

Timber Creek Band Parent Association Bylaws

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Article I - Name, Agreement, Mission Statement & Objectives

Section 1: Name

The name of this organization shall be the Timber Creek Band Parent Association (“Association” or “BPA”). The Association’s principal office is Timber Creek High School, 12350 Timberland Blvd., Fort Worth, Texas, 76244.

Section 2: Agreement

The BPA, having been incorporated in Texas on September 19, 2009, exists and operates exclusively for charitable and educational purposes consistent with Texas Law, UIL rules, and Section 501(c)(3) of the Internal Revenue Code. The registered agent shall be the Treasurer of the BPA.

Section 3: Mission Statement

The mission of the BPA is to partner with educators to enrich the Timber Creek Band experience for student musicians and performers.

Section 4: Objectives

The objectives of the BPA are:

- a. To encourage and maintain close ties and communication between parents, students, and band directors within the program and Falcon feeder pattern band programs.
- b. To assist the Timber Creek Band (the “Band”) with financial needs as determined by the Director of Bands.
- c. To assist the Band and Keller Independent School District (“KISD”) in building and maintaining an excellent instrumental music program.

Article II - Membership

Section 1: Active Membership

Active membership of the BPA shall be parents and/or guardians of students currently enrolled in the Band. Only active members in good standing shall have the right to vote, enter new business at meetings, or hold office. “Good standing” is defined as being current on all payment requirements for participation in the Band.

Section 2: Special Membership

“Special Membership” in the BPA may be extended, at the discretion of the Board, to any members of the community who are not parent/guardians of a current Band student. Special Members will be invited to participate in the BPA as non-voting participants.

Section 3: Membership Revocation/Reinstatement

Any member not compliant with any policies or procedures established by KISD, these Bylaws, and/or the BPA may have their membership immediately revoked at the discretion of the Board. Reinstatement is contingent upon approval by the Director of Bands, the Timber Creek Principal, and the Board.

Article III - BPA Officers

Offices of the Association shall include President, Secretary, Treasurer, Parliamentarian, Vice President of Events, Vice President of Fundraising, Vice President of Operations, Vice President of Communications, Vice President of Volunteers, and Vice President of Public Relations. The number and title of offices may be changed at any time by an affirmative vote of the Executive Board of the Association (the "Board" or "Executive Board") and approval by two-thirds (2/3) vote of active members at a general meeting.

Section 1: Nomination

A nominating committee consisting of the Director of Bands or designee, the Parliamentarian, and three (3) non-office-holding BPA members shall convene in January of each year to work under the direction of the Parliamentarian. The committee shall be responsible for requesting and accepting nominations for office in the following term and shall prepare a slate of nominees to announce to the general membership at the March general meeting. Any member in good standing may be nominated by himself/herself or any other BPA member. Nominees shall agree to abide by the Volunteer Handbook, the Bylaws, and the Standing Rules of the Association. No employee of the Band will be allowed to hold an Executive Board office having signatory authority on any financial account of the BPA. No family members may hold offices in the same term where both offices have signatory authority on any financial account of the BPA.

Section 2: Election

Election of Executive Board members for the upcoming term of office shall occur at the April general meeting with the exception of an appointed Parliamentarian. Executive Board members shall be elected by a majority vote of active members present.

Section 3: Term

The term of all elected positions shall begin June 1 and shall be for one (1) year. An active member shall hold only one elected office at a time. A person may hold the same elected office for no more than two (2) consecutive terms.

Article IV - Executive Board

The Executive Board shall consist of the Director of Bands and all elected or appointed BPA Officers as set forth in Article III above.

Section 1: Duties of Executive Board Members

Executive Board members shall perform their duties in service to the Band and the BPA as described in the Standing Rules/Job Description Manual applicable to each office.

Section 2: Executive Board Meetings

The Executive Board shall meet monthly or as deemed necessary by agreement of its members.

Section 3: Voting on a Motion

Any matter requiring approval of the Board shall require an affirmative vote of a majority of its members unless a super-majority or unanimous vote is required in the Standing Rules. Each member of the Board must be given reasonable notice that a vote will be taking place.

Section 4: Executive Board Procedures Manuals

Each Executive Board member shall carry out the duties of his/her office according to the Procedures Manual corresponding to his/her specific office. Each manual will contain current copies of the Volunteer Handbook, Association Bylaws, Standing Rules/Job Descriptions, and other information pertinent to the office to which it applies.

Section 5: Executive Board Vacancies

Should a vacancy occur on the Executive Board for any reason, a successor will be approved first at a meeting of the Board, followed by a two-thirds (2/3) affirmative vote of the active members present at the next general meeting of the BPA.

Section 6: Removal of an Executive Board Member

Any elected or appointed Executive Board member may be removed from office for failure to fulfill the duties of their office as described in the Bylaws and/or Standing Rules/Job Description Manuals by an affirmative vote of two-thirds (2/3) of the other members of the Executive Board. Consideration for removal may be proposed by any Executive Board member. Upon such proposal, the Board member subject to the proposal shall be provided reasonable written (including email) notice of (i) the proposal for removal, and (ii) the date and time on which the Executive Board will meet to vote on the proposal. The affected member shall be permitted to attend such meeting and shall be given a reasonable opportunity to be heard. Unless exigent circumstances exist, the affected member shall be provided at least five (5) days advance notice.

Section 7: Compensation

Executive Board members shall not receive any compensation for their services as a member of the Executive Board. An Executive Board member wishing to be a vendor for the Band must demonstrate cost effectiveness by providing a competitive quote for their service. This quote must be one of at least three (3) quotes for comparable services.

Article V - Appointed Positions

The Executive Board of the BPA may create non-officer positions and appoint BPA members to those positions when necessary or convenient to perform the activities of the Association in accordance with its mission and objectives.

Article VI - General Membership Meetings

General meetings of the BPA shall be conducted on a monthly basis August through May, or as deemed necessary by the Board and/or Director of Bands. Special meetings of the BPA may be called upon the request of any active member with the approval of the Board. Notification of special meetings will be posted to the band website and/or e-mailed to the general membership at least 72 hours prior to the meeting.

Section 1. Order

Unless otherwise provided, Robert's Rules of Order Newly Revised shall govern all matters of procedure.

Section 2. Voting on a Motion

All business of the BPA may be conducted at any properly called general or special meeting of the BPA, regardless of the number of attendees. Any matter requiring approval of the BPA members shall require the affirmative vote of at least two-thirds (2/3) of the BPA members present at a properly called general or special meeting of the BPA.

Article VII - Amendments & Dissolution

Section 1: Amendments

These Bylaws may be amended or replaced by (i) a majority vote at a meeting of the Executive Board, followed by (ii) a two-thirds (2/3) approval of the active BPA members present at the next general or special meeting of the Association. Proposed amendments shall be published and given five (5) days public view prior to such votes being taken.

Section 2: Dissolution

The Association may only exist with the approval from the Director of Bands and Principal of TCHS. The Association may be terminated at the discretion of the Director of Bands in agreement with the Principal and the KISD Fine Arts Director.

Section 3: Disbursement of Assets

Upon dissolution of the Timber Creek Band Parent Association, all assets, as determined by an independent audit, must be disbursed to KISD to be used for the Timber Creek High School Band and as allowed by the Internal Revenue Code consistent with 501(c)(3) qualification and the laws of the State of Texas.

Article VIII - Standing Rules/Job Descriptions

The Standing Rules/Job Descriptions may be changed or replaced by a majority vote of the officers present at a properly called meeting of the Executive Board of the Association.

Article IX - Review Policy

The Bylaws and Standing Rules of the Association may be reviewed or updated as needed, but at a minimum every five (5) years, to assure that they are consistent with the affairs of the Association, BPA policies and procedures, the BPA Volunteer Handbook, Timber Creek High School policies, KISD policies, UIL rules, Texas Law, and Section 501(c)(3) of the Internal Revenue Code.

By two-thirds (2/3) affirmative vote of the members present at a properly called BPA meeting, the foregoing are adopted as Bylaws and, in so adopting, these Bylaws govern the Association accordingly as of the date they are adopted.

Adopted: January ____, 2021.

_____	_____
Director of Bands	Date
_____	_____
BPA President	Date
_____	_____
BPA Secretary	Date
_____	_____
Principal – Timber Creek High School	Date
_____	_____
Superintendent or designee – KISD	Date