

UPPER DARBY BAND OF PARENTS (UDBOP) CONSTITUTION

Article I – Name

The name of the Association shall be the Upper Darby Band OF Parents (hereafter referred to as “UDBOP”).

Article II – Purpose

The primary purpose of UDBOP is to assist the UD Band director, in the development of excellence in music education and performance skills for our member musical programs in Upper Darby High School. UDBOP accomplished this through providing financial, logistical, and moral support to all activities of the UDBOP member programs that include marching band, concert band, wind ensemble, jazz ensemble, color guard, and indoor percussion.

Article III – Membership

Section 1. Membership Eligibility

All parents and guardians of student participants of the UDBOP member programs which include color guard, concert band, marching band, jazz ensemble, wind ensemble, and indoor drumline are automatically eligible. Eligibility for membership not automatically available may be made available at the discretion of the UDBOP Executive Board. Ideally each position would be best served if we can enable co-presidents, directors and chairs in order to support a smooth transition of arriving and leaving officers and coordinators.

Section 2. General Membership Voting

The privilege of voting is given to all active members in good standing* of UDBOP who are in attendance of the meeting at which the vote is being taken. The sole exception will be in the area of budgetary concerns. These issues will be voted upon by the Executive Board, and the result of the vote will be presented at the general meetings. Speaking from the floor and engaging in debate shall be open to all.

**For purposes of these bylaws, a “member in good standing” is defined as a person whose membership dues are paid in full or current per a payment schedule approved by UDBOP Board including written requests made for financial assistance and approved by UDBOP Board.*

Section 3. Executive Board

The UDBOP Executive Board is defined as the officers appointed by the UDBOP President in consultation with the Band Director. At executive meetings only Board members can vote by one vote for each appointed position.

Article IV- Officers

Section 1. The business of the Association shall be managed by an Executive Board. The Executive Board shall be composed of the officers. The officers shall be appointed by the UDBOP President in consultation with the Band Director. An appointed officer can be an individual or group of individuals appointed to fill an office as defined in the Constitution. Each office on the Board represents one vote.

The officers shall be a President, a First, Second, Third and Fourth Vice-President, a Corresponding Secretary, a Recording Secretary, and a Treasurer. The Band Director shall be (an) ex-officio members of the Executive Board.

Duties of Officers

Section 1: The President shall:

- a. Preside at General and Executive Board meetings
- b. Serve ex-officio on all committees.
- c. Call and preside at any special meeting of the Association
- d. Make other appointments as required.
- e. Review and audit financial records.

Section 2: The Treasurer shall:

- a. Receive all monies and make disbursements.
- b. Maintain accurate accounts which shall be available for inspection upon request.
- c. Present the records for the annual audit.
- d. Produce, by June 30 each year, a line item cost by major category of annual operating costs of the Band.
- e. Receive proposed budget from Band Director for review and approval by the Executive Board by July 31 of each new school year.
- f. Maintain the student account records.

Section 3: The Director of General Fundraising shall:

- a. In the absence of the President, perform the duties of the President.
- b. Direct and coordinate all general fundraising, such as corporate solicitations and special events that benefit the general fund.

- c. Ensure that the band has adequate funds to meet any financial commitments that the executive board commits to.
- d. Present records for annual audit.

Section 4: Director of Student Fundraising shall:

- a. Oversee all student fund raising activities.
- c. Schedule at least one student fundraiser every eight weeks.
- d. Present records for annual audit.

Section 5: The Director of Tech Crew shall:

- a. Oversee maintaining and repairing all equipment needed by various instrumental programs.
- b. Oversee the design and building of the “props” for the Marching Band and Indoor Drumline. As requested by the Band Director.
- c. Solicit volunteers with the help of the volunteer coordinator needed to accomplish these tasks.

Section 6: The Recording Secretary shall:

- a. Keep the minutes at all meetings.
- b. Issue notices of all meetings with the approval of the President.
- c. In case of vacancy, fill the office of Treasurer until a special election is held.

Section 7: The Corresponding Secretary shall:

- a. Notify the public, community, school, alumni, etc. of all events and competitions and maintain all records of student and parent phone numbers and e-mail addresses.

Section 8: Director of Chaperones shall:

- a. Recruit school district approved volunteers and coordinate guardians for all events requiring student supervision during the school year.

Section 9: The offices of the President and Treasurer, shall be designated as authorized check signers.

Duties of Committee Members

Spirit Wear Coordinator shall:

- a. set up all spirit wear sales sold at the football games and band events.
- b. put together orders with the school district approved vendors in coordination with the treasurer

Concessions Coordinator shall:

- a. Oversee concessions for all football games, band events, and concerts during the school year.
- b. Solicit volunteers with the help of the volunteer coordinator for all concession’s events.

- c. Be responsible for purchasing supplies and inventory controls.
- d. Recruit volunteers and oversee the set-up of a Hospitality Room, when necessary
- e. Solicit student volunteers with the NHS Teacher and Band Director.

Section 3: Volunteer Coordinator

a: Create Sign Up Genius to support the various band events based on request of Band Director, President, Board Directors and other Committees.

Article V -

Appointments Appointments shall be made at the May General meeting.

Section 1: Terms of officers and standing committee heads shall be one year. No members shall hold the same office for more than three consecutive years. If no eligible members are available to replace a committee head, an allowance may be granted by the executive board for an extension of time.

Officers must have a student in a group noted above in Article II. In the absence of qualified candidates, the executive board may approve eligibility for committee heads outside the automatic eligibility granted to parents/guardians.

Section 2: The new officers shall assume their duties at the June meeting of the Executive Board.

Article VI – Meetings

Section 1. There shall be at least 6 general meetings per year. When called, the General Meetings will be held on the third Monday of the month.

Section 2. Executive Board meetings shall be held once a month.

Section 3. A special meeting may be called by the President when needed.

Article VII – Amendments/Revisions

The Constitution may be amended and/or revised at any meeting of the Association by a two-thirds vote of all those members present at the meeting, after a reading of the proposed amendments and/or revisions has been given at one previous meeting or notification by mail. This Constitution, and its by-laws, shall be distributed by the President at the September meeting each year.

All proposed amendments and/or revisions shall be submitted to the Executive Board in writing for consideration at least thirty (30) days prior to a general meeting.

Article VIII

The Band Director, as ex-officio members, staff, or any Board member do not have the authority to commit UDBOP to the Expenditure of Funds beyond that which has been approved by the Executive Board in advance.

Article IX

All Board meetings must be held in accordance with “Robert’s Rules of Order”. Members must conduct themselves in accordance with school district policies. Any Board member found in violation can be removed from the office by a three-quarter majority vote of the Executive Board.

Article X Student Accounts

Section 1:

- a. Monies earned through Student Fundraising will be held in a personal account for every student that participates. This money is to be used for any Upper Darby High School musical activity that requires a fee.
- b. Any funds remaining in this account, upon termination of participation in any and all music programs or graduation from Upper Darby, become the property of UDBOP.
- c. Deposits to this account come solely from fundraising.

Section 2: A second account may be created for any student wishing to make deposits towards trips and future dues. This account would be refundable, as deemed appropriate.

Section 3: At the discretion of the Band Director and Board, these accounts may remain active for siblings for up to three years. A remaining balance may be transferred to another student, with a written release. Otherwise, the remaining balance becomes the property of UDBOP.

Section 4: Any debt that is more two weeks overdue will be deducted from the above accounts. The fundraising account will be debited first, if funds are available. Residual debt will be deducted from the personal account if funds are available.

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