



Bixby Band Parent Organization  
Guidelines and Bylaws

Bylaws Adopted 1979  
Guidelines Adopted 2018  
Bylaws Revised 2018

# Bixby Band Parent Organization Guidelines

## I. Authority

- a. Bixby Public Schools (BPS) has ultimate responsibility for the band program.
- b. Site band directors have direct responsibility for operation of the band program at and away from their site, including but not limited to:
  - i. Band students at all band functions,
  - ii. BPS band equipment and property,
  - iii. Site selection and direction of parent volunteers and chaperones.
- c. The Director of Bands has the added, unique responsibilities of coordinating the district instrumental program, subject to the policies of BPS, including but not limited to:
  - i. Directly responsible to BPS for all aspects of the band program including planning, budgeting, organizing, operations, public relations, and decision-making,
  - ii. Works in coordination with the BBPO, including:
    1. Approval of the BBPO by-laws and guidelines,
    2. Approval of nominees and election of officers,
    3. Approval of appointments by officers,
    4. Approval of governance of the BBPO
    5. Provides guidance, as requested by the BBPO, of plans, fundraising, expenditures, and activities of the BBPO including, but not limited to:
      - a. Fundraising per the policies and approval of BPS,
      - b. Concessions at the varsity, junior varsity, middle school, and youth football games,
      - c. Management of funds raised by and handled by BBPO,
      - d. Selection and direction of chaperones and volunteers.

## II. Responsibilities of parent volunteers, chaperones, and the BBPO

- a. In their capacity as volunteers and chaperones for the band program, volunteers must adhere to all policies and procedures of BPS and the band program.
- b. Any authority vested in volunteers and chaperones originates from site directors. Volunteers and chaperones take action under the direction of site directors.
- c. Any authority vested in BBPO officers and BBPO appointees originates from the Director of Bands, his designee, or other director.

### **III. Qualifications and conduct of parent volunteers, chaperones, and BBPO officers**

- a. The impression made by the band program in the community and larger public is of great concern to BPS and the band directors. Parent volunteers, chaperones, and BBPO officers and appointees often form that impression on behalf of the band program.
- b. The Director of Bands may approve selection of, and approve of continued service by, parent volunteers, chaperones, and BBPO officers and appointees based in part upon conduct that reflects positively on the band program and BPS.
- c. Compliance with BBPO
  - i. BBPO requires any volunteer performing a service or working on/off district premises on a full or part-time basis to complete Bixby Education Support Team (BEST) training prior to performing the work or service.
    - 1. The BBPO will make information about BEST training available on the band website ([www.bixbybands.com](http://www.bixbybands.com)).
    - 2. Completed training will be processed by BPS and the names of volunteers will be submitted to the Director of Bands.
  - ii. In compliance with the policies of BPS, parent volunteers, chaperones, and BBPO officers and appointees are required to complete BPS BEST training in advance of certain volunteer activities:
    - 1. Volunteers who will be supervising or assisting in the supervision of children,
    - 2. All BBPO officers, appointees, and employees shall complete BEST training upon taking office.
- d. Parents of alumni band members and alumni band members frequently volunteer their services. At the discretion of the Director of Bands, parents of alumni band members may hold appointed positions in the BBPO.

### **IV. Bixby Band Parents Organization**

- a. The BBPO shall have officers, managers, and coordinators. The officers shall develop titles and duties for the officers and the other positions in the organization. Officers shall recruit and appoint managers and coordinators.
- b. Officers shall fill vacant appointed positions by selecting from among parents/guardians of current and former band members. Persons filling appointed positions will report to officers as specified in the organizing documents of the BBPO.

- c. Officers are vested with specific authority by the Director of Bands with responsibility and authority to take actions for the benefit of the band program.
  - i. Any directive or decision issued by an officer in his or her area of responsibility, shall be considered as a directive or decision of a director.
  - ii. The Director of Bands shall regularly meet with the BBPO officers to ensure that policies and procedures of BPS, the band, and the director are well understood by the officers.

## **V. Policies and Procedures**

- a. Chaperones, volunteers, and volunteering
  - i. The band program relies heavily on volunteers.
  - ii. The time volunteers donate to the band program (volunteer hours) should be tracked and recorded by the BBPO. The band director(s), or officers of the BBPO under the direction of the band director(s), will determine which activities qualify for tracking of volunteer hours.
  - iii. Time spent on activities not authorized as qualifying for volunteer hours credit will not be counted.
  - iv. Chaperones for major trips of the high school band(s) are selected based, in part, upon:
    - 1. Approval by the appropriate site director,
    - 2. Their child(ren) must be a band member participating in the specific trip for which chaperones are being selected,
    - 3. Meeting the qualifications of a chaperone as previously specified herein,
    - 4. Specific trip related responsibilities as determined by the director(s),
    - 5. Accumulation of volunteer hours contributed on authorized activities,
    - 6. Prior satisfactory experience as a chaperone (for example, for away football games and in local area contests).
    - 7. Submission of completed chaperone application form.
  - v. The Vice-President of the BBPO:
    - 1. Manages BEST training for all BBPO volunteers,
    - 2. Accumulates the volunteer hour records,
    - 3. Certifies the qualifications of chaperones as approved by the site director(s),
    - 4. Maintains the list of authorized activities which shall qualify for accumulating volunteer hours. Questions regarding acceptable activities for accumulating volunteer hours should be directed to the Vice-President of the BBPO.

- vi. A link on the band website shall be made available by officers or their appointee(s) to track volunteer hours for most activities and events.
- vii. Volunteers are responsible to sign in and out at activities and events.
- viii. Officers or their appointee(s) shall validate timesheets. Completed timesheets shall be turned in to the appropriate officer before being provided to the Vice-President of the BBPO.
- ix. The Vice-President of the BBPO will define the format and requirements for timesheets.
- x. Recruitment of volunteers and the number of volunteers required to serve for events shall be determined under the direction of site band directors.
- xi. Failure to properly record volunteer hours as specified herein and as instructed by the Vice-President of the BBPO shall result in disqualification of the hours volunteered for that activity.

b. Concessions

i. Objectives

- 1. The band program has been granted the privilege and responsibility to operate concession stands. The Director of Bands has designated the BBPO as operators of concession stands for the band program.
- 2. The Vice-President of Concessions shall maintain records and procedures to ensure the safe and lawful operation of the concession stands.
- 3. The Vice-President of Concessions and all concession staff persons shall operate the concession stands efficiently, cost effectively, cheerfully, and in a customer- and volunteer-friendly manner.

ii. Workers

- 1. Workers will be recruited as either a) volunteers, or b) credit earning, as designated by the type activity or event. The Volunteer Coordinator or appointed recruiter(s) will recruit workers for concessions.
- 2. BBPO concession workers must have BEST training, current volunteer food handler's permit, and be at least 14 years of age. Band members age 14-15 may be permitted to work events in the absence of their own parent(s) by approval of the Vice President of Concessions.
- 3. Concession workers must be properly attired to satisfy health department policies.
- 4. Complimentary food and drinks will be available to concession workers as approved by the Vice President of Concessions.

5. The Vice-President of Concessions shall maintain and post in all concession stands currently approved policies regarding worker age, concession health and safety, complimentary food and drink, and other policies as needed.

c. Fundraising

- i. Fundraising and cash management rules of Bixby Public Schools must be followed.
- ii. A fundraising calendar must be prepared and approved by the Director of Bands. The calendar must then be submitted to the BPS Activities Director in the spring and at other times each year as defined by BPS rules.
- iii. At the completion of a fundraiser, money and appropriate documentation will be delivered to the BBPO Treasurer.
  1. For student account fundraisers, the BBPO Treasurer must receive copies of receipts and a copy of the summary sheet. The summary sheet must list the names of each student who participated in the fundraiser and the amount raised by/for that student.
  2. Parent account fundraisers: All funds and associated records must be submitted to the BBPO Treasurer.

d. Purchasing

- i. All purchases for the benefit of the band, including all functions of the BBPO, must be approved by the Director of Bands in advance of a purchase commitment.
- ii. Purchases for the band are exempt from sales taxation. Members making purchases for the band should obtain a copy of the school's tax-exempt status letter.
- iii. A BPS purchase order must be obtained from the BBPO P.O. Manager before making any purchase.
- iv. Receipts are required for all purchases and must have both printed and signed name. Receipts shall show the place, date, and amount of purchase. Receipts are to be turned in to the P.O. Manager within one week of the purchase date.
- v. Purchases for the benefit of the band or the BBPO shall be made separately from personal purchases and separate receipts shall show evidence of the same.
- vi. Members and volunteers are not reimbursed for their personal time, mileage, travel, or mileage expenses.

e. Treasury and Cash Management

- i. All rules of Bixby Public Schools shall be followed.
- ii. All persons handling cash can be protected by strictly following the rules and procedures of BPS and those stated herein.

iii. Security

1. All moneys collected and handled by the BBPO are the property of BPS. Maximum effort to maintain security of funds and safety of those handling cash must be made.
2. Doors to concession stands, ticket booths, etc. must be locked whenever cash is on hand.
3. For varsity football games and other large events, the final count of money should take place in a secure location.
4. Cash and deposits greater than \$5000 shall be moved from location to location by more than one person when practical.
5. Cash boxes shall be utilized at all times.
6. Cash shall be bundled and deposited as soon as practically possible, generally within 24 hours.

iv. Counting and verification

1. Event Cashier

- a. For every event where cash is required, there shall be an event cashier(s).
  - i. The Cashier for varsity football games shall be the Treasurer, if at all possible. The Cashier may be assisted by members of the BBPO Treasury function.
  - ii. The Cashier for other events will be the BBPO Parent Account Treasurer or appointee.

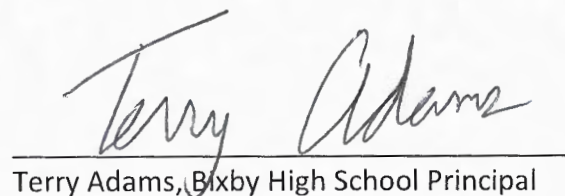
2. Second

- a. A second counter (Second) will be required to verify deposits and transfers of cash.
  - b. Every effort shall be made to obtain a second who is either a member of the BBPO or an employee of BPS.
  - c. A BBPO member serving in the BBPO treasury organization may serve as a Second in the event the Cashier is not a member of the BBPO treasury organization.
  - d. The Second may not be an immediate family member of the Cashier.
3. The Cashier and a Second shall verify the accounting of cash deposits prior to making any deposits.
  4. Verification shall consist of independently:
    - a. Counting all cash and checks, and
    - b. Verifying entries and mathematical computations on deposit accounting forms.

5. Verification shall be recorded by signatures of the Cashier and the Second on the deposit accounting form or other standard form maintained by the Treasurer of the BBPO and approved by the Board of the BBPO.
  6. Transportation of deposits or money (e.g. to obtain change) may be needed during an event.
    - a. Transportation shall occur after verification of the money to be transported by a Cashier, a Second, and the person making transport.
    - b. All witnesses must agree with the dollar amount of money sent out prior to transport and exchange and received back after transport and exchange.
  7. Copies of all treasury documents including verifications in all parts of this section shall be maintained by the treasurer.
- v. Availability of Treasury policies and procedures
1. The BBPO Treasurer shall make available for inspection a copy of the policies and procedures listed herein to any persons requested to act as second or transport.
- f. Violations of Policies and Procedures
- i. Violations of any of the policies and procedures of BPS, the policies and procedures noted herein, or the directives of authorized school or band representatives acting on behalf of BBPO, or the BPS band site director(s) may result in:
    1. A meeting with the site band director and/or other appropriate persons;
    2. A written notice of the violation;
    3. If appropriate, a request for reimbursement;
    4. If appropriate, denial of reimbursement;
    5. A written reprimand;
    6. Loss of position;
    7. Referral to appropriate authorities for further action.

Effective \_\_\_\_\_

  
Jeremy Parker, Director of Bands

  
Terry Adams, Bixby High School Principal



# Bixby Public Schools – Band Volunteer Information Sheet

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Student's Name \_\_\_\_\_

## Areas of Interest: (circle all that apply)

Uniforms

Concession

Chaperone

Support

Props

Fundraising

Water Brigade

## Standards and Guidelines

1. Bixby Public Schools expects a learning and work environment where students and staff can be successful. As such, volunteers are required to treat students and staff appropriately and act as models of the civic values and societal norms important to the Bixby community.
2. The relationship between the volunteer and staff member should be one of mutual respect and add value to the learning environment. While on campus, volunteers work under the direction and supervision of a school staff member.
3. Because a great deal of planning is required for preparation of student learning, when volunteers are scheduled they need to be dependable and on time. When an absence is unavoidable, notification should be sent to the volunteer coordinator as soon as possible.
4. When it becomes necessary that a volunteer discontinue their assignment, they should notify the volunteer coordinator.
5. Because Bixby Public Schools values the commitment and time volunteers spend in the schools, the district maintains a log of volunteer hours. As such, volunteers are asked to record their hours of service on the designated form. The hours in totality can be reported to the District Administration and the Bixby Board of Education.
6. Safety and a premiere learning environment are paramount at all sites. As such, any matters of concern should be brought to the volunteer coordinator who will take appropriate measures which may include involving a school administrator.

**I have read, understood, and agree to abide by the regulations, standards, and guidelines described in this document.**

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

*Bixby Public Schools is an equal opportunity educational institution and does not discriminate on the basis of race, color, national origin, gender, sexual orientation, disability, or age.*

# **Bixby Band Parent Organization Bylaws**

## **Article I. General Information**

### Section 1. History

The Bixby Band Parent Organization (referred to as the Organization) began in 1979.

### Section 2. Objectives

The objectives of the Organization are:

- a. To generate and maintain an enthusiastic interest in all phases of the Bixby Public Schools (BPS) band program.
- b. To provide financial and physical support that cannot be provided through the formal school budget.
- c. To fund all requested aspects of Bixby Bands, as available.
- d. To support the band program and the BPS in building and maintaining the highest quality instrumental music program possible.
- e. The Organization provides support only, not direction.

### Section 3. Agreement

The activities and policies of the organization and its bylaws and other rules and procedures shall be in conformance and agreement with all policies of BPS. Nothing in these bylaws should be supposed to supersede the policies of BPS.

## **Article II. Membership**

### Section 1. Active Membership

Active membership of the organization shall be parents guardians, or other adults (henceforth referred to as "parents") designated by the BBPO of students currently enrolled in the band program, grades 6-12. Joining the Organization requires no formal act. The directors encourage every parent to be active within the Organization. While this is a volunteer organization, we as parents are needed to work hard and sometimes

long hours to make the band experience enjoyable for all. Only active members shall be entitled to vote on matters brought before the organization and be considered for the Board of the organization. Organizational problems should be dealt with by the Organization and should not involve the directors or the school administration. Likewise, the directors or school administration, not the Organization, should deal with problems with students.

### **Article III. Board of Organization**

#### **Section 1. Board**

The Board shall meet monthly during the school year or as necessary. Diligence should be taken by the President to hold the meeting to one hour. The President should make an effort to be available for the meetings. Should the President's personal or work schedule conflict with the regularly scheduled meeting, the President can change the meeting date.

#### **Section 2. Vacancies**

The Board shall fill any vacancy by an affirmative vote of a majority of Board members.

#### **Section 3. Removal of Board Member**

Any elected or appointed Board member or other appointee may be removed from office by an affirmative vote of two-thirds of the full Board. Any such Board member proposed to be removed shall be entitled to at least five (5) days notice via telephone, followed by written notification of the meeting at which such removal is to be voted upon and shall be entitled to appear before and be heard at such meeting.

#### **Section 4. Compensation**

The active members of the Board shall not receive any compensation for their services as a member of the Board. Any Board member who wishes to also be a vendor for the band program must demonstrate cost effectiveness through the BPS Administration.

#### **Section 5. Executive Board**

The Executive Board of the organization shall consist of the Director of Bands or designee, the BBPO President, the BBPO Vice President, and two or three other Board members, to convene as necessary to vote on time sensitive matters by electronic means.

## Article IV. Officers of the Organization

### Section 1. Nomination, Election, and Term

The Board of the Organization shall include a President, Vice President, Secretary, Treasurers (Parent Account, Student Account, Winterguard, and Special Events), Vice President of Fundraising, Vice President of Concessions, Vice President of Uniforms, Class Vice Presidents, and other positions as are deemed necessary. Officers may designate an assistant to help complete the responsibilities of that office. Officers shall be the parents of a student enrolled in band and should make every effort to serve for the entire year. A nominating committee consisting of the Director of Bands, the President of the Organization or designee, and selected volunteer(s) from the BBPO shall select the nominees for offices of the organization. Any active member may be considered a nominee. Nominees shall agree to abide by the bylaws and guidelines of the BBPO. No employee of the band program will be allowed to hold office of President or Treasurer. In December, the BBPO shall take applications from those interested in serving on the Board. The nominations for officers shall be read at the Spring meeting of the Organization. Nominations from the floor shall not be accepted. The list of nominations for officers shall be published on the band program website. Election of Board members shall occur at the Spring Meeting for the upcoming term of office. Board members shall be elected by a majority vote of active members present. The term of all elected positions shall begin at the conclusion of the Spring meeting and will serve concurrently with previous members for the remainder of the school year. Board positions shall be for one (1) year.

### Section 2. Board and Committee Position Job Descriptions

President:

1. Provide leadership training and troubleshooting for other members.
2. Secure nominations for positions.
3. Liaison and coordination/communication with band directors.
4. Call meetings, develop agenda, and conduct monthly BBPO meetings.
5. Determine quorum exists at BBPO meetings during votes.
6. Support all events.

Vice President:

1. Maintain list of authorized activities qualifying for volunteer hours.
2. Manage BEST training for all volunteers and employees.
3. Track volunteer hours of the BBPO.
4. Assist/support all events.

Vice President of Fundraising:

1. Ensure fundraising and cash management rules are followed.
2. Design and select vendors and fundraising programs with approval of the band director.
3. Principal contact for fundraising items.
4. Create fundraising events calendar.
5. Provide accounting to the BBPO Treasurer.
6. Oversee fundraising events.
7. Assist with budgeting for annual plan with Board.
8. Record volunteer hours of team.
9. Organize spirit wear orders.

Vice President of Marketing and Development:

1. Coordination of corporate sponsors and marketing efforts.
2. Develop materials to assist with solicitation of sponsorships.
3. Maintain list of existing sponsorships with start/expiration dates, as well as contact lists.
4. Program ad sales for BTOB, website listings, game announcements, complimentary tickets to events for sponsors.
5. Track volunteer hours of team.

Vice President of Concessions:

1. Direct and supervise concession functions.
2. Recruit, train, and schedule stand managers for all events.
3. Provide periodic oversight during events.
4. Coordinate all purchasing and inventory.
5. Ensure approval for purchasing and required PO's are completed before purchase.
6. Ensure receipts are turned in promptly.
7. Record volunteer hour of team.
8. Manage food handler permits.
9. Maintain concession stand policies and procedures.
10. Reinforce health and safety guidelines.

Vice President of Operations:

1. Contest site coordinator.
2. Build and maintain equipment and props.
3. Loading and unloading.
4. On and off field management.
5. Record volunteer hours of team.

Vice President of Communications/Secretary:

1. Provide media with press releases with director approval.
2. Prepare ads for community outreach.
3. Maintain minutes at BBPO meetings and distribute/upload to website after approval by President.
4. Communications via Facebook/Twitter/Instagram/YouTube/Remind.
5. Manage Facebook BBPO member approvals.

Parent Account Treasurer:

1. Track and manage band expenses.

Student Account Treasurer:

1. Track and manage student accounts.

Purchase Order (P.O.) Manager:

1. Obtain and manage purchase orders for the BBPO.

Winterguard Treasurer:

1. Track and manage Winterguard student accounts.
2. Track and manage Winterguard expenses.

Special Events Treasurer:

1. Track and manage funds for band trips outside the state.
2. Track and manage funds for special events, as deemed necessary.

Class Vice Presidents:

1. Maintain class roster.
2. Liaison between BBPO and class parents.
3. Distribute information via email.
4. Answer questions and direct concerns to Board members.
5. Duties as required by President.

Uniform Vice President:

1. Coordinate and manage uniform washing crew.
2. Maintain uniform inventory.
3. Schedule and perform uniform fittings for high school and incoming freshmen.
4. Purchasing of shoes and other band needs such as travel shirts, practice shirts, black towels, band bags, garment bags, show shirts, gloves, etc.
5. Obtain and maintain uniform contracts and medical forms.
6. Assist students with band camp, football games, parades, and contests.
7. First aid/OTC medication distribution.
8. Record volunteer hours of team.

Chaperone Chair and Co-Chair:

1. Coordinate volunteers for games, contests, and events.
2. Coordination and assignment of buses.
3. Trip hotel room assignments.
4. Record volunteer hours of team.

Trailer Chair:

1. Maintain permits, inspections, charging trailer battery.
2. Assist with loading and unloading.
3. Driving semi.

Performance Support Chair and Co-Chair:

1. Provide food and snacks for band as designated by director.
2. Serve and clean up meals.
3. Record volunteer hours of team.

Water Brigade Chair and Co-Chair:

1. Maintain water trailer.
2. Haul trailer to games and events.
3. Fill water coolers.
4. Maintain water donations and storage of water.
5. Record volunteer hours of team.

BTOB Chair:

1. Oversee BTOB.
2. Recruit, track, and manage volunteers for parking, concessions, cleaning, band hosts, judges, hospitality, t-shirts, and all things BTOB.

Volunteer Coordinator:

1. Maintain and post volunteer needs.

Concession Shift Leaders:

1. Oversee running of concession stands.
2. Carry out duties as needed by Concession Vice President.

Concession Purchasing:

1. Maintaining inventory for concession stands.

Section 3. Elections

A slate of officers will be developed during the month of December. All members of the organization are eligible to be nominated or to nominate another member or themselves to any position of the BBPO. This slate shall be sent to the members at least two weeks prior to the mandatory Spring parent meeting. Nominations will be open from December through February 1<sup>st</sup>. The election of officers shall be conducted during the Spring meeting. Votes shall be collected and counted by two or three members of the organization not on the slate, unless uncontested. This timing allows the newly elected officers to begin organizing committee chairpersons. The new officers and committee leaders can begin 'learning the ropes' and begin planning activities for the following year.

Section 4. Duties of Board Members

The Board members shall perform their duties in service to the Bixby Band Program as specified by the Director of Bands and as described in the job descriptions given in the band program guidelines. Being on the Board requires extra time and effort by the members. Any Organization member may meet with the Board, provided it is scheduled with the President prior to the meeting. Committees that have ideas that should include Organization support, such as fundraising, should meet with the Board prior to the presentation to the Organization. Discussion and details may be worked out at the Board meeting. The President, or the committee leader if the President chooses, shall present to the Organization the committee plans and ask for by vote if the membership will support or not. General discussion of details should not be allowed at the general meetings, but rather at the Board meetings.



## **Article V. Meetings**

### Section 1. Number of Meetings

There shall be a minimum of two (2) general meetings of the Organization during the school year. The President of the BBPO shall schedule and conduct such meetings.

Students are not required to attend the Organization meetings. It is the option of the directors to attend or not. It is also their option to speak or not, but time should be given if they so choose.

### Section 2. Location of Meetings

Unless otherwise determined by the Board, general meetings will take place in the band facility or other designated location. Committee meetings will take place at a location and time designated by the committee leader.

### Section 3. Special or Additional Meetings

Special or additional meetings will be at the discretion of the Director of Bands or the BBPO President. Notice of special meetings will be announced by social media, email, Facebook, etc.

## **Article VI. Financial**

1. An itemized budget shall be prepared in April with the cooperation of both the outgoing and the incoming presidents for the next year's field show.
2. Budgeted items do not need to be approved again at the time of disbursement.
3. Items such as colorguard equipment or general props do not need to be voted on as long as that committee is within budget; however, all due diligence to stay within the allocated budget is required.
4. All payments or reimbursements out of the BBPO parent account must receive a purchase order in advance to the actual purchase. All PO's are processed through the organization P.O. Manager and must be approved by the Director of Bands. It is acceptable for the organization Treasurer to get approval from the Director of Bands via email.
5. In case of personal tragedy to a student or their immediate family, the President is empowered to expend up to \$100 towards flowers, gifts, or memorials.

6. School administration policy prohibits reimbursements to individuals without a P.O.
7. An exception to number 4 is any disbursement for concession stand supplies. The concession stand team leaders may purchase supplies without a purchase order from vendors approved for open billing by the school administration. The committee leaders will submit receipts from those vendors to the Treasurer to note in the account ledger and give to the school administration for payment. Purchases from vendors not approved for direct billing must be in accordance with number 4 in Article VI.
8. All funds received by the Organization shall be turned over to the school administration. Both Treasurers shall collect all monies or deposit receipts from projects in which this organization may be involved, in their respective accounts within 24 hours of receipt of those funds.
9. The student account Treasurer will break the student accounts into sub-accounts for record keeping purposes. These sub-accounts are the individual student accounts of each band member. Funds will be recorded to the sub-accounts as fundraising projects are completed, or as the students or their parents provide funds. Funds provided by the student or parent, or accumulated through fundraising projects may be used for any band-related expense with prior approval from the Board. These expenses shall include, but not be limited to, personal uniform items as required by the director (shoes, gloves, shirts, etc.) and high school band trips. These funds may not be used to recover the cost to repair school or Organization owned uniforms, instruments, or equipment. Funds may be transferred from sub-accounts to siblings. Monies from band fundraisers and funds remaining in accounts from students who exit the program prior to graduation will be appropriated to a scholarship fund (application posted on band website) which will be overseen by the Director of Bands.
10. Fundraising ideas require approval of the BPS School Board. Forms should be submitted to the School Board via the Director of Bands at a time determined by the School Board.
11. Fundraising may be done for the Parent account, the Student Accounts, or both, based on that year's requirements.

**Article VII. Amendments and Review Policy**

Section 1. Bylaw Amendments

These Bylaws shall be amended or replaced by a majority vote of the Board at their meeting. Proposed amendments shall be published and given one (1) month prior to such votes being taken.

Section 2. Reviews and Updates

The Bylaws of the Organization shall be reviewed and/or updated as needed or at a minimum of every five (5) years to assure that they are current with the affairs of the Organization and the policies and procedures of BPS.

By action of the active membership of the Organization, the foregoing are adopted as Bylaws and, in so adopting, the said Bylaws will govern the Organization accordingly.

Adopted 1979

Revised: Spring 2004

Spring 2011

Spring 2018

\_\_\_\_\_  
Director of Bands

\_\_\_\_\_  
BBPO President