

Standing Rules - McMinnville Band Parent Organization (MBPO)

Name

The name of this organization shall be McMinnville Band Parent Organization (MBPO) and it shall be a committee subsidiary to and part of the McMinnville Music Boosters and McMinnville Education Foundation, Inc. and is governed by the Bylaws of the McMinnville Music Boosters.

Purpose

The purpose of the organization shall be:

- A. to enhance musical education through fundraising, making financial contributions to and advocating for band music programs in School District 40;
- B. to promote education, communication, and understanding among the students, families, faculty and community of the McMinnville Schools;
- C. to enlist parental and community support for the schools' band and auxiliary programs; and
- D. to aid the schools in projects and public information as it relates to the schools' band and auxiliary programs.

Policies

- A. The activities of the organization shall be education, fund raising, committees, and projects.
- B. The organization shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the organization nor the names of its officers in their official capacities shall be used in connection with any commercial concerns.
- C. The organization shall not seek or seek to direct the administrative activities of the school district or to control its policies.
- D. The organization may cooperate with other agencies and organizations active in child welfare such as conference groups or coordination councils, provided that no commitments shall bind the organization beyond the current year.
- E. No substantial part of the activities of the organization will include electioneering in connection with ballot measures, and under no circumstances shall the organization engage in political activity either for or against any candidate for public office.
- F. Any income of the organization shall be used solely for the benefit of the McMinnville School District's Band and Auxiliary programs.
- G. The Band Director(s) shall establish any participation fees for students.

Non-Discrimination

The organization shall not discriminate based on age, race, sex, ethnic background, religion, national origin, gender, or sexual orientation.

Membership

The membership consists of all parents/guardians of students who are active members of the band or auxiliary programs at McMinnville Schools for all or part of the academic year. The membership year shall be from July 1 through June 30. Additional members shall be accepted at any time. All members are

eligible to vote at general meetings. There are no dues required for membership. All members are encouraged to provide a current email address and phone number to the MBPO Communications Chair.

Quorum

The Quorum for this organization shall be 2/3 of voting members present at any general meeting or 5, whichever is greater.

Officers

The officers of this organization shall be: President, Vice President, Secretary, Treasurer, Committee Chairs and other officers as approved by the General Membership. One person may hold two or more offices except the offices of President and Secretary.

Officer nominations for the following fiscal year shall be submitted at the April general meeting. Elections will be held by secret ballot during the May meeting. Officers shall assume their duties July 1st.

To run for an office or vote in an election, you must be a member of the MBPO and must have attended at least one MBPO meeting prior to the May election.

The duties of Officers shall include, but are not limited to the following:

The President shall: (1) preside at all general membership and officer meetings; (2) coordinate the organization's activities with the Band Director(s); (3) represent the MBPO at McMinnville Music Booster meetings; (4) ensure implementation of the organization's purpose.

The Vice President shall: (1) assist the President and serve as President in his/her absence; (2) assume other duties as necessary and/or as directed by the President; (3) attend officer and general meetings and additional meetings as necessary.

The Secretary shall: (1) record minutes of officer and general meetings and any additional meetings as requested; (2) send electronic copy of the minutes to the Communications Chair and maintain a permanent copy on file; (3) maintain a hard copy and an electronic file of the organization's Standing Rules for seven years; (4) assist with other correspondence as needed.

The Treasurer shall: (1) maintain custody of financial records and protect the financial assets of the organization; (2) keep up-to-date records of all income and expenditures on behalf of the MBPO and make them available to the McMinnville Music Boosters and MBPO members upon request; (3) deposit or transfer in a timely manner to the Treasurer of the McMinnville Music Boosters all income received on behalf of the MBPO; (4) coordinate disbursement of funds according to organization policy; (5) maintain an accurate accounting of all financial activities according to General Accounting Practices; (6) maintain a hard copy and electronic copy of the organization's financial records for seven years, including regularly created backup files; (7) prepare a summary income and expense report for the general membership meetings.

The Communications Chair shall: (1) maintain a current roster of students, parents and other members as applicable; (2) ensure the minutes of officer and general meetings are posted on the Band Website(s); (3) ensure a weekly Band and Auxiliary schedule is posted on the Band Website(s).

Meetings

Regular (general) meetings of this organization shall be held on the 2nd Tuesday of each month at 7:00 pm in the McMinnville High School band room. Officer and committee meetings of this association shall generally meet on an as-needed basis.

Business to be discussed should be submitted to the MBPO president at least 2 days prior to the next meeting. If brought up at the meeting, the president will decide (based on availability) if said business will be discussed at that meeting.

Order of Business

The order of business for the meetings of this organization shall be:

- Call to Order
- Secretary's Report
- Treasurer's Report
- Director's Report
- Committee Reports
- New Business
- Unfinished Business
- Announcements
- Adjournment

Committees

This organization may elect or appoint Standing Committees and Special Committees as needed. A committee may consist of one or more persons. Committees may include but are not limited to: Communications, Budget, Fundraising, Uniforms, Props, Food, Volunteers, Spirit.

Fiscal Year

The organization's fiscal year shall run from August 1st to July 31st.

Funds

General Funds

The Budget Committee, consisting of the Treasurer, President, Band Director(s) and other interested members shall propose a budget for the upcoming fiscal year and present it to the General Membership for approval at the May meeting.

Approval of a specific program or fundraising project by the General Membership constitutes approval for payment of all bona fide bills associated with that program.

Disbursements on behalf of the MBPO shall be made by check written by the McMinnville Music Boosters. Two (2) signatures are required on all checks.

Anytime money is counted, at least two (2) MBPO members must be present.

General Funds (continued)

Form W-9, Request for Taxpayer Identification Number and Certification shall be kept on file for all persons providing services to the MBPO and made available to the McMinnville Music Boosters and/or McMinnville Education Foundation upon request.

Student Funds

All monies received by the MBPO on behalf of band and/or auxiliary student accounts shall be transferred to the school Student Accounts Bookkeeper in timely manner.

Annual Financial Review

A financial review shall be conducted once each year, and not later than 60 days after the close of the fiscal year. The review shall be conducted by two or more members of the MBPO not including the Treasurer. A written copy of the review shall be provided to the Treasurer of the McMinnville Music Boosters and be made available to any voting member upon request.

Dissolution

In the event that the general membership elects to create a legal entity for the MBPO separate from the McMinnville Music Boosters, all MBPO funds held by the McMinnville Music Boosters shall be transferred in a timely manner to the new organization.

In the event that the general membership elects to dissolve the MBPO, all MBPO funds held by the McMinnville Music Boosters shall become part of the McMinnville Music Boosters general fund.

Amendments

These standing rules shall be made available at all general meetings by the Secretary and will be read by request at any meeting. They may be amended or rescinded by a quorum vote at any general meeting with subsequent approval of the McMinnville Music Boosters.