

## **John Pritchard Band Parents' Association (JPBPA)**

### **CONSTITUTION**

#### **Mission Statement**

To promote, encourage and support the band program at John Pritchard School.

#### **Membership**

Shall consist of parents/guardians of students in the John Pritchard band program.

#### **Executive Officers**

- President
- Vice-president
- Treasurer
- Secretary
- Parent representatives – Grade 7, 2 parents; Grade 8, 2 parents; Grade 9, 2 parents
- Uniform co-ordinator (1)
- Concert co-ordinator(s) (max. 2)
- Grade 8/9 band trip co-ordinator(s) (max. 2)
- Fundraising co-ordinator(s) (max. 2)
- Volunteer co-ordinator(s) (max. 2)
- School representatives (non-voting) - band director(s)
- School administrator

#### **Duties of Officers**

All executive officers are expected to attend monthly meetings and assist in other areas as required

#### **President**

- Oversees all aspects of JPBPA
- Acts as liaison between band director(s), administration, executive officers and general membership
- Chairs and sets agenda for all executive and general meetings

#### **Vice-president**

- Assists the president in their duties
- Fulfils president's duties, if the president is unable to fulfil them

#### **Secretary**

- Records and distributes the executive minutes of all meetings
- Maintains a record of all correspondence, reports, etc., to maintain a comprehensive record for practical and historical purposes

## **Treasurer**

- Keeps full, accurate accounts of all receipts and disbursements
- Deposits all monies to the credit of JPBPA in a financial institution, as designated by the executive
- Renders a current financial statement at all meetings
- Brings forward a projected budget to the March meeting each year
- Surrenders all financial materials at the fiscal year end for an annual audited/unaudited (informal) statement – the executive will chose/approve the auditor

## **Parent Representatives**

- Assist the fundraising co-ordinator, as needed

## **Uniform Co-ordinator**

- Compiles and keeps a record of t-shirt, cummerbund and bow tie inventory (items for sale and JPBPA uniforms)
- Orders and collects monies for t-shirts, cummerbunds and bow ties

## **Concert Co-ordinator(s)**

- Co-ordinate all aspects of the winter and spring concerts, excluding the onstage performance, in partnership with the band director(s)

## **Grade 8/9 Band Trip Co-ordinators**

- Co-ordinate all aspects of the band trip, in partnership with the band director(s) and school administrator

## **Fundraising Co-ordinator**

- Oversees and implements fundraising events, as deemed necessary by the executive

## **Volunteer Co-ordinator**

- Acts as liaison/resource between the band program and JPBPA
- Attains volunteers, as needed for:
  - Concerts – as determined by the concert co-ordinator(s)
  - Optimist Festival – as determined by the band director
  - Fundraiser(s) – as determined by the fundraising co-ordinator(s), school representatives and band director(s)

## **School Administrator**

- Acts as liaison/resource between the administration and JPBPA

## **Fiscal Year**

The fiscal year is July 15 to July 14 of the following year.

## **Meetings**

A general meeting is held to correspond with the John Pritchard School open house. This meeting, as well as being informational, is to determine the executive officers for the current school year. Executive meetings are held monthly from September to June, or as deemed necessary. Meeting dates are determined by the current executive.

## **Quorum**

Quorum will be a simple majority of the executive for Executive meetings and a simple majority of those in attendance for general meetings.

## **Signing Authority**

Signing authority is given to the president, vice-president and treasurer. Signatures of the treasurer and president, or treasurer and vice-president are required.

## **Nominations**

At the last meeting of the school year, a proposed slate of officers may be put forward for consideration for the upcoming executive term. Elections take place at the open house general meeting to establish the current year executive officers. Nominations and volunteers are accepted from the floor.

## **Amendments**

The constitution will be reviewed annually. Any changes are to be presented to the general membership in early September, prior to the general meeting. Recommendations for alterations and amendments will be received in writing from any member at least one week prior to the general meeting.