

**BY-LAWS  
of the  
BUTLER PERFORMING ARTS ASSOCIATION**

***ARTICLE I  
Name***

The name of this organization shall be the **Butler Performing Arts Association**.

***ARTICLE II  
Object***

The object of the Butler Performing Arts Association (hereafter known as the Association) shall be to actively promote the vocal, instrumental music, and dance programs, and their related activities at Butler High School. The Association shall assist the Board of Education in maintaining and improving the educational levels of the performing arts for those students who are involved in these programs.

***ARTICLE III  
Members***

Section 1. **Membership.** Membership in the Association shall be open to all parents of students participating in the sponsored programs. Faculty, staff, parents of non-participating students and other community members interested in the advancement of music education in the Vandalia Butler Schools are also encouraged to join. Membership is voluntary

Section 2. **Membership dues.** Annual family membership dues of \$10.00 shall be payable at the beginning of each school year or upon joining the association. Patron memberships shall be available for \$25.00 or above. Corporate memberships shall be available for \$50.00 or above.

Section 3. **Privileges and obligations.** Paid membership shall entitle each member to the following privileges:

- 1) Adult Family and Patron members shall be granted one vote in all Association elections and motions made during general membership meetings.
- 2) Membership recognition in selected event programs.
- 3) All Patron and Corporate members may also be eligible for special benefits as deemed by the Board of Directors.
- 4) Corporate members are not granted voting privileges.

**ARTICLE IV**  
**Officers**

Section 1. **Officers and Duties.** The officers of the Association shall be a President, a Vice President, a Secretary, a Treasurer, and seven Directors. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Association. The executive board will include the first four \*\*officers named below. (Please refer to organizational chart in Appendix A.)

Section 1a. **\*\* President.** The President shall:

- 1) Preside over and conduct all general membership, board of directors and executive board meetings.
- 2) Act as liaison between school administration, teaching staff, and the Association.
- 3) Perform supervisory role over all committees.
- 4) Act as ex-officio member of all committees except the Nominating Committee.
- 5) Acts as Executive Board resource for the Internal Audit Committee.

Section 1b. **\*\* Vice President.** The Vice President shall:

- 1) Act in the President's place when he/she is unable to do so.
- 2) Act as Executive Board resource for all major fundraising programs, the Scholarship Selection Committee, the Constitutional Review Committee, and other activities as assigned by the Board of Directors.
- 3) Act as Executive Board resource for legal affairs of the Association.

Section 1c. **\*\* Secretary.** The Secretary shall:

- 1) Take the official minutes of all general membership, board of directors and executive board meetings.
- 2) Read the minutes at all general membership, board of directors and executive board meetings
- 3) Keep a secretary's notebook to include all agendas, treasurer's reports, approved and pending minutes, roster of board members, list of Association members.
- 4) Conduct all official correspondence from the Association.
- 5) Send notices/reminders of meetings to all board members.

Section 1d. **\*\*Treasurer.** The Treasurer shall:

- 1) Collect and discharge all funds of the Association.
- 2) Keep accounts in books that shall remain open at all times to inspections of the Association membership.
- 3) Present written/verbal reports at each meeting that include receipts, deposits, and disbursements made since the last general meeting and a year to date summary of overall activity and performance to budget.
- 4) Present copies of the treasurer's report to the secretary for entry into the annual notebook.
- 5) Assist with budget planning.
- 6) Oversee financial activities of all standing committees.
- 7) Prepare an annual report summarizing the financial condition of the Association to be presented to the School Board and the membership.
- 8) Supervise the counting teams as deemed necessary.

Section 1e. **Membership Director.** The Membership Director shall:

- 1) Establish the goals and objectives of the Membership & Promotion Committee.
- 2) Supervise the solicitation and collection of Association dues, the distribution of membership cards and recording of an accurate roster of members.
- 3) Recruit committee volunteers from the general membership.
- 4) Provide Association membership listings to the Publicity committee for publication in event programs.
- 5) Promote the Association to the general and business community for the purpose of attracting sponsorship.
- 6) Work with the Internal Communications Chairman to acquire up to date student rosters.
- 7) Actively recruit new members for the Association.
- 8) Organize membership drives to increase membership.
- 9) Coordinate the collection of funds with the Treasurer.
- 10) Keep accurate attendance records at general membership meetings.
- 11) Distinguish between eligible and non-eligible voters at all general membership meetings.
- 12) Report on all membership activities at each general membership and board of directors meetings.

- Section 1f. **Director of Ways and Means.** The Director of Ways and Means shall:
- 1) Develop the annual fundraising plan for the Association.
  - 2) Recruit committee volunteers from the general membership.
  - 3) Communicate with the Performing Arts Staff to learn their needs and wants so adequate funds can be raised. The initial needs and wants list shall be obtained from the staff prior to the first board meeting in September.
  - 4) Keep accurate records of each fundraiser.
  - 5) Maintain accurate ledgers for all student accounts.
  - 6) Provide input to the budget planning process for his/her committees.
  - 7) Provide input to the budget planning process relative to the needs and wants of the Performing Arts Staff.
  - 8) Coordinate the activities of all fundraising committees.
  - 9) Coordinate the collection and distribution of funds with the Treasurer.
  - 10) Report on the activities of the Ways and Means committees at each general membership and board of directors meetings.

- Section 1g. **Director of Internal Communications.** The Director of Internal Communications shall:
- 1) Establish the annual goals and objectives for the Communications Committee.
  - 2) Recruit committee volunteers from the general membership.
  - 3) Work with the Membership Chairman to acquire up to date student rosters.
  - 4) Establish and coordinate the activities of the Phone Committee to contact the membership for all Association activities.
  - 5) Establish and coordinate all written communication within the Association.
  - 6) Act as liaison with the Concession Director for staffing needs.
  - 7) Provide input to the budget planning process for his/her committees.
  - 8) Report on the activities of the Internal Communication committees at each general membership and board of directors meetings.

Section 1h.

**Director of Publicity.** The Director of Publicity shall:

- 1) Establish the annual goals and objectives for the Communications Committee.
- 2) Recruit committee volunteers from the general membership.
- 3) Coordinate the activities of the Publicity Committee to insure that the public is aware of upcoming events.
- 4) Act as liaison to the Music Staff to see that all events are publicized in all areas of media.
- 5) Coordinate the activities of the Publicity Committee to produce the optimum exposure of all activities of the performing arts and music association.
- 6) Approve the issuance of press releases and newsletters reporting the activities of the Association.
- 7) Coordinate with the Membership Committee to prepare event programs and other forms of recognition for the members and corporate sponsors.
- 8) Provide input to the budget planning process for his/her committees.
- 9) Keep the official Association scrapbook of all newsletters, press releases, event programs, etc. of all activities.
- 10) Report on the activities of the Publicity Committees at each general membership and board of directors meetings.

Section 1j.

**Director of Hospitality.** The Director of Hospitality shall:

- 1) Establish the goals and objectives of the Hospitality Committee.
- 2) Recruit committee volunteers from the general membership.
- 3) Coordinate the activities of the Phone Committee to contact the membership for volunteers for all Association activities.
- 4) Coordinate all of the activities of the Hospitality Committee.
- 5) Supervise the scheduling, planning, and operation all social events put on by the Association.
- 6) Keep accurate records of all hospitality activities.
- 7) Report on hospitality activities at each general membership and board of directors meetings.

- Section 1k. **Technical Director.** The Technical Director shall:
- 1) Coordinate the activities and financial requirements of the technical committees (Uniforms, Pit Crews, Equipment Transportation, etc.).
  - 2) Work with the Phone Committee to organize adequate staffing to provide a pit crew for all band, kickline and choir performances.
  - 3) Work with the Phone Committee to organize parent chaperones for all band, kickline, and choir trips.
  - 4) Organize security for the band, kickline, and choir.
  - 5) Coordinate maintenance of all Association owned equipment.
  - 6) Work with the Uniform Committee to maintain, distribute and collect all uniforms of the band, kickline, and choir.
  - 7) Communicate with the Performing Arts Staff to determine their setup and performance requirements.
  - 8) Report on all technical needs and activities at each general membership and board of directors meetings.

- Section 1m. **Concession Director.** The Concession Director shall:
- 1) Coordinate the activities of the Buyer, Shift Leaders and Concession Committee.
  - 2) Work with the Shift Leaders and Phone Committee to identify staffing needs for concession events. Work with Phone Committee to contact volunteers to work in the concession stands.
  - 3) Work with the Buyer to buy the food and supplies to be sold at the concession stand, work with existing suppliers, identify new suppliers and look for effective cost reduction opportunities.
  - 4) Work with the Buyer and Shift Leaders to set the prices of the items sold in the concession stand.
  - 5) Keep accurate records of sales and expenditures from each event for the purpose of tracking income and determining profit. These records are to be kept separate from the treasurer's books and shall be reported to the Treasurer for entry into the official Association financial records. All moneys are to be turned over to the Treasurer for deposit as soon as possible.
  - 6) Train and work with the Shift Leaders to oversee the set-up, opening, operation, closing, and clean up of the concession stands.
  - 7) Coordinate all maintenance needs and activities with the School or service supplier.
  - 8) Report on all concession stand issues and activities at each general membership and board of directors meetings.

- Section 2. **Eligibility.** To be eligible to serve on the board of directors, a candidate shall have a child active in a performing arts program. No two officers of the executive board may be from the same family.
- Section 3. **Time of Election.** General election of officers shall be held during the general membership meeting in May of each year
- Section 4. **Nomination Procedure.** At the general membership meeting held in March, a Nominating Committee of three members shall be elected by the Association from the general membership. Present members of the Board of Directors or potential candidates shall be excluded from sitting on this committee. It shall be the duty of this committee to nominate candidates for the offices to be filled at the May general membership meeting. The Nominating Committee shall submit their recommendations to the President by the next scheduled Board of Directors meeting in April. Before the election at the May general membership meeting, additional nominations from the floor shall be permitted.
- Section 5. **Ballot Election, Term of Office.** The officers shall be elected by secret ballot to serve for one year beginning on July 1<sup>st</sup> of the election year. Ballots shall be counted by the Nominating Committee and presented to the President for certification.
- Section 6. **Term Limitation.** No member shall hold more than one office at a time. No officer of the Executive Board shall be eligible to serve more than three consecutive terms in the same office.

**ARTICLE V**  
**Meetings**

- Section 1a. **General Membership Meetings.** The general membership meetings of the Association shall be held on the fourth Monday of September, November, January, March, and May unless otherwise ordered by the Association.
- Section 1b. **Board of Directors Meetings.** The Board of Directors shall meet monthly as needed to conduct the business of the Association. Meeting dates shall be arranged to meet Association needs.
- Section 1c. **Executive Committee Meetings.** The Executive Committee shall meet as needed to conduct the business of the Association.
- Section 2a. **Special Membership Meetings.** Special membership meetings may be called by the President or by the Executive Board. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least five days notice shall be given.
- Section 2b. **Special Board of Directors Meetings.** Special Board of Directors meetings may be called by the President or by the Executive Committee. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three days notice shall be given.
- Section 3. **Quorum.** Two-thirds of the paid membership, in attendance, shall constitute a quorum at any general membership meeting of the Association.

**ARTICLE VI**  
***The Board of Directors***

- Section 1. **Board Composition.** The officers of the Association, including all of the Association Directors and Advisory Committee shall constitute the Board of Directors. (please see Appendix A.)
- Section 2. **Board Duties and Powers.** The Board of Directors shall have general supervision of the affairs of the Association between its business meetings, fix the hour and place of meetings, make recommendations to the Association, approve the Annual Budget and perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Association, and none of its acts shall conflict with action taken by the Association.
- Section 3. **Board Meetings.** Unless otherwise ordered by the Executive Committee, the Board of Directors shall meet monthly as needed to conduct the business of the Association. Meeting dates shall be arranged to meet Association needs. Special meetings of the Board may be called by the President or Executive Committee. The Executive Committee shall meet as needed.
- Section 4. **Quorum.** A simple majority of the attending Board members shall constitute a quorum at any Board meeting.

**ARTICLE VII**  
**Executive Board**

Section 1. **Executive Board.** The Executive Board shall consist of the President, Vice President, Secretary and Treasurer.

Section 2. **Executive Board Duties and Powers.** The Executive Board shall:

- 1) Establish all meeting agendas.
- 2) Conduct all meetings.
- 3) Represent the Association to the Vandalia Butler School Board and Administration.
- 4) Verify that all Association policies and bylaws conform to the policies of the Vandalia Butler School Board.
- 5) Act as executive resource for all committees.
- 6) Be entrusted by the Board and general membership to make emergency decisions when there is no time to call formal Board meetings. These decisions will subsequently be reviewed at the next scheduled Board meeting.
- 7) Prepare a budget for the fiscal year to be presented to the Board of Directors in a timely manner. The Executive Board shall also monitor the budget throughout the year. The Annual Budget shall be presented to the general membership for review.
- 8) Represent the Association in all legal, financial, and official matters.
- 9) Keep all official minutes, financial and legal records of the Association.

Section 3. **Annual Report.** The Executive Board shall prepare an annual report summarizing the activities and financial condition of the Association during the year. This report shall be presented to the general membership at the final meeting of the fiscal year and the first meeting of the following fiscal year.

**ARTICLE VIII**  
**Committees**

- Section 1. **Advisory Committee.** The Advisory Committee shall consist of the Immediate Past President (In Good Standing), Band Directors, Choir Director and Kickline Director and shall:
- 1) Act in an advisory capacity to represent the wants and needs of their respective programs.
  - 2) Present to the Board of Directors, at the beginning of each school year, a list identifying the wants, needs, goals and preliminary schedule of their respective programs for the purpose of Association planning. (This list can be updated or revised at any time throughout the year.)
  - 3) Present funding and other support requests to the Board of Directors at all scheduled Board meetings.
  - 4) Report on the activities and upcoming events of their respective programs at all scheduled general membership meetings.
- Section 2. **Membership and Promotion Committee.** The Membership and Promotion Committee, under the direction of the Membership Director, shall:
- 1) Solicit and collect Association membership dues.
  - 2) Distribute membership cards and keep accurate roster of members.
  - 3) Provide Association membership and sponsor listings for publication in event programs.
  - 4) Gather volunteer sheets & make parent rosters available to committee chairs & phone committee.
  - 5) Promote the Association to the general and business community for the purpose of attracting sponsorship.
  - 6) Actively recruit new members for the Association.
  - 7) Organize membership drives to help increase membership.
  - 8) Organize and staff sign-up tables at all Association sponsored events.
- Section 3. **Ways and Means Committee.** The Ways and Means Committee, under the direction of the Director of Ways and Means, shall:
- 1) Organize Association fundraising activities.
  - 2) Seek out, investigate, and propose new fundraising opportunities for consideration and implementation.
- Section 4. **Internal Communication Committees.** The Internal Communication Committees, under the direction of the Director of Internal Communications, shall consist of the following:
- 1) Phone Committee responsible for contacting the membership for Association activities.
  - 2) Written Communication Committee responsible for mailing meeting notices, event notices, etc. to the membership.

- Section 5. **Publicity Committees.** The Publicity Committees, under the direction of the Director of Publicity, shall consist of the following:
- 1) Publicity Committee responsible for the creation, publication and updating of calendars, newsletters and press releases announcing student performance and Association events.
  - 2) History Committee responsible for keeping an annual scrapbook of all published material relating to Association and student performance events.
- Section 6. **Hospitality Committee.** The Hospitality Committee, under the direction of the Hospitality Director, shall:
- 1) Schedule, plan, and operate all Association social events including the end of year band and choir receptions.
  - 2) Obtain and distribute recognition gifts.
  - 3) Provide food and drink for workers at Association events.
  - 4) Obtain and distribute refreshments for home & visiting bands at home football games.
  - 5) Obtain and distribute refreshments for parents/families at Association supported concerts.
- Section 7. **Technical Committees.** The Technical Committees, under the direction of the Technical Director, shall consist of:
- 1) Pit Crew: Responsible for loading all instruments and other equipment onto the truck prior to all games and competitions. Unload and distribute all equipment when band reaches performance destination. Carry and set up all “pit” instrumentation and equipment necessary for performance at half time and competition. Responsible for re-loading all equipment before leaving performance site and unloading and storing equipment upon arrival back at school.
  - 2) Uniform Committee responsible for the distribution, collection, and cleaning all band and kickline uniforms and choir attire. Assists with the proper fitting of all students’ uniforms (alterations and repairs if necessary). Coordinates end of year cleaning and storage of uniforms, and the delivery of band uniforms to band camp. Also responsible for the ordering of new and replacement uniform components and new summer uniforms for new students.
- Section 8. **Counting Team.** The Counting Team, under the supervision of the Treasurer, shall:
- 1) Collect and count all monies received at Association events.
  - 2) Keep accurate event records detailing where the money came from and any change distributed.
  - 3) Prepare the deposit package for presentation to the Treasurer for verification.

Section 9. **Concession Committee.** The Concession Committee, under the direction of the Concession Director, shall perform the following functions.

- 1) **Shift Leaders:** The shift leaders shall:
  - a) Determine how many workers are needed to work in the concession stand for an upcoming event.
  - b) Supervise the set-up, opening, operation, closing, and clean up of the concession stands.
  - c) Identify maintenance requirements for each stand.
  - d) Work with the Buyer to set prices and properly provision each stand in preparation for each event.
- 2) **Buyer.** The Buyer(s) shall:
  - a) Coordinate with the Treasurer for the distribution of funds necessary to buy the food and supplies for the concession stand. Submits all invoices left in the concession stand from suppliers and receipts from purchases to the Treasurer for payment and/or filing.
  - b) Buy the food and supplies to be sold at the concession stand, work with existing suppliers, identify new suppliers and look for effective cost reduction opportunities.
  - c) Keep an accurate inventory of all food and supplies.
  - d) Work with the Team Leaders to set prices and properly provision each stand in preparation for each event.

Section 10. **Internal Audit Committee.**

- 1) Appointed by the general membership. Reports to the President.
- 2) Consists of three non-board members that are in no way related to or associated with the Treasurer.
- 3) Conducts periodic (but not less than annual) review of all Association financial transactions and procedures.
- 4) Reports its findings to the Association at the next regularly scheduled meeting following the completion of the review. A summary of this review shall be entered into the official Association Financial records.
- 5) Recommends development or amendment of the financial procedures for the Association.

Section 11. **Constitutional Review Committee.**

- 1) Consists of three non-board members appointed by the general membership. Reports to the Vice President.
- 2) Conducts periodic (but not less than annual) review of Association constitution and bylaws.
- 3) Recommends development or amendment of the Association constitution and bylaws as required.
- 4) Reports its findings to the Association at the next regularly scheduled meeting following the completion of the review. A summary of this review shall be entered into the official Association records.

Section 12. **Scholarship Selection Committee.**

- 1) Consists of a minimum of five non-board members appointed by the general membership. These members can be selected from underclassmen parents, Association Alumni, or representatives from the corporate membership. (NOTE: No certificated or classified member of the Vandalia Butler High School teaching staff may serve on this committee.)
- 2) Reports to the Vice President.
- 3) Members are appointed at the March general membership meeting.
- 4) Obtains scholarship applications from the BHS senior class guidance counselor.
- 5) Reviews the scholarship applications and interviews all applicants. The committee may also interview all applicable teachers and guidance counselors, as the committee deems necessary to make its decision.
- 6) Reports decision to the Vice President.
- 7) The Vice President shall assure that the Scholarship Certificates and instruction letters (including redemption instructions) are prepared for each scholarship recipient.
- 8) An Executive Board member shall present the scholarships to the winners at the annual Award Program.

Section 13. **Other Committees.** Other committees, standing or special, shall be appointed by the President at the request of the Executive Committee, Board of Directors, or general membership as is deemed necessary to carry on the work of the Association.

**ARTICLE IX**  
***Parliamentary Authority***

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Association may adopt.

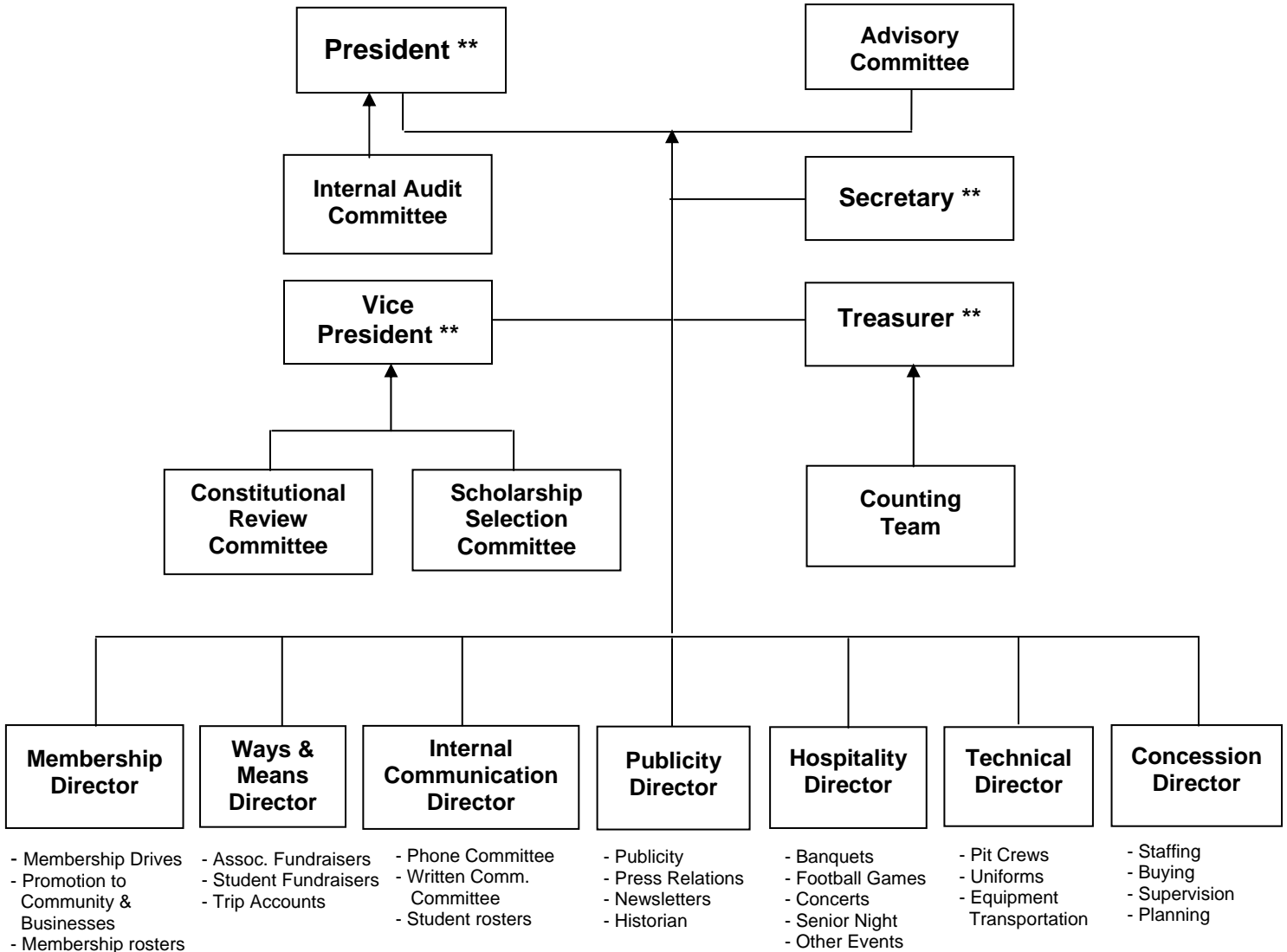
**ARTICLE X**  
***Amendment of Bylaws***

These bylaws may be amended at any regular meeting of the Association by a two-thirds vote of the attending paid membership, provided that the amendment has been submitted in writing at the previous regular meeting.

# Appendix A

## Vandalia-Butler Performing Arts Association

### *Proposed Organizational Chart*



\*\* denotes Executive Committee