

H. L. Richards Music Parents Association Operating Guidelines

Article I

Objective

To support and promote excellence among students and faculty at H.L. Richards High School, including, but not limited to, areas of education, music and drama, and extra-curricular activities pertaining to music and drama.

Article II

Membership

Any Parent or Guardian of an HLR student is welcome to be a member of the **Performing Arts Parents Association** as long as they have at least one student who is enrolled in a HLR Music Department, Drama/Speech Activity, a music or drama performance class, or the student is a member of a performing ensemble *in either music or drama*.

Additionally, a parent with an 8th grade student who will be attending Richards High School one year after a current student (older sibling) has graduated, and if the 8th grade student participates in a music or drama program at the high school level, then that student may participate in fundraising activities. The parents will not have voting rights or be able to chair a committee until the 8th grade student attends Richards High School.

A parent who does not have a music or drama/speech student may volunteer their time to the Performing Arts Parent Association but shall be a non-voting member and cannot hold an office or be a committee chair. Only an HLR Music/Drama Student can have a travel account.

Article III

General Membership Meetings

The organizational meeting time, date and frequency will be determined at the beginning of each school year.

Article IV

Voting Body

(a) The voting body of this organization shall consist of all members in attendance at a meeting in which a vote is deemed necessary.

- (b) Nine members of the organization, of which two must be Officers and one must be a Faculty Representative, shall constitute a quorum.

Article V

Executive Board Officers

- (a) There shall be elected by the members, the following Executive Board Officers:
1. **President**
 2. **Vice President**
 3. **Secretary**
 4. **Treasurer**
 5. **Concessions Coordinator**
 6. **Public Relations Coordinator**
- (b) All Faculty Representatives will serve on the Executive Board. As Drama/Speech have multiple coaches and directors, one Drama/Speech faculty member shall be the main representative. Other speech and drama coaches can represent/attend meetings/events as needed, but should be limited to head coaches or experienced directors.
- (c) Each officer shall hold office for the term of one year.
- (d) **The President shall:**
1. Preside at all meetings of the Music Parents Association;
 2. Be a member ex-officio of all committees;
 3. Appoint members to special committees;
 4. Delegate the work of the organization to other officers or chairmen as may be appropriate.
- (e) **The Vice President shall:**
1. Act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to serve.
 2. Will oversee performing arts fundraising projects.
- (f) **The Secretary shall:**
1. Record the minutes of all meetings;
 2. Pass around an attendance sheet at all meetings;
 3. Help to prepare the agenda together with the Band, Choir, and Drama as well as the President if and when asked to do so.
 4. Conduct correspondence as delegated, including reminders of meeting.
- (g) **The Treasurer shall:**
1. Receive all monies of this organization and keep an accurate record of receipts and expenditures.
 2. Place all monies in activity accounts under the control and direction of CHSD 218.

3. Present a verbal financial statement at every meeting of the organization.

(h) **Concessions coordinator shall:**

1. Organize and oversee concession stands that performing arts parent association supports.
2. When needed, will send out emails to get donations and personnel to run concession stand
3. Maintain stock inventory of products for sale in concessions

(i) **Public Relations coordinator shall:**

1. **Coordinate with faculty on promoting/advertising performances of the HLR performing arts.**
2. **Coordinate with the District 218 public relations person and garner community and business support for the music and drama programs.**
3. **Perform Other duties as assigned by the executive board (NEW)**

(j) **The Faculty Representatives shall:**

1. Be the liaison between the Music Parents Executive Board and the HLR Administration.

(k) The executive board should be made up of parent representatives from band choir and drama/speech on the Executive Board. There should be a minimum of one executive board member from each program. Membership should not exceed three members from a given program (band, drama, choir) unless an executive board member has an active student or students in multiple groups.

Article VI

Operating Guidelines

(a) Membership will vote to approve these guidelines at the beginning of each school year.

(b) Any proposed amendment(s) to these guidelines may be introduced by any member at a regularly scheduled meeting. Amendment(s) can be introduced at the first meeting as an informational item. At the next monthly meeting the new amendment(s) will be voted on.

Article VII

Fundraising Activities

(a) Projects to be undertaken by the membership for that particular year need to be submitted to the Executive Board and approved by the HLR Administration.

(b) The Executive Board will vote on all fundraising activities and money distribution from said activity.

- (c) Leadership for each fund-raising activity will be responsible for giving a brief report to the membership at the next meeting following the event
- (d) All contracts for fundraising activities shall be signed by the Faculty Representative and/or an HLR Administrator.

Article VIII

Distribution of Funds

- (a) All monies shall be held in activity accounts under the control and direction of CHSD 218.
- (b) All equipment purchases funded by this group remain the property of CHSD 218.
- (c) No loans shall be incurred on behalf of the group and no evidence of indebtedness shall be issued in the name of the group.
- (d) All remaining monies in the Trip/Travel Fund designated for a non-returning band/choir student shall revert to the General Trip/Travel Fund. No student account monies from fund raising activities may be refunded.
- (e) An exception to (d) above will be made if a younger sibling (in 8th grade in the subsequent year) attends H. L. Richards High School and participates in the band, choir, or drama. There will be a 4-year window here the monies mentioned above can be added to the younger sibling's account upon request. Each May, notice will be sent out to seniors and parents of seniors. If a sibling will enter HLR after the 4-year window has expired, the 'transferring monies' form must be returned stating what year the younger sibling will enter HLR. If the family fails to return the form, then, after 4 years, the remaining monies will be placed in the Performing Arts Parent Association general account and transfers will not be made. No exceptions to this policy will be made.
- (f) If a student transfers to another school/school district he or she would be allowed to obtain the money in their trip account only within the following guidelines:
 - 1. The student must be traveling with the music department in which they are currently involved.
 - 2. The student's new school/music department must send a letter to Richards High School Attn: one of the following; Charles Martin, Josh Hammann, or Mike Badger stating the cost and location of the trip. This letter **MUST** be signed by the band, choir, or drama director at the current school.
 - 3. Funds will be distributed according to the total amount of the trip. The student shall **NOT** receive any money that remains once cost of the trip is met.
 - 4. The check from Richards High School will be made to the Music Department of the new school and will be sent directly to them. The student or their family will not receive any money for personal use.
- (g) All unused General Music Fund monies shall carry forward to the next school year.

(h) The group shall not fund anything that the district would not be allowed to fund by law.

Article IX
Committees

The membership shall form committees that are deemed appropriate and necessary to carry out the objectives of the group.

Article X
Dissolution

Upon dissolution of the Performing Arts Parent Association, the assets, after payment of all debts and charges, shall be paid into the Activities Fund of H.L. Richards High School and distributed evenly between band, choir, drama/speech. In no event shall any assets be distributed to any member, officer or non-charitable entity.

Voted and approved

Executive Board - July 17th, 2018 - 6 present, 2 not present.

Presented to Parents on (_____)

Voted and Approved by parents on (_____)