

**PEARCE AREA BAND CLUB, INC.  
REVISED BYLAWS**

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Amended: February \_\_\_\_, 2008

**Article I.     Name**

The name of this corporation shall be the Pearce Area Band Club, Inc. (“PABC”)

**Article II.    Purpose**

Section 2.01 The PABC is a non-profit organization established exclusively for educational and charitable purposes to include:

- (a) the raising of funds and distribution of such funds to the Pearce Area Band Program within the Richardson Independent School District;
- (b) the promotion and support of the continuing growth and development of the Pearce Area Band Program;
- (c) the provision of support for the activities of the band students; and
- (d) co-operation with organizations that are concerned with student welfare.

Section 2.02 PABC is organized exclusively for the charitable, scientific, literary or educational purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal tax code (hereinafter “Internal Revenue Code”).

**Article III.    Place of Operation**

The principal place of operation of PABC is located in Dallas County, Texas.

**Article IV. Policies**

Section 4.01 The following are basic policies of PABC:

- (a) PABC shall be noncommercial, nonsectarian and nonpartisan.
- (b) PABC shall not participate or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.
- (c) PABC shall work with the schools to provide a quality band education for all interested children and youth, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- (d) All fund raising projects shall be approved by the PABC Board of Directors and be implemented to meet the needs of the budget of PABC.
- (e) PABC will maintain its tax-exempt status under Section 501 (c) (3) of the United States Internal Revenue Code.
- (f) No part of the net earnings of PABC shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that PABC shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- (g) Notwithstanding any other provision of these Articles, PABC shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, including engaging in an act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code, or (ii) by an organization contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.
- (h) Upon the dissolution of PABC, the PABC Board of Directors, after paying or adequately providing for the debts and obligations of PABC, shall distribute the remaining assets to one or more non-profit funds, foundations or organizations which have established their tax exempt status under Section 501 (c) 3) of the Internal Revenue Code.

**Article V. Members and their Voting Rights**

Section 5.01 Membership in the PABC shall be open annually to parents and/or guardians of band students and all band directors of the elementary, junior high and high school levels that are a part of the Pearce High School feeder system as established by the Richardson Independent School District.

Section 5.02 PABC shall conduct an annual enrollment of members, but may admit persons to membership at any time. An enrollment form must be signed, dated and filed with the Secretary prior to obtaining the privileges of membership.

Section 5.03 There shall be no dues required for membership in PABC.

Section 5.04 Each member shall be entitled to one vote on each matter submitted to a vote of the members.

Section 5.05 The right to vote is limited to the members of PABC who are actually present at the time the vote is taken in a legal meeting. No proxy votes will be accepted.

Section 5.06 Membership of the parent(s) or guardian is automatically terminated at the end of the fiscal year in which their student graduates from Pearce High School or is terminated immediately upon withdrawal from the band program.

Section 5.07 Membership of a band director is automatically terminated upon termination or suspension of employment at Pearce High School or any of the feeder schools.

Section 5.08 Any member may resign by filing a written resignation with the Secretary in a form reasonably acceptable by the Secretary.

Section 5.09 Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by the affirmative vote of two-thirds of the members of the Board of Directors, reinstate such former member to membership on such terms as the Board of Directors may deem appropriate.

Section 5.10 Each member holding the same office or directorship on the Board of Directors shall have one vote each on matters submitted to a vote of the Board of Directors.

**Article VI. Officers and Directors and their Election**

Section 6.01 Only a parent or guardian who has a student in the band program and has completed the membership enrollment process shall be eligible to serve as an officer or Director of PABC.

Employees of the Richardson Independent School District may be asked to serve in nonvoting advisory capacities.

Section 6.02 Officers and their election.

- (a) The officers of this organization shall be a President, Five [5] Vice-Presidents (effective July 1, 2008, Four Vice Presidents and President Elect), Three (3) Assistant Vice Presidents, a Secretary, a Treasurer, a historian and a parliamentarian. More than one member may serve in each of these positions, except the parliamentarian.
- (b) The member(s) nominated for President must have actively served on the PABC Board of Directors for at least one year. In instances where more than one member is nominated to serve as President, at least one of those members must have actively served on the Board for at least one year.
- (c) Officers, with the exception of the parliamentarian, shall be elected by ballot at the annual meeting of the PABC. However, if there is but one nominee for any office, the election for that office may be by voice vote. The parliamentarian shall be appointed by the incoming President subject to approval of the newly elected Board of Directors.
- (d) Officers shall assume their official duties at the close of the school year and shall serve for a term of one year or until their successors are elected with the exception of the Treasurer and associate treasurers whose term shall end as of July 15th.
- (e) No officer(s) shall serve in the same office for more than two (2) consecutive terms. Any member who has served more than one-half of a term shall be deemed to have served a full term.
- (f) A person shall not be eligible to hold more than one office or more than one Board of Director position at a time.

Section 6.03 Directors of Committees and their election.

- (a) The number of directors for each committee shall be determined by the Nominating Committee.
- (b) The directors of committees of PABC shall be at least one of each of the following: Associate Treasurer(s), the Booster Club Representative(s), the Newsletter Director(s), the North Jr. High Representative(s), the Parkhill Jr. High Representative(s), the Freshmen Liaison Representatives, the Student Assessments Director, the Meyerson Director (effective July 1, 2008), the Publicity Director(s), the Financial Aid Director(s), the Social Director(s), the Travel Director(s), the Uniforms Director(s), the Webmaster(s) and the Food Service Director(s).
- (c) Either the Nominating Committee as set forth in Section 6.04 or the Board of Directors, by a majority vote of the Board of Directors, may designate that more than one person to serve as a director of a committee to oversee the activities of that committee.
- (d) No committee director shall serve in the same directorship for more than two (2) consecutive terms. Any member who has served more than one-half of a term as a committee director shall be deemed to have served a full that term.
- (e) Committee directors shall assume their official duties at the close of the school year and shall serve for a term of one year or until their successors are elected with the exception of the Associate Treasurer whose term shall end as of July 15th.
- (f) A committee director shall not be eligible to hold more than one committee director position at a time.

Section 6.04 Nominating Committee.

- (a) There shall be a nominating committee consisting of five (5) members and two (2) alternates who shall be elected by the general membership during the first general membership meeting of the school year. Elections shall be by plurality. The alternate(s) shall serve only when a committee member is unable to serve.
- (b) The committee shall meet with the Parliamentarian immediately following the meeting in which they were elected: (1) to elect their own chairman, and (2) receive instructions on the nominating process.
- (c) The nominating committee shall meet prior to the month of March for the purpose of preparing a slate of officers and directors for the following year.
- (d) No person may serve two (2) consecutive years on the nominating committee.
- (e) The nominating committee shall nominate eligible member(s) for each office, committee directors' positions and Financial Aid committee members' positions. The nominating committee may nominate one or more persons to fill the directors of committees' positions at the designation by the Board of Directors.
- (f) Only those persons who have signified their consent to serve, if elected, shall be nominated for or elected to such office or directorship.
- (g) It shall be the duty of the nominating committee to inform each candidate of his/her duties.
- (h) The slate shall be presented in writing to each voting member in the month of April.
- (i) A verbal report of the slate shall be made at the annual meeting, at which time additional nominations may be made from the floor.
- (j) The President does not serve as a member of the nominating committee nor does he/she appoint any member of the committee.
- (k) The Nominating Committee shall also specially meet to present a candidate to the Board to fill any vacancy that should occur in any Officer position.

Section 6.05 Vacancies.

- (a) Should a vacancy occur in any Officer position other than the President, the nominating committee shall meet and then present a candidate to the Board at the next Board Meeting or at a Special Meeting as defined in Article IX, Section 9.03, for approval to fill the unexpired term.
- (b) In case a vacancy occurs in the office of President, the First Vice-President (effective for periods after July 1, 2008, the President Elect) shall call an emergency special meeting of the Board and serve notice of the election to fill the vacancy by the Board of Directors.
- (c) Should any vacancy occur in any Committee Director position or Parent Representative position before the expiration of their term, the President shall have the authority to immediately appoint an Interim Committee Director or Parent Representative. The interim appointee shall be presented to the Board for ratification at the next Board Meeting or at any Special Meeting, as defined in Article IX, Section 9.03. A Special Meeting may be called for the sole purpose of ratifying an interim appointee.

Section 6.06 Removal.

Any officer or director may be removed for failure to perform the duties of his/her office by a two-thirds (2/3) vote of the Board of Directors.

**Article VII. Duties of Officers**

Section 7.01 The President shall:

- (a) coordinate the work of the officers and directors of committees of the organization in order that the purposes may be promoted;
- (b) confirm that a quorum is present before conducting any business at any meeting of the organization;
- (c) preside at all meetings of the organization; d. appoint the parliamentarian, subject to the approval of the newly elected officers and directors;
- (d) organize a combined meeting of the outgoing and newly elected Board of Directors;
- (e) establish special committees with approval of the Board of Directors;
- (f) appoint a chairman of each special committee subject to the approval of the Board of Directors;
- (g) be authorized to sign on bank accounts (two authorized signatures shall be required on all checks);
- (h) sign all contracts and letters of agreement with the approval of the Board of Directors;
- (i) be a ex-officio member of all committees except the nominating committee [As an ex-officio member of a committee, he/she has the same rights as the other committee members, but is not obligated to attend meetings of the committees, nor is he/she counted in determining the number which constitutes a quorum], may cast a tie-breaking vote if called upon by a committee chair;
- (j) perform such other duties as may be prescribed in these Bylaws and Articles of Incorporation, or assigned by the organization;
- (k) appoint an audit committee 30 days prior to the annual meeting; and
- (l) appoint one or more Community Members to the Board of Directors, subject to Board approval and upon Board approval, assign Community Members to Committees.

Section 7.02 All Vice-Presidents and Assistant Vice Presidents shall act as aide(s) to the President, preside in the absence of the President in their designated order, and perform other duties as assigned by the President or organization. In addition:

- (a) The First Vice-President shall:
  - (i) assume the duties and exercise the powers of the President in his/her absence or disability;
  - (ii) familiarize himself/herself with the overall operation of the PABC;
  - (iii) be authorized to sign on bank accounts (two authorized signatures shall be required on all checks);
  - (iv) review bank statements;
  - (v) serve as coordinator for the Meyerson concert; and
  - (vi) be a member of the Finance Committee.
- (b) Effective with the term commencing July 1, 2008, there shall be designated the President-Elect and the position of First Vice-President shall be eliminated. The President Elect shall:
  - (i) Coordinate the work of the officers and directors of committees specifically as it relates to the Mighty Mustang Band Marching Season including:
    - 1) Volunteers
    - 2) Uniforms
    - 3) Social
    - 4) Newsletter information as it relates to Summer Band and fall Marching Schedule

- 5) Webmaster
  - (ii) Review monthly bank statements;
  - (iii) Assume the duties and exercise the powers of the President in his/her absence or disability;
  - (iv) be a member of the Finance Committee;
  - (v) familiarize himself/herself with the overall operation of the PABC;
  - (vi) Serve as Ex-officio member on all committees except the Nominating Committee;
  - (vii) Coordinate Band Registration in August; and
  - (viii) Perform any other duties that The President may request.
  
- (c) The Second Vice-President shall:
  - (i) coordinate volunteer and chaperone needs of the organization;
  - (ii) recruit volunteers as needed and verify RISD volunteer security clearance for each volunteer.
  - (iii) serve as chairman of the Volunteer/Chaperone Committee;
  - (iv) collect and report volunteer hours to PTA;
  - (v) retain current medical releases of all Pearce High School band students;
  - (vi) administer and maintain band radios;
  - (vii) serve as head chaperone(s) on all band trips;
  - (viii) maintain first-aid kit;
  - (ix) serve as chair of the chaperone selection committee for major trips; and
  - (x) publish the criteria for major trip chaperones at the fall general meeting.
  
- (d) The Third Vice-President shall:
  - (i) be in charge of Ways and Means and serve as a liaison between the Assistant Vice Presidents in Charge of Major Projects and Minor Projects;
  - (ii) be a liaison between the Treasurer, Assessment Director and President to analyze the needs of the organization and to help set goals for fundraising with each of the Assistant Third Vice Presidents;
  - (iii) be a member of the Finance Committee; and
  - (iv) be authorized to sign on bank accounts (two authorized signatures shall be required on all checks).
  
- (e) The First Assistant Third Vice President shall:
  - (i) serve as chairman of the major project(s);
  - (ii) plan a major annual fund raiser for the organization with the approval of the Board of Directors to implement the needs of the budget of the organization;
  - (iii) recruit a fund raising committee to assist in implementing the approved project;
  - (iv) be a member of the Finance Committee; and
  
- (f) The Second Assistant Third Vice President shall:
  - (i) serve as chairman of the minor project(s). Minor projects shall include, but not be limited to, any fundraising project other than the major project or any other activities designed to generate funds approved by the Board of Directors to implement the needs of the budget of the organization;
  - (ii) plan minor fund raising project(s) for the organization with the approval of the Board of Directors;
  - (iii) recruit a minor fund raising committee to assist in implementing the approved projects; and
  - (iv) be a member of the Finance Committee.

- (g) The Third Assistant Third Vice President shall:
  - (i) serve as chairman of such projects as the Board determines;
  - (ii) be a member of the Finance Committee
  
- (h) The Fourth Vice-President shall:
  - (i) plan and coordinate a membership campaign;
  - (ii) shall welcome parents or guardians of new band students in the feeder system and encourage active participation in the PABC;
  - (iii) create & update the PABC membership list;
  - (iv) maintain a database of all band students for authorized PABC use;
  - (v) be responsible to prepare, publish and distribute the PABC directory for each band student at Pearce High School, the feeder Jr. High Schools and PABC Board members;
  - (vi) manage communications including telephone tree and mass emails;
  - (vii) notify Board members of Board meetings and all members of general meetings one week in advance;
  - (viii) furnish mailing labels; and
  - (ix) maintain an accurate record of attendance at the general membership meetings.
  
- (i) The Fifth Vice-President shall:
  - (i) be responsible for the oversight/legal/compliance committee
  - (ii) oversee the following areas of the corporations activities and periodically report to the President:
    - 1) Corporate governance
    - 2) Books and Records
    - 3) Federal Tax Matters including maintaining of 501 (c) (3) exemption
    - 4) Sales Tax Matters
    - 5) Other Federal & State Legal Matters
    - 6) In addition, the committee shall make a report to the board with their findings and recommendations no later than the combined meeting of the outgoing and incoming boards

Section 7.03 The Secretary shall:

- (a) record the minutes of all meetings of the organization;
- (b) summarize the approved minutes of Board and general meetings;
- (c) keep an accurate record of attendance at the Board of Directors meeting;
- (d) be responsible for correspondence of the organization;
- (e) keep the current copy of the bylaws and all amendments to the bylaws in the permanent record book;
- (f) retain an accurate membership list;
- (g) keep the President advised of attendance; and
- (h) perform other duties as assigned by the President or organization.

Section 7.04 The Treasurer shall:

- (a) have custody of all funds of the organization, ensure that all accounting records are maintained in accordance with recognized accounting standards and practices, and be responsible for ensuring the Board complies with the 501 (c) (3) requirements for non-profit organizations;
- (b) oversee the activities of the Associate Treasurer(s);

- (c) keep books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years [some documents, such as the IRS 990 and audit reports, are kept permanently];
- (d) process all check requests in accordance with Standing Rule XIV (Treasurer and Associate Treasurers), and make disbursements as authorized by the President or Board of Directors in accordance with the budget adopted by the organization;
- (e) sign on bank accounts (two authorized signatures shall be required on all checks);
- (f) verify all bank deposits;
- (g) maintain copies of all checks, check requests, invoices, deposits, and bank statements;
- (h) prepare the monthly financial statements and present those statements to the Finance Committee;
- (i) resolve all “Not Sufficient Funds” checks;
- (j) present a financial statement at the general meetings, Board of Directors’ meetings, the annual meeting, and at other times when requested by the Board of Directors;
- (k) make a full report at the meeting at which new officers and directors assume their duties;
- (l) submit books to the audit committee as requested;
- (m) present a year-to-date report at the annual meeting;
- (n) be chairman of the Finance Committee;
- (o) be responsible to see that the necessary governmental reports are submitted accurately and on time;
- (p) summarize the approved budget information;
- (q) perform or assist with the duties of the Associate Treasurers as needed, with the approval of the Finance Committee;
- (r) serve as Auction Treasurer;
- (s) reconcile the monthly bank statement; and
- (t) assume the duties and exercise the powers of the President in his/her absence or disability in the event there is no First Vice – President or, effective for periods commencing July 1, 2008, President Elect.

Section 7.05 The Parliamentarian shall:

- (a) make a presentation at the first Board meeting of the year outlining proper parliamentary procedure;
- (b) advise the presiding officer on questions of parliamentary law and method of procedure;
- (c) vote only when the vote is by ballot;
- (d) attend all meetings of the Board of Directors, general meetings and the annual meeting of the organization;
- (e) serve on revision, procedure and election committees;
- (f) assist the nominating committee in electing its chair and instructing it on the nominating process, and keep records of the nominating committee to be passed on to the next nominating chairman.

Section 7.06 The Historian.

The Historian shall maintain historical records of the Pearce Area Bands and PABC by means of scrapbooks, pictures, tapes and other media.

**Article VIII. Duties of Directors of Committees**

The directors of the committees shall be slated by the nominating committee and elected by the General membership at the annual meeting.

Section 8.01 The Associate Treasurer(s) shall:

- (a) consist of at least two members;
- (b) not be a family member of the Treasurer;
- (c) each be a member of the Finance Committee; and
- (d) assist with the following financial duties as designated by the Treasurer with the approval of the Board of Directors.
  - (i) Associate Treasurer A:
    - 1) process all check requests in accordance with Standing Rule XIV (Treasurer and Associate Treasurers), and make disbursements as authorized by the President or Board of Directors in accordance with the budget adopted by the organization;
    - 2) sign on bank accounts (two authorized signatures shall be required on all checks); and
    - 3) perform or assist with the duties of the Treasurer or Associate Treasurer B as needed, with the approval of the Finance Committee
  - (ii) Associate Treasurer B:
    - 1) process PABC deposits; and
    - 2) perform or assist with the duties of the Treasurer or Associate Treasurer A as needed, with the approval of the Finance Committee

Section 8.02 The Booster Club Representative shall:

- (a) represent the band club at Pearce Athletic Booster Club meetings and events;
- (b) attend the April Athletic Booster Club meeting to receive the band's vendor assignments;
- (c) coordinate the obtaining of ads for the football program;
- (d) coordinate the obtaining of pictures and ad materials for the football program; and
- (e) report to the Board of Directors the activities and financial position with the Pearce Athletic Booster Club.

Section 8.03 The Newsletter Director:

- (a) shall prepare, publish and distribute newsletters informing the parents or guardian of band students of timely information concerning the PABC and the band program; and
- (b) at a minimum, newsletters shall be sent in January and June.

Section 8.04 The Publicity Director shall:

- (a) serve as public relations officer for the PABC;
- (b) be responsible for publicity related to all activities of the Pearce Area Bands;
- (c) be responsible for publicity related to the Meyerson Concert;
- (d) be responsible for securing ads for the Meyerson Concert program; and
- (e) maintain the PABC display case and bulletin board in the school.

Section 8.05 Financial Aid Director shall:

- (a) organize and coordinate the work of the Financial Aid committee;
- (b) familiarize himself/herself with the guidelines and restrictions of awarding Financial Aids;

- (c) be the confidential liaison between the student(s), PABC, parent(s) of the recipient, counselors and the administrators of the funds;
- (d) coordinate the collection of private lesson scholarship fees from the private instructors; and
- (e) coordinate the payment of scholarship amounts for private lessons to the private instructors.

Section 8.06 The Social Director(s) shall:

- (a) organize and direct social activities on behalf of the Pearce High School band
- (b) students;
- (c) provide notification of social activities;
- (d) be responsible for refreshments for the students during band activities;
- (e) coordinate the band banquet;
- (f) coordinate the tail gate party during football season;
- (g) coordinate the dinner for Eighth grade night;
- (h) coordinate the band formal with the student band officers, and serve as liaison between the Board and the student band officers when budgeting for the formal, and monitoring the use of funds provided by the Board for the formal; and
- (i) coordinate any other event(s) designated by the Board of Directors.

Section 8.07 The Student Assessments Director shall:

- (a) prepare and distribute assessments statements for all student accounts at least twice a year. Statements should include operations, registration, and trip and special assessments fees;
- (b) Resolve any discrepancies between the assessments records and the treasurer's records;
- (c) maintain up-to-date records of student assessment accounts;
- (d) prepare the annual budget for the Assessments position;
- (e) serve on the Financial Aid Committee;
- (f) carry over any student cash credits to the following year to either the same student or a sibling in the same family who will be participating in the band program the following school year;
- (g) send refund letters to applicable seniors;
- (h) calculate the amount of any unclaimed funds at the end of the year and report the amount to the Treasurer;
- (i) when requested, provide the Travel Directors with current information about the status of each student's travel records;
- (j) collect all payments;
- (k) prepare the PABC deposit register for the Associate Treasurers;
- (l) retain a copy of the deposit register as a separate set of records; and
- (m) Compare the deposit register with the assessment statements that were issued and resolve any discrepancies with the Treasurer.

Section 8.08 The Travel Director(s) shall:

- (a) be responsible for the planning and coordination of major Pearce band trips;
- (b) with the approval of the Pearce Band Director and Board of Directors, execute the plans; and
- (c) attend all major band trips.

Section 8.09 The Uniforms Director(s).

The Uniforms Director(s) shall be responsible for the inventory, fitting and care of marching and concert uniforms.

Section 8.10 North Jr. High Representatives shall:

- (a) have a student enrolled in the North Jr. High band program;
- (b) be the liaison between the PABC and the North band program; and
- (c) coordinate the North band parents by soliciting active participation in the PABC projects and activities.

Section 8.11 Parkhill Jr. High Representative shall:

- (a) have a student enrolled in the Parkhill Jr. High band program;
- (b) be the liaison between the PABC and the Parkhill band program; and
- (c) coordinate the Parkhill band parents by soliciting active participation in the PABC projects and activities.

Section 8.12 Webmaster

The Webmaster shall maintain the PABC website, making sure all information is as current as possible.

Section 8.13 Freshmen Liaison Representative shall:

- (a) liaison to introduce the parents and in-coming freshmen to the Pearce High School Band program and to provide on-going support; and
- (b) coordinate the Spring Eighth Grade Marching Cook-Out.

Section 8.14 The Meyerson Director shall become effective July 1, 3008.

The Meyerson Director shall serve as coordinator for the Meyerson concert.

Section 8.15 The Food Service Director shall:

- (a) coordinate the function of providing meals for participating marching band members on game days, marching competitions and for a such other selected events as may be required;
- (b) recruit members of the Food Service Committee.

## **Article IX. Meetings**

Section 9.01 A minimum of three (3) general meetings of the membership will be scheduled each fiscal year.

Section 9.02 At least one general meeting of the organization will be held within the first thirty (30) calendar days of the start of the school year and at least one within the last thirty (30) calendar days of the end of the regular school year, which will be designated the annual meeting. Time and dates are to be established by the Board of Directors prior to August. Five (5) days' notice shall be given if a change of date is needed.

Section 9.03 Special meetings of the organization may be called by the President or by a majority of the Board of Directors with at least three (3) days' notice having been given. The general membership may request that the Board of Directors call a special meeting of the organization by submitting a written petition signed by 50% of the membership. The Board of Directors shall call the special meeting within thirty (30) days of receipt of the petition.

Section 9.04 Elections will be held during the annual meeting.

Section 9.05 Fifteen (15) members shall constitute a quorum for the transaction of business in any general meeting of the organization. This quorum must include ten (10) members of the Board of Directors.

Section 9.06 The privilege of holding office, serving on the Board of Directors and special committees, introducing motions, debating and voting shall be limited to currently registered members of the PABC.

**Article X. Board of Directors**

Section 10.01 The Board of Directors shall consist of the officers of the PABC and the Directors of Committees.

Section 10.02 The Band Directors from Pearce High School and each of the feeder schools shall be non-voting members of the Board of Directors. They shall make a report and act as advisors to the Board.

Section 10.03 The Pearce High School student band officers shall have non-voting representation on the Board of Directors. The officers may attend any board or general meeting.

Section 10.04 The President, subject to Board approval, may also appoint no more than three (3) members of the community to serve on the Board of Directors. Community Members are not otherwise eligible to be members of the PABC. Community Members are non-voting members of the Board on the PABC. Community Members are appointed for the fiscal year of the PABC and may not serve more than two (2) consecutive years. Community Members are eligible to be reappointed. Community Members may serve on Committees but may not be a Committee Director.

Section 10.05 The duties of the Board of Directors shall be to:

- (a) transact all business of the organization with the exception of the election of the nominating committee, election of officers and directors, election of the Financial Aid committee, and the adoption of the audit committee's report;
- (b) create special committees;
- (c) present a report at the general meetings of the organization;
- (d) approve an audit committee which shall consist of not less than 3 members at least 30 days prior to the annual meeting or as required;
- (e) approve the nominations to fill vacancies of officers & directors;
- (f) approve a budget for the fiscal year, as presented by the Finance Committee at the August Board meeting, and present the Board approved budget to the general membership for approval at the first general meeting of the school year; and
- (g) approve contracts and letters of agreement of the organization within the limits of the budget.

Section 10.06 Meetings.

- (a) Meetings of the Board of Directors shall be held in the months of August, September, October, November, January, February, April & May. The time and place shall be fixed by the Board of Directors at its first meeting of the year.
- (b) Fifteen (15) voting members of the Board of Directors shall constitute a quorum.
- (c) Special meetings of the Board of Directors may be called by the President or by a majority of the members of the Board with notification to the President, three (3) days' notice being given.

- (d) In special cases an email vote may be called at the discretion of the President giving Board members twenty-four (24) hours to respond.
- (e) There shall be a combined meeting of the outgoing Board of Directors and the newly elected Board of Directors by the end of the fiscal year, at which time all outgoing officers and directors will present a written summary of the years work to their successors.
- (f) General members may observe Board meetings but, per Roberts Rules Of Order, may be asked to leave a portion of the meeting should an Executive Session be called.
- (g) General members may address the Board with prior notification to the President with the intent of being placed on the agenda under New Business.

**Article XI. Committees**

Section 11.01 Finance Committee.

- (a) The Finance Committee shall oversee all financial functions of the organization, except the annual audit.
- (b) This committee shall be composed of the President, First Vice-President and effective July 1, 2008, President Elect, Third Vice President (ways and Means), First Assistant Third Vice-President (Major Projects), Second Assistant Third Vice-President (Minor Projects), 2 members-at-large and 2 alternate members-at-large chosen by the newly elected Board of Directors, Associate Treasurer(s), and the Treasurer as chairman. Neither the 2 members-at-large nor the 2 alternate members-at large may be related to the Treasurer or Associate Treasurer.
- (c) This committee shall:
  - (i) prepare an interim budget (July 1-Sept. 15) to be presented and approved by the newly elected Board of Directors not later than June 30th;
  - (ii) prepare a budget for the organization's fiscal year to be presented and approved by the Board of Directors not later than the August board meeting, and present the Board approved budget at the first general meeting of the year for approval by the general membership;
  - (iii) prepare a recommendation to the Board of Directors for disbursal of excessive operating funds to be presented not later than the May Board meeting; and
  - (iv) meet prior to each Board meeting with the purpose of reviewing financial statements and discussing outstanding financial issues.
- (d) The Head Band Director from Pearce High School, Parkhill Junior High, and North Junior High may act as non-voting advisors to this committee.

Section 11.02 Special Committees.

- (a) The President may create such special committees as deemed necessary to promote the purpose of the organization, subject to the approval of the Board of Directors.
- (b) A special committee is one whose work will span no more than one fiscal year, and whose chair shall not be a voting member of the Board of Directors.

Section 11.03 Audit Committee.

- (a) An audit committee shall consist of not less than three (3) members, two (2) of which shall be Board of Director members and one (1) of which shall be a member-at-large. One alternate member-at-large shall also be chosen.
- (b) The committee shall be appointed by the President and approved by the Board of Directors at least 30 days prior to the annual meeting.

- (c) A final audit report shall be presented for adoption at the first general meeting of the school year. his report shall be dated and signed to attest to the fact that the Treasurer's books have been examined and found correct or incorrect.

Section 11.04 Grievance Committee.

- (a) It shall be the responsibility of the grievance committee to hear matters of concern to the membership that cannot be resolved through normal procedures.
- (b) The grievance committee shall consist of the President, parliamentarian, and three (3) members-at-large chosen by the Board of Directors.
- (c) Grievances will be submitted in writing to the President for referral to the committee.
- (d) The committee shall gather information to determine jurisdiction.
- (e) The committee shall report to the Board of Directors including its recommendation(s).

Section 11.05 Oversight, Legal and Compliance Committee.

- (a) It shall be the responsibility of the oversight/legal/compliance committee to oversee the following areas of the corporation's activities and periodically report to the President. In addition, the committee shall make a report to the board with their findings and recommendations no later than the combined meeting of the outgoing and incoming boards.
  - (i) Corporate governance
  - (ii) Books and Records
  - (iii) Federal Tax Matters including maintaining of 501 (c) (3) exemption
  - (iv) Sales Tax Matters
  - (v) Other Federal and State Legal Matters
- (b) The committee shall include as committee members in addition to the chairperson(s) at least three (3) and no more than (5) members of the PABC.
- (c) All officers, directors and committee chairs shall cooperate to the fullest extent with requests for information from the Chairperson(s) of this committee.

Section 11.06 Food Service Committee

- (a) The Food Service committee shall oversee the function of providing meals for participating marching band members on game days, marching competitions and for a few other selected events. The committee shall be chaired by the Food Service Director who shall be responsible for recruiting members of the Food Service Committee.
- (b) The Food Service Committee responsibilities shall include:
  - (i) Manage the budget for these meals;
  - (ii) Negotiate and coordinate with restaurants providing the meals;
  - (iii) Coordinate with the school for use of facilities for serving the meals;
  - (iv) Collect orders from the students for the meals;
  - (v) Purchase, prepare, pickup and deliver food and drink on game and competition days; and
  - (vi) Coordinate offsite meals for competition dates as needed.

Section 11.07 No committee meetings shall be called without first notifying the President.

Section 11.08 The quorum of any committee shall be a majority of its members.

**Article XII. Fiscal Year**

The fiscal year of this organization shall begin July 1 and end June 30.

**Article XIII. Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws or the Articles of Incorporation.

**Article XIV. Amendments**

Section 14.01

- (a) These bylaws may be amended at any general meeting of the organization, provided a quorum is present, by a two-thirds (2/3) vote of the members present and voting. Notice of the proposed amendment shall have been sent to the members 15 days prior to the voting meeting.
- (b) A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote of the organization, or by a two-thirds (2/3) vote of the Board of Directors. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

**STANDING RULES**

RULE I Standing Rules supplement the bylaws and are adopted as needed. They are semi-permanent in nature and may be suspended by a majority vote of the Board of Directors or the general membership by those members present and voting with prior notice, or by a two-thirds vote without previous notice.

RULE II Fiscal Responsibility.

Each director or committee chairperson is to maintain records of financial activity within the responsibility of the position. This includes:

- 1) Check Requests.
  - a) All requests for payment or reimbursement are to be submitted on the PABC's check request form.
  - b) All requests are to be approved by the director or the committee chairperson responsible for the expense. The director or chairperson will verify the accuracy and budget limits of the request.
  - c) The director or the committee chairperson responsible for the expense should submit the check request, accompanied by the original invoice/receipt and supporting documents, to the Treasurer in a timely manner.
  - d) The director or the committee chairperson responsible for the expense should make one copy of the check request form for his/her records.
- 2) Deposits.
  - a) All deposits shall be on PABC's deposit form.

- b) All deposits should be prepared or verified by the director or committee chairperson responsible for the income, or their designee.
  - c) All deposits should be submitted by the director or committee chairperson responsible for the income to the Associate Treasurer B for verification within 14 days of receipt.
  - d) The director or committee chairperson responsible for the income should retain one copy of the deposit form for his/her records.
- 3) Budget and Recordkeeping.
    - a) Review the monthly financial report for income and expense within the responsibility of the position
    - b) Report any discrepancies to the Treasurer and President.
    - c) Be aware of budget limits within the responsibility of the position.
  - 4) The Treasurer shall deposit all monies received within seven (7) days.

### RULE III

The following rules of debate shall be followed in all meetings of the organization.

- 1) It is the right of every member to participate in the discussion of any matter of business that comes before the organization.
- 2) The person who has proposed a motion, or the committee member who has presented a report, shall be allowed the first opportunity to explain the motion or report, and shall be allowed to speak last on it.
- 3) A member who has not spoken shall have prior claim over one who has already discussed the question. A member who seldom speaks shall be given preference over one who claims the attention of the organization frequently.
- 4) The Chair shall alternate between proponents and opponents of a question whenever possible. When there are opposing opinions, the Chair shall inquire of a member seeking recognition which viewpoint the member will present, thus dividing the opportunity to speak more equitably.
- 5) A member shall be recognized to speak no more than twice on the same question during the same meeting. A member may not speak a second time on the same question until all who wish to speak have spoken.
- 6) Debate shall be limited to a total of three (3) minutes per speaker.
- 7) The following is NOT considered debate, and shall not be subtracted from the speaker's allowed time:
  - a) a brief comment or remark by the proposer of a motion before stating it;
  - b) the reply to a question which was raised through the Chair.
- 8) All discussion shall be relevant to the question before the organization.
- 9) Dilatory tactics – such as delaying the proposal or the vote on a subject by making unnecessary motions, asking pointless questions, or talking around and not on the question--shall be out of order.
- 10) Debate shall be fundamentally impersonal. All discussion and debate shall be addressed to the Chair and shall never be directed to any individual. A member who fails or refuses to speak in an orderly and courteous manner shall be denied the right to the floor, and, if necessary, may be ejected from the meeting by order of the Chair or by a vote of the organization.

### RULE IV Financial Aid & Scholarships.

- 1) Types of Financial Aid & Scholarships.
  - a) PABC Financial Aid. There shall be a Financial Aid fund established by the Board of Directors to provide Financial Aids to band students in financial need that participate in the band program of J. J. Pearce High School or one of its feeder schools to assist in covering the cost of band participation. The total amount of monies available annually for Financial Aids will be determined by the Board of Directors and be included in the budget.
  - b) Meyerson Fund.
    - (i) The Meyerson Fund was established in 1989, for use of the PABC to fund annual performances in the Meyerson Symphony Center and to be used for scholarship(s) for graduating senior student(s) at Pearce High School. The scholarship(s) are provided to outstanding graduating senior band student(s) to further their music education in an institution of higher learning.
    - (ii) Funds available for distribution shall not exceed \$1,000.00 per fiscal year.
  - c) Amy Burgess Endowment.
    - (i) An endowment fund has been established in June 1998 in memory of Amy Burgess for perpetual use the Scholarship Committee to fund scholarship(s) to band students of Richardson North Jr. High.
    - (ii) Scholarships awarded will be funded from a combination of the following:
      - (a) accrued interest from the endowment; and
      - (b) memorials, honorariums or donations from individuals.
    - (iii) The principal balance shall remain untouched for the life of the endowment.
  - d) The Sarah Betz Scholar:
    - (i) The Sarah Betz Scholar Fund was established in 2005 for perpetual use to fund scholarship(s) for band students at JJ Pearce High School. and to honor the memory of Sarah Betz, Class of 1998.
    - (ii) Description: The Sarah Betz Scholarship provides for private music lessons for one school year to a JJ Pearce High School 11th- or 12th-grade student who has a record of academic excellence, musical achievement, and exemplary citizenship.
- 2) Limitations Respecting Financial Aids.
  - a) Funds in the PABC Financial Aid, Meyerson Fund, Amy Burgess Endowment and Sarah Betz Scholar Fund shall be accounted for separately.
  - b) Each recipient shall be a member in one of the Pearce area bands and shall be in good standing as defined in the Financial Aid Committee manual.
  - c) Financial Aid shall be awarded on the basis of financial need and may require written proof of financial need from the parent(s) or guardian.
  - d) Financial Aid funds shall be dispensed directly to an institution, company or instructor. Funds shall not be given directly to any recipient.
  - e) Financial Aid benefits must be used within the fiscal year of the PABC for which it was awarded. Recipients who do not use all of their benefits cannot carry those benefits forward into future years.
- 3) Application Forms For Financial Aid.
  - a) Students shall fill out an application form provided by the Financial Aid Committee and shall submit the form by the date established by the Financial Aid Director.

- b) Application forms shall be available in the band halls.
- c) The band director(s) may refer students for Financial Aid considerations.
- d) Student applications shall be delivered to the chairman of the Financial Aid Committee.

#### 4) Special Rules For Each Scholarship

##### a) The Sarah Betz Scholarship

###### (i) Student Eligibility

To be eligible for the scholarship, a student:

- (A) Has at least 2 and not more than 4 full semesters remaining before graduation;
- (B) Is in the top 15% of his or her class;
- (C) Is a member of the top band at JJ Pearce High School;
- (D) Displays good citizenship at home, at school, and in the community;
- (E) Took private lessons throughout the most recent school semester; and
- (F) A student who has been awarded the scholarship once is ineligible to receive it a second time.

###### (ii) Awarding (and Revoking) the Scholarship

- (a) Before the beginning of each school year the JPHS band director, in consultation with the JPHS principal, selects a student to receive the Sarah Betz Scholarship. Only one student may hold the scholarship at one time.
- (b) The band director, in consultation with the principal, may revoke the scholarship if the student:
  - (01) Voluntarily drops band or is expelled from band
  - (02) Voluntarily discontinues private lessons
  - (03) If the student holding the Sarah Betz Scholarship abandons the scholarship after the start of the school year, the scholarship remains open until the following school year. If the scholarship is abandoned prior to the start of the school year, the band director and the principal may choose to name another student to receive the scholarship.

###### (iii) Responsibilities of the Scholarship Winner and the Band Director while holding the scholarship, the student, known as the Sarah Betz Scholar, is expected to:

- (a) Take private lessons during the entire school year (2 semesters);
- (b) Participate in the school district's solo and ensemble festival (or festivals); and
- (c) Audition for All-Region Band.

###### (iv) The JPHS band director emphasizes the significance of the Sarah Betz Scholarship by announcing the winner at a public forum, such as the annual year-end band banquet.

###### (v) The band director identifies the Sarah Betz Scholar in concert programs during the year.

###### (vi) The band director strives to feature the student's musicianship in at least one concert during the school year.

###### (vii) The band director ensures that the student's name is added to a plaque identifying all Sarah Betz Scholarship winners.

###### (viii) Managing the Scholarship Fund

The Sarah Betz Scholarship pays for private music lessons for one academic school year (a maximum of 16 hours of lessons). Payments are made directly to the teacher at the standard or typical price for lessons in the Richardson ISD. If the student's teacher charges more than the typical price or if the student takes lessons at a higher-than-usual frequency, the student is responsible for the difference.

The sole purpose of the Sarah Betz Scholarship Fund is to provide for private instrumental music lessons. When the fund can no longer support private lessons for the next full school year, the scholarship terminates and the remaining assets transfer to the fund endowing JJPHS band concerts at the Meyerson Symphony Center or a successor fund. If such a fund no longer exists, the band director, in consultation with the principal, determines the final disposition of the remaining assets.

Independent identity of the Sarah Betz Scholarship Fund is maintained throughout the life of the fund, and the assets are invested in interest-bearing monetary instruments.

Annually, a statement of the Sarah Betz Scholarship Fund showing the previous year's beginning and ending balances, income, and expenses is shared with Sarah's parents, George and Kathy Betz, or with Sarah's sister and brother, Anne Betz Mitchell and David Betz. The Betz Family is responsible for maintaining contact with the fund administrators.

- b) Special Rules for The PABC Financial Aid.
  - (i) The PABC Financial Aid(s) shall be awarded primarily on the basis of financial need.
  - (ii) Recipients shall receive written notice of their Financial Aid.
  - (iii) Financial Aids given to feeder school band students will be paid directly to the institution, company or instructor.
  - (iv) Monies awarded for private instruction will be determined by the pay scale rate for RISD private lesson teachers, except in the case of a specialized visiting instructor. Monies awarded for instruction from a specialized visiting instructor will be determined by the Financial Aid committee providing funds are available.
  - (v) Recipients who receive Financial Aid monies for private instruction can use only the instructors from the RISD and/or Pearce High School Band Director's approved list.
  - (vi) Upon graduation or withdrawal from the band program, a refund may only be given to the extent the refundable balance of the assessments account exceeds the cumulative amount awarded in Financial Aids.
  
- c) Special Rules for The Meyerson Fund Scholarship.
  - (i) Recipient(s) shall be a graduating senior in good standing in one of the J.J. Pearce High School bands that desires to advance their music education in an institution of higher learning.
  - (ii) Recipient(s) shall have demonstrated high levels of musicianship, leadership, and character during their enrollment in the J.J. Pearce High School Band.
  - (iii) Award of the Meyerson Fund Scholarship(s) will be announced at the annual Band Banquet.
  - (iv) The scholarship recipient(s) shall provide proof of enrollment, in the study of music, at an institution of higher learning. Upon receiving the proof, scholarship monies shall be dispensed directly to that institution.

- d) Special Rules for the Amy Burgess Endowment.
  - (i) The Amy Burgess Scholarship, available only to Richardson North Jr. High band students, shall be awarded on the basis of financial need.
  - (ii) Recipient(s) shall have exhibited a desire to advance as a musician through private study.
  - (iii) Recipient(s) will receive notice of their scholarship by mail.
  - (iv) Upon receipt of a Burgess Scholarship, the recipient shall write a letter of thanks within 60 days to Mr. and Mrs. Wayne Burgess with a copy to the scholarship committee.
- 5) Committee.
  - a) The Financial Aid Committee shall consist of the Financial Aid Director as chair, the President, the Assessments Director, and two members-at-large. Two alternate members-at-large will also be chosen. If a member of the committee anticipates applying or applies for any Financial Aid, they may no longer serve on the Financial Aid Committee.
  - b) The members-at-large and alternates shall be elected by the membership at the annual meeting.
  - c) The committee shall review the Financial Aid applications. The Financial Aid committee shall have the final decision in selection of the Financial Aid recipient(s).
  - d) All information presented to the committee, as well as deliberations concerning the applications, shall remain confidential.
  - e) The Financial Aid Committee will meet a minimum of twice yearly.

RULE V Specific Purpose Funds.

- 1) Student Assessments Carry Forward.
  - a) These are assessments collected from prior years that may be carried forward by an underclassman in their account or in a sibling's account.
  - b) These assessments can also be donated or abandoned by former band students. The Board of Directors may disburse these funds at their discretion.
  - c) These funds shall be accounted for separately in the financial reports of the club.
- 2) PABC may establish one or more Special Fund Accounts for the purpose of establishing reserves for periodic purchases of capital items or other obligation that have been approved by the Board of Directors.

RULE VI Reimbursement Procedures.

- 1) Expenses approved for reimbursement shall comply with the following procedures.
  - a) Expenses may be approved for reimbursement provided funds are designated in the budget for that purpose and are available.
  - b) Expenses cannot be incurred without prior approval of the Board of Directors. Line items on the approved budget constitute prior approval of the Board of Directors.
  - c) A check request form and original receipt shall be submitted to the Treasurer for reimbursement within thirty (30) days following the expense.
  - d) Reimbursement for expenses that can be covered by another source will not be approved.
  - e) Sales tax shall not be reimbursed.
  - f) In cases of incurred travel expenses, advanced payment(s) for transportation and lodging can be made directly to the business upon verification of the reservation.

- g) Registration fees can be paid in advance to an organization.

#### RULE VII Travel Policy.

Band directors and/or qualified Pearce band students may request reimbursement for his/her travel expenses provided funds are designated in the budget for that purpose and are available. Partial or full reimbursement may be approved for transportation, food and lodging. Refer to Rule VI for reimbursement procedures.

#### RULE VIII Reimbursement for Conventions.

- 1) The band director(s) and/or qualified band students of the Pearce band program, may request reimbursement for his/her expenses provided funds are designated in the budget for that purpose and are available.
- 2) To receive reimbursement, they shall attend all appropriate sessions & workshops of the convention.
- 3) Reimbursement shall be made for registration, transportation, food and lodging.
- 4) Refer to Rule VII for reimbursement procedures.

#### RULE IX Staff Development, Training, and Leadership Camp.

- 1) The PABC supports staff development, training and leadership courses for its members and band students.
- 2) Any member or band student wishing to attend training/camp, that will benefit the Pearce Area Band Program, shall obtain approval from the Board of Directors.
- 3) Non-approved training/camp shall not be eligible for reimbursement.
- 4) Reasonable expenses shall be reimbursed for registration, transportation, food and lodging provided funds are designated in the budget for that purpose and are available.
- 5) Refer to Rule VII for reimbursement procedures.
- 6) Approved member or student must attend all classes and workshops for which he/she has registered.
- 7) The member or student shall make a report to the Board of Directors concerning the training and its benefits to the Pearce Area Band Program.

#### RULE X Retained Funds.

- 1) At the end of the fiscal year, all excess monies from the general operating fund (as defined by the combined budgets of the Board, the Mustang Band, the North Band, and the Parkhill Band) shall be disbursed or transferred to restricted funds by recommendation of the Finance Committee and approval by the Board of Directors. A minimum of \$1,000.00 shall be carried forward for the following year's interim budget. Restricted funds will be accounted for separately in the financial statements.
- 2) Restricted funds may either be permanent or temporarily restricted in accordance with generally accepted accounting practices and 501 (c) 3 guidelines.

#### RULE XI Trip Chaperones.

- 1) Trip chaperones for all major trips shall include the following:
  - a) up to two Travel Directors to carry out the travel arrangements;
  - b) up to two second-VP (Chaperones), to serve as head chaperones and to coordinate all chaperone responsibilities; and
  - c) one equipment coordinator appointed by the head chaperones, to manage the transportation of band equipment.

- 2) The number of additional major trip chaperones required will be based on RISD student-to-chaperone ratio requirements.
- 3) The President, the Second-VP, and Travel Director will form a committee to determine criteria for selecting additional major trip chaperones. The committee will publish the criteria at the fall general meeting.

RULE XII Student Assessments, Credits, And Refund Policy.

- 1) Assessments.
  - a) Assessment amounts are determined in August of each year or as reasonably practical thereafter and include:
    - (i) mandatory registration fees determined by the band directors and PABC Social Chairperson;
    - (ii) mandatory operation fees determined by the band director; and
    - (iii) for those participating, trip fees determined by the Travel Chairperson.
  - b) Statements will be mailed to students at least twice yearly by the Assessments Director indicating the student's total assessment and credits to date.
- 2) Payments.
  - a) Payments will be credited in the following order:
    - (i) unpaid prior year's assessments
    - (ii) registration fees
    - (iii) operations fees
    - (iv) trip fees
  - b) Previous year carryover will be applied in the following order unless requested otherwise:
    - (i) operations fees
    - (ii) trip fees
  - c) In order to comply with the PABC's 501(c)(3) designation, the PABC cannot accept cash and /or check donations intended to benefit a specific student.
  - d) End-Of-Year Carryover.
    - (i) Student assessments credits/debts will be carried forward to the following year.
    - (ii) Seniors (or students who drop band before senior year) can transfer their full balance (including service recognition) to a sibling who will be in the high school program the following school year.
    - (iii) Transfer of excess student assessment credits to a non-family member is not allowed.
  - e) Refunds.
    - (i) Registration and Operation assessment payments are not refundable.
    - (ii) Refund letters will only be sent to graduating students. Other students wishing to receive a refund must submit a written request to the Assessments Director before the end of the fiscal year.
    - (iii) Only the cash amount paid into a student's assessment account can be refunded.
    - (iv) Refunds, up to the limit of the cash paid, can be given in the event:
      - (a) a student does not go on a trip but has already made trip payments, up to the recoverable amount available;
      - (b) the trip comes in under estimated amounts;
      - (c) overpayment of the assessment amount;

;

- f) Refunds are done soon after school ends or with written permission from the PABC President.
- g) Students will not be eligible for a refund will not be given to students who received a PABC private lesson scholarship or trip scholarship unless the cash payment into the student's assessment account exceeds the student's assessments for the year. The amount of the refund will be equal to the cash payment in excess of that year's assessment amount.

RULE XIII Accounting Processes for the Treasurer and Associate Treasurers.

- 1) The following division of responsibilities among the three treasurers was established to provide an adequate system of checks and balances for proper internal control and to level the workload among the three treasurers.
  - a) Check Processing.
    - (i) Approved check requests and the associated receipts and supporting documents should be submitted to the Associate Treasurer A in a timely manner.
    - (ii) The Associate Treasurer A will verify each invoice for accuracy and to ensure that they match the check request.
    - (iii) All checks should be computer generated if possible.
    - (iv) Two authorized signatures are required on all checks.
    - (v) The Associate Treasurer A will process check requests once a week and will mail or distribute the checks within six (6) days after that.
    - (vi) The check request and invoices will be maintained by the Treasurer.
  - b) Deposit Processing.
    - (i) The responsible committee chairperson or director will submit their deposits to the Associate Treasurer B, who will verify the deposits for accuracy.
    - (ii) Associate Treasurer B will take the deposits to the bank in a timely manner.
    - (iii) Associate Treasurer B will forward the copies of the deposits with the bank receipts to the Treasurer.
    - (iv) Treasurer shall prepare any required correspondence for NSF checks.
  - c) Monthly Bank Reconciliation.
 

The Treasurer will reconcile the bank statements each month. Monthly bank statements shall be reviewed by the 1<sup>st</sup> Vice President or such other officer as designated by the President provided such officer shall not have check signing authority.
  - d) Preparation of Financial Statements.
    - (i) The Treasurer will prepare the monthly financial statements which shall be presented to the Finance Committee.
    - (ii) The Finance Committee will review the monthly financial statements prior to presenting them to the full board.
  - e) Accounting Records and Backups.
    - (i) Copies of checks, check requests, invoices, deposits, and bank statements will be maintained by the Treasurer.
    - (ii) Treasurer shall provide a backup system to allow for recovery of data in the event of failure of the primary system.

Organized 1968  
Amended May, 1994  
Revised March 23, 1999  
Incorporated March 26, 1999 Charter # 01529260  
Reviewed & Amended May 18, 2000  
Revised & Amended May 13, 2003  
Amended May 11, 2004  
Revised & Amended May 17, 2005  
Revised & Amended \_\_\_\_\_

## The Sarah Betz Scholarship

Purpose: To encourage excellence in the JJ Pearce High School band program and to honor the memory of Sarah Betz, Class of 1998.

Description: The Sarah Betz Scholarship provides for private music lessons for one school year to a JJ Pearce High School 11th- or 12th-grade student who has a record of academic excellence, musical achievement, and exemplary citizenship.

### Rules

#### Student Eligibility

1. To be eligible for the scholarship, a student:
  - Has at least 2 and not more than 4 full semesters remaining before graduation
  - Is in the top 15% of his or her class
  - Is a member of the top band at JJ Pearce High School
  - Displays good citizenship at home, at school, and in the community
  - Took private lessons throughout the most recent school semester
2. A student who has been awarded the scholarship once is ineligible to receive it a second time.

#### Awarding (and Revoking) the Scholarship

3. Before the beginning of each school year the JPHS band director, in consultation with the JPHS principal, selects a student to receive the Sarah Betz Scholarship.
4. Only one student may hold the scholarship at one time.
5. The band director, in consultation with the principal, may revoke the scholarship if the student:
  - Voluntarily drops band or is expelled from band
  - Voluntarily discontinues private lessons
6. If the student holding the Sarah Betz Scholarship abandons the scholarship after the start of the school year, the scholarship remains open until the following school year. If the scholarship is abandoned prior to the start of the school year, the band director and the principal may choose to name another student to receive the scholarship.

#### Responsibilities of the Scholarship Winner and the Band Director

7. While holding the scholarship, the student, known as the Sarah Betz Scholar, is expected to:
  - Take private lessons during the entire school year (2 semesters)
  - Participate in the school district's solo and ensemble festival (or festivals)
  - Audition for All-Region Band
8. The JPHS band director emphasizes the significance of the Sarah Betz Scholarship by announcing the winner at a public forum, such as the annual yearend band banquet.
9. The band director identifies the Sarah Betz Scholar in concert programs during the year.
10. The band director strives to feature the student's musicianship in at least one concert during the school year.
11. The band director ensures that the student's name is added to a plaque identifying all Sarah Betz Scholarship winners.

## Managing the Scholarship Fund

12. The Sarah Betz Scholarship pays for private music lessons for one academic school year (a maximum of 16 hours of lessons). Payments are made directly to the teacher at the standard or typical price for lessons in the Richardson ISD. If the student's teacher charges more than the typical price or if the student takes lessons at a higher-than-usual frequency, the student is responsible for the difference.
13. The sole purpose of the Sarah Betz Scholarship Fund is to provide for private instrumental music lessons. When the fund can no longer support private lessons for the next full school year, the scholarship terminates and the remaining assets transfer to the fund endowing JJPHS band concerts at the Meyerson Symphony Center or a successor fund. If such a fund no longer exists, the band director, in consultation with the principal, determines the final disposition of the remaining assets.
14. Independent identity of the Sarah Betz Scholarship Fund is maintained throughout the life of the fund, and the assets are invested in interest-bearing monetary instruments.
15. Annually, a statement of the Sarah Betz Scholarship Fund showing the previous year's beginning and ending balances, income, and expenses is shared with Sarah's parents, George and Kathy Betz, or with Sarah's sister and brother, Anne Betz Mitchell and David Betz. The Betz Family is responsible for maintaining contact with the fund administrators.

March 1, 2005

## **Guidelines for Meyerson Concert Proceeds**

### Intent of the Gift

It is the intent of the gift to:

1. Continue the Meyerson concert series on an annual basis.
2. Create other performing, artistic and educational opportunities for the members of the J. J. Pearce H. S. Band.
3. Encourage participation in the high school band.
4. Express appreciation to the directors for their teaching and leadership. It is not the intent to use the proceeds of the Meyerson concert for general Band Club expenses.

### Guidelines for the Concert

1. Ticket should be available at a moderate price to encourage attendance.
2. PABC members should be given special consideration in price and seating priority.
3. RISD personnel should be encouraged to attend and given priority when appropriate.
4. The concert is to be programmed by the directors with artistic and educational goals given first priority. The program is not to be used as a promotional event.

### Guidelines for Funds

1. All interest accrued should be returned to the Meyerson Fund.
2. Monies generated may be used for all expenses associated with the concert. Examples include promotional expenses, instrument rental, music fees, royalties, labor fees, guest artist expenses and fees, and other expenses which would enhance the educational or artistic quality of the program.
3. Monies may be spent to create additional educational and artistic opportunities if the funds are sufficient to do this without endangering the perpetuation of the concert series. Examples of this type of expenditure include student scholarships, guest artists or clinicians for other events, commissioning new works for winds and percussion, and contributing toward expenses for other performing opportunities.
4. Advertising, licensing fees, and other monies generated by the concert will be returned to the Meyerson Fund.