of each event.

9. Compile, reconcile and submit a report to the Treasurers of all volunteer activity (fair share fundraiser credits) at the closure of each event.

K. The responsibilities of the Spirit Wear Committee include, but are not limited to:

1. Supporting the spirit within the band by offering Grissom band merchandise for sale at no loss to the band.

2. Providing routine reports on sales and expenditures to the Board for review.

3. Actively seeking opportunities to sell spirit wear items at band events and other school events.

4. Maintain merchandise, as approved by the Board, and make said merchandise available for purchase on an established direct to customer website.

5. Compile, reconcile and submit a report to the Treasurers of all financial activity at the closure of each event.

L. The responsibilities of the Banquet Committee include, but are not limited to:

1. Planning the End of the Year Band Banquet, in coordination with the board and student leadership, to include collecting quotes from several locations including meals.

2. **Reserving the venue for the next year is the responsibility of the outgoing committee chair, as it must be done a year in advance.**

3. Preparation of on-line ticket sales software and communication to band members/parents, collection of ticket orders, and totaling of menu selections.

4. Preparation of special guest list, special guest addresses, and mailing of invitation to special guests (guests of the band who attend at no cost to themselves).

5. Preparation and printing of the banquet programs, to include surveying the senior class with regard to their future plans and the “superlative” awards.

6. Collecting and reviewing senior speeches in advance of the banquet to ensure a 2 min limit per speech and appropriate content.

7. Decoration, set-up, and clean-up of the location site, before and after the event.

8. Coordination with the Historian Committee to accommodate “year in review”, slide shows, and photo displays.

9. Staffing of the check-in table at the event.

M. The responsibilities of the Grant Committee include, but are not limited to:

1. Identify potential grants and disseminate available information.

2. Work with the Directors and the board to discuss grant requirements and determine if it’s a valid opportunity.

3. Collaborate to prepare, write, and submit required grant applications and supporting materials.

ARTICLE VII—SPECIAL COMMITTEES

Section 1. Nominating Committee

In February of each year, the President shall appoint a Nominating Committee to propose a nominee for each elected office. The Nominating Committee members will be announced at the February Association meeting. The Committee's nominees will be announced at the regular March Association meeting. The Committee's nominees will also be shared with members in an April email and also on the Band's web site.

Section 2. Other Committees

The President may establish other special committees as needed and appoint their chairpersons as approved by the board.

ARTICLE VIII -- MEETINGS

Section 1. Regularly Scheduled Meetings

The Association will meet at least quarterly throughout each school year on a day and at a time to be announced by the President at the beginning of each school year.

Section 2. Special Meetings

At the discretion of the President and/or majority of the officers, a special meeting may also be called, with at least one week's written notice mailed or emailed to the members of the Association. Notices of special meetings will also be posted on the website when possible.

Section 3. Quorum

A quorum shall consist of the members present at any meeting that received at least one week's written notice.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Fiscal Year

The fiscal year for the Association shall be June 1 to May 31 inclusive. All terms of officers, budgeting and financial accounting shall be on this basis.

Section 2. Surety Bond

The positions of President, First Treasurer, and Second Treasurer shall be bonded in an amount as determined by the Board of Directors.

Section 3. Voting

In elections or any voting on any matter submitted to the membership during a meeting, each member of the Association in attendance is entitled to one vote.

Section 4. Books and Records

The Association shall keep correct and complete books and records of account and minutes of the proceedings. In addition, the Association shall keep a copy of the Association's Bylaws as amended to date.

Section 5. Uniforms

Any uniform issued to any student, including but not limited to marching, symphonic, concert, is the responsibility of the student and parent. Replacement cost of any lost or stolen article is the responsibility of the student/parent. A uniform committee designee will be the contact for securing replacement articles for band uniforms. A color guard committee designee will be the contact for securing replacement articles for color guard uniforms.

Section 6. Fees

The amount of fees shall be determined each year by the elected Board. Each year's fees will be based on the Association's operating budget. Additional fees may be required in the event of budget shortfalls or unplanned band activities. The fees may be paid monetarily or a combination of monies and earned fundraising credits. The fees may be paid in full by the uniform fitting date, or in three equal installments due: at uniform fitting, November 1st, and March 1st. A 20% penalty may be applied to the dollar amount portion of the fees still outstanding after each of these installment dates. Families with three or more students in the Association's band program are only required to pay fees for two students. First year participants must pay fifty dollars at Rookie Camp in May, which will be applied toward your fees for the year.

Section 7. Fundraising Credits

A. Monetary Credits – Monetary credits are given at a predetermined percentage point, agreed upon by the Board on a per fundraiser basis, and announced at the beginning of each fundraiser (e.g. 30% of monies earned per student go toward student account). The monetary credit will be calculated and awarded at the close of each fundraiser. The Band will earn no less than 10% of the total profit from each fundraiser for use as operating expenses. Any monies remaining after disbursement to students' accounts will be retained for band operating expenses. Summer car wash fundraisers are exempt from the 10% minimum profit to band operating expenses rule.

B. Hourly Credits - Hourly credits are earned at either an hourly rate established by the Board on a per fundraiser basis and announced at the beginning of each fundraiser, or at an hourly rate that is dependent upon the total profit for the fundraiser. For fundraisers where the hourly rate is dependent upon the total profit, the per hour credit will be calculated on each individual fundraiser at the close of the specific fundraising program. From each fundraiser, the band will earn not less than 10% of the total profit from each fundraiser for use as operating expenses. Remaining monies will be divided by the number of earned fundraiser credit hours worked, to determine the earned fundraiser

credit rate per hour. This rate may not exceed \$5.00 per hour. Any monies remaining after disbursement to students' accounts will be retained for band operating expenses. Summer car wash fundraisers are exempt from the 10% minimum profit to band operating expenses rule.

C. Usage – All fundraising credits earned will first be applied to any unpaid mandatory portion of the student's band fees and then may be applied for other band expenses (e.g. reeds or other instrument or uniform supplies, band trips, concert or banquet tickets). Credits cannot be redeemed for other fundraising activities (spirit wear, scrip cards, fruit sales, auctions, etc.) or for cash. Unused credits can be carried forward into the next year in the following cases:

- (a) Current band student is returning to the band program.
- (b) A member of the immediate family (sibling) will be a member of the band program. Credits cannot be transferred to a non-family member.
- (c) Any remaining unused credits that are not transferable will be placed into the band's general fund. You may work for a non-family band member at a fundraiser, but you must sign in at the fundraiser that you are working for this student prior to accruing the credit hours.

Section 8. Refunds

A student's parent or guardian may request a refund for fees paid in writing, stating the reason for the request. Refunds will not be given for fees paid with fundraising credits. The Board will determine if a refund is applicable and the amount if approved. All approved requests will be processed through the Treasurers.

ARTICLE X – FUNDRAISING

Any member of the Association may propose opportunities for fundraising. Proposals for all fundraisers will be submitted in writing (letter or email) to the Ways and Means Committee Chair. The proposal should include the following information as a minimum:

1. Description of the fundraising activity.
2. Name and phone number of the person making the proposal.
3. An estimate of upfront costs.
4. Description of the per opportunity profit that will be earned by the Grissom Band Parents Association after all per opportunity costs and fees have been paid.
5. An estimate of the number of parents/students that will be required to conduct the fundraising activity.
6. The name of the person who would be willing to take a leadership role for the fundraising activity if known.

The Ways and Means Committee Chair will review the proposal; ensure that all required information is included; and forward the proposal to the Second Vice President. The Second Vice President will present the proposal to the Board of Directors for consideration. The Board of Directors will discuss the proposal to determine if the proposal will be approved or disapproved. Any proposal approved for implementation will be forward to the Ways and Means Committee Chair for execution.

The GBPA will not accept any direct sales fundraiser proposals that financially benefit a band student or a relative of a band student.

ARTICLE XI – AMENDMENTS

Any member of the Association may propose an amendment to the Bylaws by presenting said amendment to the President in writing. Said amendment must be digitally presented for review and discussion at a regularly scheduled meeting prior to the meeting at which a vote is taken. For an amendment to be passed it must receive the vote of the majority in attendance at a regularly scheduled meeting of the Association. The Bylaws should be reviewed when board members transition on or off the board.

Approved and Accepted by General
Membership on September 25, 2023