

**Horizon High School Band Parent Association
Board Meeting
February 7, 2022**

- Call to Order at 6:02 PM
- Approval of January Minutes: Lynn moved to approve; Brooke 2nd; all in favor
- Director's Updates
 - Jazz
 - Concert 2/8/22 @ 7:00PM
 - Century and Rocky Top invited
 - Food reception to follow
 - Mile High Jazz Festival 2/10/22 @ MSU
 - Need one more chaperone
 - 10:00AM-5:30PM
 - Big Trip Meeting
 - Tuesday 2/15/22 @ 7:00PM
 - First deposit by March 1
 - Crazy Sock Fundraiser
 - Headed by Tony from mattress fundraiser; roll out to students 2/15/22
 - \$10/student/pack
 - Begins 2/24/22 with app and student training
- Treasurer's Update
 - Nikole submitted treasurer's report for January
 - 15 outstanding student accounts; send invoices through mail
 - Forms available in band room for students to use student fund for trip payments
 - Student accounts on website
 - Password: bandfees2021
- President's Update
 - Small trailer
 - Parent interest in using it for band rather than renting Uhaul
 - Resolving paperwork issue for DMV registration
 - Buses for March 2nd Regional concert competition
 - District cannot drive students
 - Arrow Charter bus
 - \$2728 for two buses
 - \$10 per student fee to help cover charge
 - Pay via Pay For It or money in student account
- Fundraising Updates
 - Silent Auction Update
 - Raised \$562
 - Remaining items will be donated to women's shelter
 - Wooden Roses
 - Email goes out 2/7/22
 - Sale ends on 2/17/22

- Coming up
 - March: Renegade Burrito and Eileen's Cookies
 - April: Yankee Candles
 - May: Fan Gear
 - Reminder about Amazon Smiles
- Script
- Updating/Revision of By-Laws
 - See all changes highlighted in yellow on the attached document
 - Article Two: Using school address
 - Fletcher moved to approve, Brooke 2nd, all in favor
 - Article Three, Section 2: Drum major participation at BPA meetings
 - Lynn moved to approve, Kim B. 2nd, all in favor
 - Article Four, Sections 1 and 2: Clarification on BPA meeting dates
 - Jess moved to approve, Fletcher 2nd, all in favor
 - Article Five, Section 2: Job descriptions and reconciliation duties updated
 - Nikole moved to approve, Elizabeth 2nd, all in favor
 - Article Five, Section 8 and Article Six, Section 1: Quorum of officers and number of committee chairpersons defined
 - Lynn moved to approve, Kim B. 2nd, all in favor
 - Article Seven, Section 1: Budget and use of funds clarified
 - Jess moved to approve, Lynn 2nd, all in favor
 - Article Nine: Fiscal year clarified
 - Fletcher moved to approve, Jim 2nd, all in favor
 - Article Ten: BPA delete section, Prior Article Eleven becomes Article Ten, Prior Article 12 becomes Article Eleven
 - Jess moved to approve, Elizabeth 2nd, all in favor
 - Add Appendix with officer and committee job descriptions
 - Brooke moved, Nikole 2nd, all in favor
- New Business
 - Creating binders to be located in bandroom for BPA bylaws, Officer and Committee Chair responsibilities, Prior events
 - School address to be used for all BPA government documents and things needing a physical address; PO box to be used for everything else
- Adjournment at 7:03PM

**Bylaws
Of the
Horizon High School Band Parents Association
(Effective 7 February 2021)**

ARTICLE ONE - OBJECTIVE

The main objective of the Horizon High School Band Parents Association, hereafter known as the Association, is to encourage, assist, promote and support the Horizon High School Bands, music program, and music staff; to solicit, collect and receive funds from private and other sources for use in implementing the foregoing objective; and to acquire, own, purchase, manage and dispose of property and equipment used in implementing the foregoing objective. The Association is organized exclusively for charitable purposes under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE TWO – OFFICES

The office of the association shall be located at the home address of the elected President of the Association. The current office address is: 5321 East 136th Ave., Thornton, County of Adams, Colorado 80206. The Association may have such other offices, either within or outside of the State of Colorado as the board of directors may determine from time to time.

The general meeting location will be in the band room at Horizon High School, 5321 East 136th Ave., Brighton, Colorado.

ARTICLE THREE – GENERAL MEMBERS

Section 1. Classes of General Members. The general members of the Association shall be divided into two classes as follows:

ADULT

- a. Any parent/guardian of one or more band students, which may also include alumni.
- b. Any member of this community, of good moral character, who indicates a desire and willingness to promote and further the objective of the Association.

STUDENT

- a. Students actively participating in a Horizon High School music program.

Section 2. Voting Rights. Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the general members. Representation of current students of Horizon High School Bands, for voting purposes, will be limited to the Senior Drum Major; in matters where the Senior Drum Major is not available, then one of the Assistant Drum Majors will be there. Student representation is valuable to this organization and must be portrayed.

Section 3. Transfer of Membership. Membership in this Association is not transferable or assignable.

ARTICLE FOUR – MEETINGS OF GENERAL MEMBERS

Section 1. Annual Meeting. An annual meeting of the general members shall be held in the band room of Horizon High School, 5321 East 136th Ave., Brighton, Colorado, on the second Monday or Tuesday in May of each year, beginning at 7:00 p.m. The purpose of the annual meeting will be to elect and install newly elected members of the Board of Directors and for the transaction of such other final business as may come before the end of the school year. If the day designated for the annual meeting is a legal holiday or conflicts with a scheduled Horizon High School music activity, such meeting shall be rescheduled as near the original date as is convenient.

Section 2. Quarterly Meetings. Quarterly meetings of the general members shall be held by the last Friday of each of the following months: August, November, and February. Quarterly meetings will be held in the band room of Horizon High School, 5321 East 136th Ave., Brighton, Colorado, beginning at 7:00 pm. If the day designated for the quarterly meeting is a legal holiday or conflicts with a scheduled Horizon High School music activity, such meeting shall be rescheduled as near the original date as is convenient.

Section 3.

Special Meetings. Special meetings of the general members may be called by the president or board members of the Association. General members may request a special meeting. Such requests must be made in writing, to the President of the Association, allowing 5 days for response. If no designation is made, the place of the meeting shall be in the band room of Horizon High School, 5321 East 136th Ave., Brighton, Colorado. Special meetings may also be held at any time and place, either within or outside of the State of Colorado. If general members are present outside of Horizon High School and give consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any Association action may be taken, pending voting approval by the members of the Board of Directors and general members that are present at said meeting.

Section 4.

Notice of Meeting. Notice stating the place, day, and hour of any meeting of general members shall be delivered via e-mail, posted in the band room at Horizon High School, and posted on the Association's web site not less than seven nor more than twenty-eight days before the date of such meeting, by or at the direction of the president. In case of a special meeting or when required by statute or by these bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice.

Section 5.

Quorum. Voting on issues presented during quarterly meetings, special meetings, or at the annual meeting shall be by the majority of the general members present at the meeting.

Section 6.

Proxies. At any meeting of general members, a general member entitled to vote may vote by proxy executed in writing. No proxy shall be valid after seven days from the execution, unless otherwise provided in the proxy.

Section 7.

Voting by Mail. Where directors or officers are to be elected by general members or any class or classes of general members, such election will be conducted at the annual meeting. Absentee voting may be conducted by e-mail in such manner as determined by the Board of Directors.

ARTICLE FIVE – BOARD OF DIRECTORS

Section 1.

General Powers. The affairs of the Association shall be managed in all actions on behalf of the Association and as ratified by vote or the Board of Directors. Officers must be members, in good standing, of the Association.

Section 2. Duties. The officers of the Association will be elected at the annual meeting each year. All officers must be members of the Association.

*****View Full Descriptions of these positions in the Appendix section of this document.**

- a. President:** The President shall preside at all meetings of the Board of Directors, and at all meetings of the Association. He/she shall have general management of the Association, subject to vote of the Board of Directors.
- b. Vice President:** In case of the absence or disability of the President, or if at any time the President's office shall become vacant, the Vice President may be vested by the Board of Directors to have and exercise all the powers of the President during such disability, or until the vacancy in the office of the President shall be filled.
- c. Secretary:** The Secretary shall make and keep all non-financial records of the Association (meeting minutes) **will assist the treasurer with performing bank accounts reconciliation,** and shall attend to the giving and serving of all notices of the Association, and shall perform such other duties as may be required by the Board of Directors.
- d. Treasurer:** The Treasurer shall be responsible for Association credit/debit cards and tracking and safe-keeping of all the funds and securities of the Association, and shall perform such duties as may be required in addition by the Board of Directors.

Section 3.

Number, Tenure and Qualifications. The number of officers shall be five. Officers shall be elected at the annual meeting of the general members, and the term of office shall be two years. The President and Secretary will be elected in even numbered years (2012, 2014, etc.). The Vice President and Treasurer will be elected in odd numbered years (2013, 2015, etc.).

The current officers and their elected terms are:

President	Kelly Van Oss	1 June 2020 – 31 May 2022
Vice President	Jessica Hughes	1 July 2021 – 31 May 2023
Secretary	Kim Flanagan	1 July 2021 – 31 May 2023
Treasurer	Nikole Odell	1 June 2020 – 31 May 2022
Senior Drum Major	Anne Valentine	1 June 2021 – 31 May 2022

Section 4.

Voting Rights. Each Officer, in good standing, shall be entitled to one vote on each matter submitted to a vote of the Board of Directors. The junior drum major is a nonvoting member of the Board of Directors.

Section 5.

Regular Meetings. Monthly meetings of the Board of Directors shall be held on the 1st Monday of each month during the school year, without any other notice than this bylaw, at 6:00 pm. The Board of Directors may provide, by resolution, the time and place for holding additional regular meetings without other notice than such resolution. Additional regular meetings shall be held at the principal office in the absence of any designation in the resolution.

Section 6.

Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the president, the band director, or any two Officers, and shall be held at the principal office of the Association or at such other place as the Officers may determine.

Section 7.

Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by e-mail or telephone to each director at his or her email address or telephone number. The business to be transacted at the meeting need not be specified in the notice or waiver or notice of such meeting, unless specifically required by law.

Section 8.

Quorum. A majority of the Board of Directors (3 out of 4) shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of the Officers are present at any meeting, a majority of the Officers present may adjourn the meeting from time to time without further notice.

Section 9.

Board Decisions. The act of a majority of the Officers present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these bylaws.

Section 10.

Removals and/or Vacancies. Any removal and/or vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of Officers, shall be ratified by a majority vote of the Board of Directors and shall be filled by the Board of Directors. An Officer appointed to fill a removal and/or vacancy shall serve for the unexpired term of his/her predecessor in office.

Section 11.

Compensation. Officers shall not receive any stated salaries for the services, but by resolution of the Board of Directors, a fixed sum and expenses may be allowed for attendance at any regular or special meeting of the Association or for any other capacity of service to the Horizon High School Music Department. Nothing herein contained shall be construed to preclude any Officer from service to the Association in any other capacity and receiving compensation therefore.

Section 12.

At-Large Members. In addition to the Officers, the Board of Directors may consist of up to four (4) at-large members. At-Large members are non-voting members of the Board of Directors but may vote as general members. At-Large members will consist of the Junior Drum Major and three (3) additional members. At-Large members will be responsible for uniforms, chaperones, travel, or other needs as required by the Horizon High School Music Department.

ARTICLE SIX – COMMITTEES

Section 1.

Committees. The Board of Directors, by resolution adopted by the majority of the general members, may designate one or more committees (each shall consist of one to two chair persons), which committees, to the extent provided in such resolution, shall have and exercise the authority of the Board of Directors in the management of said committee, but the designation of such committees and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on it or him/her by these bylaws. Said committees with chair persons in place are: Fundraising, Trailer, Food, Uniform, Webpage and Chaperone.

Section 2. Other Committees. Other committees, not having and exercising the authority of the Board of Directors in the management of the committee, may be designated by a resolution adopted by a majority of the members present at a meeting at which a quorum is present. Except as otherwise provided in such resolution, members of each committee shall be general members of the Association and the president of the Association shall appoint the committee director(s).

ARTICLE SEVEN – CONTRACTS, CHECKS, DEPOSITS AND GIFTS

✓ **Section 1. Contracts.** The Board of Directors may authorize any member of the Association, in addition to the **Band** Director, so authorized by these bylaws, to enter into any contract and execute and deliver any service or assistance in the name of and on behalf of the Association, and such authority may be general or may be confined to specific instances. Director will utilize only the funds that have been approved during budget creation meeting. When and only when these funds are about to be exceeded does the director need to come to the board for further approval of additional funds if necessary. However, ALL purchases over \$3000 must be approved by the Board of Directors at a monthly meeting or emergency meeting.

Section 2. Checks, Drafts, and Orders. All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association shall be summarized at each monthly meeting of the Board of Directors. Such checks, drafts, or orders shall be signed by the treasurer. Any checks, drafts, or orders exceeding the amount of \$5,000 shall be countersigned by the president of the Association.

Section 3. Deposits. All funds of the Association shall be deposited from time to time to the credit of the Association in such banks, trust companies, or other depositories as the Board of Directors may select.

Section 4. Gifts. The Board of Directors and general members may accept on behalf of the Association, contributions, gifts, bequests or other offerings for the benefit of the Association.

ARTICLE EIGHT – BOOKS AND RECORDS

- Section 1. Records.** The Association shall keep correct and complete books and records of the account and shall keep minutes of the proceedings of its general members, Board of Directors, and committees and shall keep at the principal office a record of said minutes. All books and records of the Association may be inspected by any general member, or his/her agent or attorney, for any proper purpose at any reasonable time.
- Section 2. Fundraising.** The Association will keep separate student accounts to be used for trips, instruments, music, clothing, sheet music, repairs of musical equipment, and other music items deemed necessary. After graduation or dropping out of the HHS music program, funds remaining in a student account will be available to the student for the reimbursement of music items deemed necessary for a period of 90 days. Alternatively, during this 90 day time period, a student may choose to transfer remaining funds to another student in the music program. After 90 days, remaining funds will be transferred to the Association's General Fund.

ARTICLE NINE – FISCAL YEAR

The fiscal year of the corporation shall begin on June 1st and end at 11:59pm on May 31st of each calendar year.

ARTICLE TEN – WAIVER OF NOTICE

Whenever any notice is required under the provisions of the Colorado nonprofit corporation statute or under the provisions of the article of incorporation or by the bylaws of the Association, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE ELEVEN – AMENDMENT OF BYLAWS

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a simple majority of the Board of Directors present at any regular meeting or at any special meeting, if at least seven days written notice is given of intention to alter, amend or repeal or to adopt new bylaws at such meetings or vote of the general members at any regular or special meeting.

ARTICLE TWELVE – APPROVAL OF BYLAWS

Having read the above bylaws for the Horizon High School Band Parents Association, I hereby ratify the bylaws and give full approval as written, by affirming my signature below:

_____ President	_____ Date
_____ Vice President	_____ Date
_____ Secretary	_____ Date
_____ Treasurer	_____ Date
_____ Senior Drum Major	_____ Date

APPENDIX:

1. PRESIDENT –
2. VICE PRESIDENT –
3. TREASURER –
4. SECRETARY –
5. FUNDRAISING CHAIR –
6. TRAILER CHAIR –
7. FOOD CHAIR –
8. UNIFORM CHAIR –
9. WEBPAGE CHAIR –
10. CHAPERONE CHAIR -