

STANDARD OPERATING RULES-DEER PARK BAND SPONSORS

REVISED January 1, 2018

NAME

The name of this organization is the Deer Park Band Sponsors.

STATEMENT OF PURPOSE

This organization supports all instrumental music programs of the Deer Park Community Schools, which shall include the Color Guard.

POLICIES

This group operates legally under The Deer Park Wildcat Booster organization doing business as The Deer Park Band Sponsors.

This group is governed legally by the bylaws of the Deer Park Wildcat Booster organization and also within the regulations and policies set forth by the Deer Park Board of Education.

The daily operation of this group will be governed by the Standard Operating Rules of the Deer Park Band Sponsors as set forth in this document.

MEMBERSHIP AND DUES

Membership will be open to any person interested in the Band Sponsor statement of purpose.

The annual dues will be \$5.00 per year per family.

The privilege of holding office, introducing motions, and voting will be limited to the paid members of this organization. Membership privileges will be contingent on all band and guard related fees being up to date.

Life Membership may be conferred upon deserving members through the following procedures:

- A written recommendation from any member may be made to the Band Sponsor Board for consideration.**
- The Band Sponsor Board may initiate suggested names.**
- Those names deemed proper candidates by the Band Sponsor Board will be presented to the membership at a regular meeting for a majority vote.**

OFFICERS AND THEIR ELECTION

The officers of this organization will be a president, a vice-president, secretary, and a treasurer. The president and vice president offices can be shared under a co-president title as

long as both the president and vice president duties are being fulfilled. This co-president situation will be an at will decision of the incoming president/vice president. The term of office will be one year.

OFFICERS AND THEIR ELECTION (CONT'D)

The election of officers will be at the regular April meeting and introduction/installation will be at the meeting in May. Voting must be limited to the candidates. The election will be by ballot if there is more than one candidate for the same office. In this case a ballot will be prepared containing the names of all candidates in advance. However, if there is but one candidate for every office, election will be by the secretary casting a unanimous ballot.

Vacancies occurring in any elected position will be filled by vote of the Band Sponsor Board and presented to the members of the organization at the next regular meeting. Terms of office are one year unless there is no one opposing said office and then it is an at will volunteer service unless said officer wishes to step down or is opposed by a vote.

DUTIES OF THE OFFICERS

The President will preside at all meetings of the organization and of the Band Sponsor Board. The President position will also serve as an ex-officio member of all committees and will appoint special committees. The President will perform other duties usually pertaining to this office as well. The President role, as required by the Deer Park Wildcat Booster bylaws, will hold an office on the DPWB board along with the President of the Athletic Boosters and the PTO President.

The Vice-President will act as aide to the President, will perform the duties of the President in the absence of that officer and will perform other duties as may be delegated to that office.

The Secretary will keep a record of all meetings of the organization.

The Secretary will be responsible for communicating all scheduled band activities via email, through the Deer Park Band Family Email Data Base and the District's Public Relations Advisor. He or she will be responsible for keeping an updated roster of names, addresses, parent contacts and individual email addresses for the following band levels (High School, Junior High, and Elementary) school instrumental music students.

The Treasurer will receive all monies of the organization, will keep an accurate record of the receipts and expenditures, and will pay out funds only as authorized by the organization and at other times when requested by the Band Sponsor Board. He or she will file a full report at the end of the fiscal year. The treasurer's accounts will be reviewed by the Band Sponsor Board each month and accepted by motion and vote at the regular meeting.

BAND SPONSOR BOARD

The Band Sponsor Board will consist of the officers of the organization to support the High School, Junior HS and Elementary band directors and the Color Guard Advisor/liaison.

The Band Sponsor Board will transact business in the intervals between organization meetings and other business as may be referred to it by the organization.

BAND SPONSOR BOARD (CONT'D)

The President may approve expenditures less than \$200.00(Updated via a vote). All expenditures over that amount will be presented at a regular meeting or meeting of the Band Sponsor Board and approved by a two-thirds majority vote.

MEETINGS

Regular meetings of this organization will be held on the fourth Tuesday of each month at 7:00pm. Notice will be given of changes of date and/or time.

Three or more members will constitute a quorum.

FINANCE COMMITTEE

A Finance Committee will be established. This committee will meet in March of the coming year for budget purposes. The committee will have input from band directors. The committee will be a minimum of three people. Director, President and Treasurer will serve as permanent members. These members will submit the budget in April to be voted on for approval at the May Meeting.

Effective June 2010—The Color Guard accounts for uniforms, flags and saber purchases will be paid through the Deer Park Band Sponsors account.

FISCAL YEAR

The fiscal year of this organization will begin on June 1 and end on the following May 31 in accordance with the DPWB fiscal year.

STANDING RULES

-The order of business will be: Call to order, Secretary's Report, Treasurer's Report, Band Directors Report, Color Guard Report, Unfinished Business, New Business, Parent Input, Adjournment. The order of business is scheduled at the discretion of the President.

-Communication of all outgoing mail and all publicity requests must be approved by the President, the Directors and final approval must be received from the Board of Education Superintendent.

-The Deer Park Band Sponsors has a page on the Deer Park Schools website which features multiple areas of our music instrumental programs. Photos, forms, directions and historical information are just a few items listed on that page.

STANDING RULES (CONT'D)

-In the event that a new Field Commander(s) has been selected, this student(s) will automatically receive from Band Sponsors a Summer Scholarship in Camp, and will be expected to attend.

-Band Sponsors will annually award one Lester H. Lloyd Scholarships for summer music study or private lessons at the discretion of the winning students, the cost of which will not exceed \$200.00 per scholarship. Additional scholarships will be given when deemed suitable and financially feasible. The Band Sponsors now offers a John Matre \$250.00 college book scholarship as well.

-A band camp scholarship called the Nicole Dryer Fund has been established to assist those students needing disbursements for band camp. Communications of assistance must be directed to the Directors. Scholarship amount to be determined by the Band Sponsor Board and the Director Staff.

-A Tag Day fund raising event will be held annually in the fall.

-A Cakewalk fund raising event will be held annually in February.

-An Ice Cream Social will be held annually in May.

-A Mattress Sale first Sat. in May.

-Additional fund raising projects will be held when deemed necessary and desirable by the consent of the Board and Directors. These dates and projects will be cleared through the school administration.

-The Disney trip policy shall be as follows:

-Up until the non-refundable cutoff date (sometime in early Fall as determined by Director), any cash, check, or money order deposits will be returned to person who dropped out.

-The person/family that dropped out may designate that their deposit or non-group fundraising monies be applied to either another band member's account or placed in the Disney Trip General Fund.

-Fundraising monies earned stay with the Band and cannot be refunded to the person who dropped out for legal reasons. If fundraisers are done as a team/group and a member(s) needs to drop, the person(s)/family who dropped may designate that the funds remain either with the remaining team member(s), split evenly across the group, designated to another band member's account, or placed in the Disney Trip General Fund.

-The Event Chairman and another Board Member must count all fund raising monies immediately. The money will then be deposited immediately after counting.

STANDING RULES (CONT'D)

-Band Sponsors will hold an Awards Program in May for the band and senior band members as well as their families. At this time, the high school band director will present the senior high band awards and scholarships as well as underclass awards.

-Band Sponsors will provide chaperones as needed.

-Only a Director or any Band Sponsor Board member may retrieve mail from the Band Sponsor mailbox in the HS office.

-All monies turned into the lockbox in the band director's office will be retrieved by the President/Treasurer or by a designee of either office. The President and Treasurer are the only officers with a key to the lockbox.