

Skyview Band and Dance Parents
PMB 314
800 Tenney Road, Suite 110
Vancouver, WA 98685 Skyview High School Band and Dance Parents Standing
Rules

(Updated June 2017)

1. The name of this organization shall be Skyview High School Band and Dance Parents (“Band/Dance Parents”). All parents/guardians of Skyview musicians and colorguard/dance team members are eligible to be members with voting privileges at general membership meetings. Membership registration forms will be available at Fall Clinic and throughout the year.
2. This organization was incorporated on September 17, 1997 and assigned UBI#601-819-969. The registered agent for this corporation is the current President. Filing of the annual corporation report is due by 9/15 of each year. The charitable solicitation form is to be filed by 5/15 of each year. Filing of both forms are the responsibility of the current co-treasurers.
3. This organization was granted tax-exempt status under IRS Section 501c3 effective September 17, 1997. The current co-treasurers are responsible for filing IRS Form 990EZ or other applicable tax forms as is required by the IRS and are to be filed by 11/15 of each year. The organization’s Federal Employer Identification Number is 91-1851020.
4. The board of directors of this organization shall be President, Vice-President of Points, Vice President of Equipment, Vice-President of Fundraising, Secretary and Co-Treasurers. The officers shall be elected at the general membership on or before June 30th, from a slate presented by the nominating committee. Nominations may also be taken from the floor and a vote shall be held. An office or chair position shall be held no longer than two (2) consecutive years. It is recommended to have at least two (2) representatives from both the band and dance membership on the board of directors.
5. The nominating committee shall consist of at least three members from the general membership who have not served on the previous year’s nominating committee. The slate of officers will be announced to the general membership in May and elections shall take place in June. The officers-elect shall take office on July 1.
6. The fundraising and volunteer activities may include the following chairs appointed by the president and approved by the board of directors. They are: Jazz chair, Reign Revue chair, SPI chair, Fall Clinic chair, Concessions chair, Communication chair, Volunteer Coordinator chair, Uniform chair, Props chair and any other chairs as deemed necessary by the board of directors.
7. General meetings shall be held at 7:00pm on a day in the second week of every month as selected by the board prior to the start of each year, from August through June unless otherwise cancelled. Special meetings as needed may be called by the President. Board meetings will be held one week prior to the general meetings.
8. The general membership shall approve the annual operating budget for the following year at the June general membership meeting. In emergency situations, the board of directors shall have the

authority to reallocate funds. Funds shall otherwise be disbursed according to the approved budget, on approval of the board of directors, or by vote of the general membership. All checks must have two (2) signatures as specified by the bank signature card. A mid-year (January) and year-end (June 30) review shall be conducted by an appointed committee.

9. Ten percent (10%) of the general membership shall constitute a quorum at the general membership meetings.

10. Legal documents of this organization will be kept by the President and co-treasurers. The Secretary will be responsible for maintaining the original copies meeting minutes and providing updated copies to the President.

11. Band/Dance trips shall be funded entirely by the members going on the trip. The entire cost must be paid in full prior to departure. All traveling members must be in good standing with the school and must have all related band/dance fees/costumes etc. paid in full to be eligible to travel.

12. Full Disclosure. A full disclosure statement must be submitted in writing to the board by any parent member or board member who is providing services or products for payment from the Skyview Band and Dance Parent Group through a company with whom the member is closely affiliated. The board will record rationale and approval to do business with the member in meeting notes. Secretary will keep all disclosure statements on file.

13. No pay, no play rule applies to all participants. All band and dance participants shall submit complete medical and contact information along with all fees at the time of registration. In the event a student is unable to pay the fair share fee a request for grant funds must be submitted at the time of registration in lieu of payment. No student will be allowed to enter the practice field until the above items are submitted.

14. Grant money shall be derived from 2% of the general fundraisers, donations directly to the fund and the remaining points from graduating seniors. Remaining points from graduating seniors will have the ability to pass from sibling to sibling participants in the following consecutive band and dance year. As a guideline, the amount of funds available for grants shall be allocated between the fall and winter seasons each year based on historical need. An amount of 25% of the beginning balance shall be held over to the following year. As a guideline, grants will be \$250 single season max, not to exceed \$375 per lifetime, subject to Board of Directors approval.

15. These Standing Rules which define the By-Laws shall be reviewed as needed by the current board of directors and approved at a general meeting.