

Bylaws of the School District of Haverford Township Band and Orchestra Parents (BOPs)

Table of Contents

Article	Title	Page
Article I -	Rationale for Bylaws	2
Article II -	Name	2
Article III -	Mission	2-3
Article IV -	Membership A. Active members B. Associate members C. Ex-officio members	3
Article V -	Organization (Officers, Executive Board, Coordinators/Chairs)	3-4
Article VI -	Meetings/Communication A. General meetings B. Executive Board meetings C. Officers Board meetings D. Email meetings E. Email communications	4-6
Article VII -	Nomination/Election of Executive Board	6
Article VIII -	Executive Board, detailed description	6-9
Article IX -	Coordinators/Standing Committees detailed description	9-11
Article X -	Removal of Elected Officers, Chairs, Liaisons	11
Article XI -	Vacant Positions	11
Article XII -	Financial Procedures A. Banking B. Standard Financial Transactions C. Developing the Operating Budget D. Operating Expenses E. Reporting F. Annual Audits G. Trip Accounts	11-13
Article XIII -	Uniforms	13-14
Article XIV -	Assets	14
Article XV -	Dissolution	14
Article XVI -	Enactment and Amendment of Bylaws	15
Article XVII -	Bylaws Amendment Signature Page	16

Bylaws of the Haverford School District

Band and Orchestra Parents (BOPs)

The following shall constitute our BOPs Bylaws Articles:

Article I - Rationale for Bylaws

The bylaws are the broad set of rules that determine how BOPs is organized and governed. They are the guiding principles and parameters put in place to protect the long-term integrity of the organization from the unpredictability of the future.

The articles set forth in these revised BOPs bylaws are derived from input from our current Executive Board, a bylaw revision task force of alumni BOPs officers, our existing bylaws and the bylaws of other booster organizations similar to ours. These bylaws shall be posted on our BOPs website and a paper copy should be made readily accessible at all times to guide all members of the organization.

Active Members of BOPs are parents/guardians of current Haverford Middle School or Haverford High School instrumental music students. Alumni parents and students who have an interest in supporting the health and well-being of the Haverford band and orchestra programs may be Associate Members, allowing for a continued connection of BOPs to the community at large.

Active members may be part of the operational discussions at executive meetings. Their voice and participation in discussions, planning and elections will provide transparency as to how BOPs works. The band and/or orchestra director(s) will be at meetings to ensure that BOPs activities are in alignment with their vision for the instrumental music programs. Their support and direction will ensure that BOPs stays true to its mission.

The bylaws should be used as a reference tool to ensure that decisions are made for the benefit of the whole organization, and not unduly influenced by personal priorities. Refer to them often to keep BOPs focused on its mission, to clear up confusion and to resolve disputes. The bylaws are intentionally neutral to provide an unbiased framework to resolve BOPs issues.

Every four (4) years, the bylaws should be reviewed, revised and updated by a bylaws review committee appointed by the Officers Board. During this process, the existing bylaws should be reviewed line by line making necessary changes as BOPs continues to grow and as times and technology change. The bylaws transcend the individuality of members to ensure consistency from year to year.

Article II - Name

Haverford Band and Orchestra Parents

Haverford BOPs

BOPs

Article III - Mission

A. BOPs' primary mission is to buy uniforms for the band, orchestra and color guard students of Haverford School District. This has been our primary mission since our inception in 1929.

B. BOPs shall support the vision of our instrumental music directors by providing the manpower and funds to do so, if needed.

Revised and Approved May 2017

C. BOPs works to advocate and support the goals, activities and positive reputation of the Haverford School District instrumental music programs within our community through promotion, actions and deeds.

D. BOPs will provide a means for students to individually fundraise for instrumental music trips through a trip account maintained by BOPs.

E. BOPs' name and resources shall be used to support our Haverford School District instrumental music programs and not for any other purposes, political or otherwise.

Article IV – Membership

A. BOPs Active Members:

Active members are parents or guardians of current Haverford High School or Middle School instrumental music students or color guard.

1. May vote at Elections at May General Meeting
2. May hold an Executive Board, standing chair or coordinator position
3. May attend Executive Board Meetings and participate in discussion

B. BOPs Associate Members:

Associate members are alumni or parents/guardians of alumni or any others interested in promoting BOPs.

1. May participate in committees and serve as volunteer
2. May not vote for elected officers
3. May not hold an Executive Board, standing chair or coordinator position
4. May attend General Meetings, but must be an invited guest to attend Executive Board Meetings

C. BOPs Ex-officio Members:

Ex-officio members consist of all Haverford School District High School & Middle School Band and Orchestra Director(s).

1. Serve in an advisory capacity
2. May not vote in May General Election
3. Music Directors collectively have one (1) tie-breaker vote at Executive Board meetings or Officers Board meetings, should the need arise

Article V - Organization

A. Officers Board:

These are ELECTED positions and shall be known as Officers:

President, Vice President, Recording Secretary, Treasurer, Fundraising

B. Executive Board:

These are ELECTED positions and shall be comprised of Officers Board, plus the following Liaisons:

Dog House Liaison, HS Trip Planning Liaison, HS Marching Band Uniform Liaison, HS Concert Band Uniform Liaison, HS Orchestra/ Wind Ensemble Uniform Liaison, Webmaster Liaison, Band Liaison, Orchestra Liaison, Jazz Liaison, Color Guard Liaison, Middle School Liaison, Competition Band Liaison

C. Coordinator/Standing Chair positions:

These are appointed positions (not elected) and are not a part of the Executive Board:

Scrip Coordinator, Gift cards Coordinator, Trip Account Coordinator, Pit Crew Coordinator, Flags Coordinator, Senior Recognition Chair, Senior Scholarship Chair, Senior Banquet Chair, Bylaws Review Chair, Audit Chair, Nominations Chair and any others that the Officers Board may see fit to form.

Article VI - Meetings/Communication**A. General Meetings**

1. Regular General Meetings will be held 3 times a year, typically in September, January and May, and may be held on the same evening as Executive Board Meetings at the discretion of the Executive Board.
2. A list of General Meeting dates for the school year will be set by the Officers Board and prepared by the Recording Secretary and presented at September General Meeting.
3. The General Election for Executive Board will be held in May during the General Meeting.
4. The intent of General Meetings is for information dissemination and General Election of Executive Board members.
5. All Active and Associate Members are encouraged to attend.
6. Special General Meetings may be called by the President as the need arises, with at least 5 days' notice of time, place and purpose.
7. Voting members physically present at a regular or special General Meeting of BOPs shall constitute the voting body for all issues raised during meeting.
8. A majority (51%) of General Meeting attendees shall constitute a quorum for the purpose of voting.
9. Each attending voting member present is entitled to one (1) vote, regardless of number of positions held or shared.
10. A member of the Officers Board must be present at all General meetings.

B. Executive Board Meetings

1. Executive Board Meetings will be held monthly, September through June.
2. A list of Executive Board meeting dates for the school year will be set by the Officers Board and prepared by the Recording Secretary and presented at September Executive Board Meeting.
3. The intent of Executive Board Meetings is for discussion and decision-making regarding operational issues.

4. Regular attendance is expected of Executive Board Members. Missing three consecutive Executive Board meetings and/or missing three or more meetings within one calendar year may be grounds for removal from position.

5. Executive Board Meetings are open to Active Members, Ex-officio members, and guests invited by the Officers Board.

6. All Executive Board members in attendance may vote.

7. Voting by proxy is not permitted.

8. Each attending voting member present is entitled to one (1) vote, regardless of number of positions held or shared.

9. A majority (51%) of actual Executive Board members shall constitute a quorum for the transaction of business at Executive Board meetings.

10. Executive Board meetings with less than a quorum may make no binding votes.

11. Special Executive Board meetings may be called at any time by the President, Director, or by any two members of the Officers Board with at least 5 days' notice of time, place and purpose.

C. Officers Board Meetings

1. Officers Board meetings are held as needed. They may be called by any member of the Officers Board, with 5 days notice of time, place and purpose.

2. The intent of an Officers Board Meeting is for discussion/decision making of non-public matters.

3. Officers Board meetings are only open to Officers and Ex-officio Members and guests invited by Officer Board members (with notification to Officer Board before the meeting).

4. Voting is permitted only by Officers in attendance, with no proxy votes.

5. Music Directors collectively have one tiebreaker vote, if needed.

6. A majority (51%) of Officers Board members shall constitute a quorum.

D. Email Meetings

1. If an issue requires more immediacy than can be realized through a physical meeting, the President may enact a Special Email Meeting, as a substitute for an Officers Meeting or a Special Executive Board Meeting, with clear communication as to the nature of the immediacy.

2. The issue to be discussed will be emailed to the appropriate recipients (Officers Board, Directors, Executive Board Member) depending on the nature of the topic to be discussed as determined by the President.

3. Recipients must send a confirm email to the President acknowledging receipt, else a phone call will be made to that email recipient to alert them of the email.

4. The email discussion period will last for 24 hours after the original email was sent. All discussion shall be 'Reply All', and content will be strictly confidential within the discussion group.

5. After the 24-hour discussion period ends, recipients have 24 hours to vote by email with a YES or NO, and must "Reply All" or the vote will not count.

6. Each voting member replying is entitled to one (1) vote, regardless of the number of positions held or shared.

E. Email Communications via BOPs Website

1. All incoming correspondence through the BOPs website shall be copied to the Recording Secretary. This ensures that all concerns are appropriately addressed in a timely manner.

2. All outgoing email responses from such an inquiry shall be copied to the Recording Secretary to ensure that the full communication is captured for archival purposes.

Article VII - Nomination of Executive Board and Election of Officers and Liaisons

Prior to the February Executive Board meeting, the President, after consulting with the band and/or orchestra director, will select two members of the Executive Board and three Active Members from the general membership to serve as the Nominating Committee. Nominees to this committee must be Active Members in good standing and give their consent to the President before their names are presented to the Board. At the February Executive Board meeting, this slate of Nominating Committee members will be voted on by the membership in attendance. The Nominating Committee will select a Chairperson from those appointed.

The Nominating Committee will inform the entire membership of available officer and liaison positions by announcement at meetings, by email and on the BOPs website. This committee will seek out active, conscientious and interested Active Members who may be willing to serve in any of the vacant positions. With the exception of the President and Vice President, eligible incumbent officers or liaisons may be nominated for re-election.

The Nominating Committee will prepare a slate of officers and liaisons from the responses received. Members will have until two weeks before the May Executive Board meeting to submit a name for nomination. The slate and a reminder of the date of the election will then be made available to the membership via email and website posting. A majority vote of the members present at that May meeting will constitute approval of the slate.

Additional nominations may be made by Active members from the floor at the May meeting provided the nominee(s) is (are) a voting member of BOPs in good standing and they agree to have their name placed in nomination.

In an uncontested election, voting to approve the slate may be done by a show of hands. There will be no absentee or proxy voting. Should any Executive Board position have multiple candidates, a paper vote shall be used for voting, and the votes shall be tallied by one Director, the Chair of the Nominating Committee and the current BOPs president.

Officers and Liaisons will hold office from July 1 through June 30. The term limits are discussed in Article VIII (Job Descriptions).

Article VIII – Executive Board (Detailed Description)

All positions may be shared if both persons are in agreement and their names were on the ballot and voted on by the general membership; they each have a vote.

Any new positions created need to be presented to the Executive Board and voted on for approval.

A. BOPs Officers

1. President (one year term, nonrenewable)

- a. Shall preside over all BOPs meetings and maintain order
- b. Prepare an agenda prior to every Executive Board meeting and General meeting
- c. Meet and communicate regularly with the band and orchestra directors to fulfill their vision
- d. Communicate regularly with other members of the Executive Board
- e. Be versed in and communicate the BOPs bylaws to committee chairpersons, coordinators and the Executive Board (and provide them with an electronic copy of the bylaws)
- f. Perform such other duties as may be prescribed in these bylaws or assigned by the organization and/or music directors
- g. May serve as a member or chair of any committee
- h. Encouraged to consult with past BOPs presidents as needed
- i. Responsible for coordinating acquisition of Competition Band bus for Championships before season begins.

2. Vice President (one year term, nonrenewable)

- a. Shall serve as an assistant to the president and perform the duties of the president in his/her absence
- b. Serve one year as vice president and serve the year immediately following as president
- c. Keep an accurate accounting of all members and their contact information
- d. Manage membership registration process
- e. May hold other officer or executive board positions (such as fundraising chair)

3. Recording Secretary (one year renewable term)

- a. Keep minutes of all meetings
- b. Maintain the on-line calendar
- c. Issue all notices of meetings
- d. Read and generate all general communications (thank you notes, etc)
- e. Receive and store a copy of all communications to and from the BOPs website email address to ensure follow-up and accountability
- f. Send all communications/notices (aka Blasts) to BOPs membership (including active and associate members who desire them)
- g. Have custody of the membership email addresses as received from Vice President

4. Treasurer (two year renewable term)

- a. Receive all monies and make disbursements as necessary
- b. Provide a current treasurer's report showing the status of funds at each Executive Board meeting
- c. Present a full financial report at the January and June Executive Board meetings
- d. Facilitate the preparation of the annual budget
- e. Will be signatory on all BOPs accounts

5. Fundraising (one year renewable term)

- a. Coordinate all BOPs fund raising activities throughout the year
- b. Report at each Executive Board meeting the status of revenue showing costs, revenue, and net income per event
- c. Pursue, research and recommend new fundraising opportunities to the organization
- d. Collect/receive monthly reports from the gift card and scrip coordinators to report at the monthly executive meetings

B. BOPs Executive Board (non-officer):

1. HS Band Liaison (one year renewable term)

- a. Represent the interests of the general band membership and act as liaison between that membership, the band director, and the Executive Board
- b. Coordinate all chaperones for football games, parades and other events as needed

- c. Arrange/provide support at concerts as needed
- d. Assist band director in other areas as requested

2. HS Orchestra Liaison (one year renewable term)

- a. Represent the interests of the orchestra membership and act as liaison between that membership, the orchestra director, and the Executive Board
- b. Coordinate all chaperones and volunteers for orchestra events (such as Kindergarten concert)
- c. Arrange/provide support at concerts as needed
- d. Assist orchestra director in other areas as requested

3. Jazz Liaison (one year renewable term)

- a. Represent the interests of the high school and middle school jazz program membership and act as liaison between that membership, the jazz band directors, and the Executive Board
- b. Coordinate the chairs and volunteers for events (such as Evening of Jazz and Middle School Jazz Festival)
- c. Arrange/provide support at concerts as needed
- d. Assist jazz program directors in other areas as requested
- e. Manage Jazz checking account and report activity to the Treasurer

4. Color Guard Liaison (one year renewable term)

- a. Represent the interests of the color guard membership and act as liaison between that membership, the band director, and the Executive Board
- b. Coordinate all chaperones and volunteers for events
- c. Arrange/provide support at events as required
- d. Assist band director or color guard instructors in other areas as requested

5. Competition Band Liaison (one year renewable term)

- a. Represent the interests of the competition band membership and act as liaison between that membership, the band director, and the Executive Board
- b. Coordinate all chaperones and volunteers for events
- c. Oversee the needs of the pit crew and communicate them to the band director and Executive Board
- d. Coordinate first aid supplies

6. Middle School Liaison (one year renewable term)

- a. Represent the needs of the middle school membership and communicate them to the band and orchestra directors, and Executive Board
- b. Coordinate all chaperones and volunteers for events
- c. Serve as coordinator for all Middle School band/orchestra trips
- d. Arrange/provide support at concerts as needed
- e. Assist in the fitting, distribution, collection and maintenance of student band and orchestra uniforms
- f. Assist middle school director(s) in other areas as requested

7. HS Orchestra/Wind Ensemble Uniform Liaison (one year renewable term)

- a. Coordinate the fitting, distribution, collection and maintenance of all uniforms for orchestra and wind ensemble students
- b. Coordinate volunteers needed to accomplish the above
- c. Communicate the uniform needs to the director and Executive Board

8. HS Marching Band Uniform Liaison (one year renewable term)

- a. Coordinate the fitting, distribution, collection and maintenance of all uniforms for marching band students
- b. Coordinate volunteers needed to accomplish the above
- c. Communicate the uniform needs to the director and Executive Board

9. HS Concert Band Uniform Liaison (one year renewable term)

- a. Coordinate the fitting, distribution, collection and maintenance of all uniforms for concert band students

- b. Coordinate volunteers needed to accomplish the above
- c. Communicate the uniform needs to the director and Executive Board

10. Webmaster Liaison (one year renewable term)

- a. Maintain the online presence of BOPs, including website and Facebook page.
- b. Provide technical support for coordination of website email

11. Dog House Liaison (one year renewable term)

- a. Responsible for the operation of the concession stand (Dog House) at home football games and other BOPs events
- b. Purchase all supplies for such events
- c. Coordinate all volunteers
- d. Report at each Executive Board meeting the status of funds showing purchases, revenue, and net income per event
- e. Provide an end-of-football-season summary at the December Executive Board meeting

12. High School Trip Planning Liaison (two year renewable term)

- a. Work directly and closely with the band and orchestra directors and travel company representatives
- b. Traditionally, high school instrumental trips occur every other year
- c. Serve as the liaison between directors, travel company, parents, students and Executive Board
- d. Coordinate all paperwork, communications, and planning of trip details
- e. Coordinate chaperones, volunteers and nurse for trip

Article IX – Coordinators & Standing Committee Descriptions **(non Executive Board positions)**

The following coordinators and chairs of standing committees must be Active Members in good standing. They may be recruited or may volunteer by making their intentions known to an Executive Board member. Anticipated openings may be posted on our website, communicated at meetings and/or sent out in our newsletters. All standing committee chair and coordinator assignments must be approved at an Executive Board meeting.

A. Coordinators:

1. Gift Cards Coordinator

- a. Shall communicate the gift card program to the membership for the purpose of building funds in their child's trip account
- b. Keep an accurate accounting of all purchases and submit earnings to the treasurer and trip account coordinator
- c. Submit monthly earnings report to the fundraising chair to present at the Executive Board meetings
- d. Secure name of benefit recipient at the time of purchase

2. Scrip Coordinator(s)

- a. Shall communicate the scrip program to the membership for the purpose of building funds in their child's trip account
- b. Be present at concerts, meetings, and other instrumental events for the sale of scrip
- c. Keep an accurate accounting of all purchases and submit earnings to the treasurer and trip account coordinator
- d. Submit monthly earnings report to the fundraising chair to present at the executive meetings
- e. Secure name of benefit recipient at the time of purchase

3. Trip Accounts Coordinator

- a. Maintain an accurate accounting of all funds earned by students from gift card sales, scrip sales, and any other fundraising opportunities
- b. Be well-versed in trip money allocations and communicate the process to the membership

c. Work closely with the Treasurer, HS Trip Planning Liaison and Middle School Liaison in the allocation of trip funds

4. Pit Crew Coordinator

- a. Secure and drive the rental truck for all competition marching band events and school music trips
- b. Coordinate and educate volunteers for pit crew in proper handling of equipment
- c. Be responsible for the maintenance and operation of the tractor and instrument carts
- d. Report any maintenance issues to the Competition Marching Band Liaison or Director

5. Flag Sewers Coordinator

- a. Coordinate all volunteers for flag preparation
- b. Organize the cutting and distribution of fabric and the sewing of flags
- c. Work with the competition band director and color guard instructors as needed

B. Standing Committees

1. Nominating Committee

- a. The Nominating Committee will be approved at the February Executive Board Meeting (see Article VII, first paragraph)
- b. Committee will inform the entire general membership of available officer and liaison positions by announcement at meetings and by electronic notice (see Article VII, second paragraph)
- b. Committee members will seek out active, conscientious and interested Active Members in good standing who may be willing to serve as elected officers or liaisons
- d. Refer to Article VII of these bylaws for specific nomination procedures
- e. Maintain a folder of work process to hand to future chairs

2. Scholarship Committee

- a. The purpose of this committee is to provide two scholarships per year to graduating seniors
- b. This Committee will be formed at February Executive Board meeting
- c. It will consist of a scholarship committee chair, an assistant to the chair, two essay readers, the HS band director and the HS orchestra director
- d. The committee chair, assistant to the chair and essay readers will be selected with the consent of the BOPs Executive Board
- e. Committee members cannot be the parent or guardian of any student in the senior class
- f. The committee chair will provide the directors with copies of the application by a date set by the directors
- g. The two readers will independently read and rate each essay in accordance with the scholarship instructions provided by the committee chair
- h. The scholarship committee chair and the assistant will tabulate all scores
- i. After tabulation of all scores, the committee chair will inform the directors of the recipients' names
- j. Maintain a folder of work process to hand to future chairs
- k. President's Awards:
 - 1) Historically 3 are given each year, typically one orchestra, one band and one color guard
 - 2) Directors can ask BOPs for an additional President's Award should the need arise
 - 3) The candidates are selected by the directors. The directors may consult with the BOPs officers on these selections to gather input about candidates' service record within the organization.
 - 4) These awards are to recognize exceptional effort, service and commitment to our music programs and to BOPs, with an emphasis on service, not musicianship.
 - 5) The nominal dollar amount awarded is a token of appreciation, and is not intended to be of a substantial monetary value.

3. Senior Recognition Committee

- a. Coordinate all facets of the senior band recognition that takes place at the football game
- b. Coordinate all facets of the senior orchestra recognition, which takes place at the spring concert
- c. Coordinate all facets of the senior recognition banquet in the spring
- d. Assist the band and orchestra directors in any additional areas as needed
- e. Maintain a folder of work process to hand to future chairs

4. Audit Committee

- a. Audit Committee is made up of 2 Active members chosen by the Executive Board
- b. If there is a dispute among the Board members on Audit committee members, a Music Director may serve on the committee
- c. Refer to Bylaws Article XII, section F for specifics
- d. Maintain a folder of work process to hand to future chairs

5. Bylaws Review Committee (to be formed every 4 years)

- a. Comprised of 3-6 active and/or associate members with experience in and a firm understanding of the BOPs organization
- b. The committee will be appointed by the Officers Board (including input from the Directors) at the October Executive Board meeting
- c. Current bylaws will be thoroughly reviewed, line by line
- d. Revisions and updates will reflect the current vision of the directors and current technology
- e. Revisions will be presented at March Executive Board Meeting for discussion and feedback
- f. Voting will take place at the May Executive Meeting and become effective upon receipt of all signatures of the Officers Board members, but no later than June 30th

Article X - Removal of Elected Officers, Liaisons & Appointed Chairs/Coordinators

Any officer, liaison, standing committee chair, or coordinator may be removed from office due to the following: failure to perform his/her duties as outlined in the bylaws; lack of attendance; through irresponsible conduct and/or negligent actions unbecoming and deemed damaging to the mission statement as outlined in Article III of these bylaws. Any member of the organization may propose this action by contacting any BOPs officer or director. The person being recommended for removal must be contacted and given the opportunity to explain his/her actions in person to the Officers Board. An Executive Board Member that misses three consecutive Executive Board Meetings and/or misses three Executive Board meetings within one calendar year may be removed from office. Removal of an officer, liaison, standing committee chair or coordinator will take place at a closed meeting of Officers specifically called for that purpose. This removal will be made and approved by a majority of officers in attendance. This action will be kept confidential.

Article XI - Vacant Positions

If the position of President becomes vacant, the Vice President will assume the duties of the President and complete the term of office and serve the following year.

If a vacancy occurs on the Executive Board other than the office of President, the President will appoint a replacement, subject to the approval of the Executive Board, to serve the remainder of the term.

Any officer, chair, coordinator or liaison should submit their resignation in writing to the President giving thirty days (30) to find a replacement (except in the event of an emergency such as illness, death in the family, etc.).

Article XII – Financial Procedures

A. Banking:

1. BOPs will maintain at least 4 checking accounts that should consist of the Main Operating account and a separate account for the Dog House, Supermarket Scrip and Jazz.
2. Unless there is a significant reason to do otherwise, all accounts should be at the same bank.
3. There should be 2 people with signature rights on each account. The Treasurer should have signature rights on all accounts. The President should have signature rights on the Main Operating Account, and the appropriate liaison should have signature rights on his/her respective sub accounts.
4. The Treasurer should receive a bank statement for each account every month.

5. All BOPs accounts are required to adhere to Standard Financial Transactions protocols (see XII-B).
6. Per the agreement with the Haverford School District, all proceeds from the Dog House during home football games are designated to the Uniform Fund. After each game, total expenditures and cash receipts should be tallied and shared at the next BOPs Executive Board meeting.
7. At the end of the Football season (after the last home football game), the Treasurer will sweep all proceeds from the Dog House account to the Uniform Fund, leaving an agreed upon amount to be used as start up funds for the next season and to avoid bank fees over the dormant months.
8. Our brokerage account holds the Uniform Fund, Jazz Award Fund and Directors Discretionary Fund.

B. Standard Financial Transactions:

1. Reimbursement Request:
 - a. Details of expenses and the amounts requested must be listed and sent to the Treasurer. A reimbursement form can be downloaded from the website or an email can be sent with scanned copies of the receipt and/or any other supporting documentation. Once all receipts are received and approved, a check will be cut within 10 days from when the request was received.
 - b. No monies will be reimbursed without receipts or appropriate documentation.
 - c. Prior approval of non-budgeted items by the Executive Board is mandatory. The Executive Board must also approve expenses that represent an overage of the budgeted amounts in any particular category before they can be reimbursed.
2. Check Request:
 - a. If a check is needed in advance, a request must be made to the Treasurer by paper or email at least 10 days before needed. The payee and their address, detail of the need of the check and the amount must be included.
3. Cash Receipts:
 - a. After a money-generating event, volunteers should use a Cash Receipt Form (available on the website) to record the money collected. 2 different volunteers should count all cash. Form should tally checks, bills and coins by the different categories needed for the event (Tickets, Food, Raffle, Auction, etc). Detail is needed for future planning purposes. Both volunteers should sign and date the form.

C. Developing the Operating Budget:

1. Operating Budget should be a zero-based budget. This means that budgeted expenses should equal budgeted income.
2. Every June, an Operating Budget should be developed at the Transitional Officers Board meeting, which is comprised of old and new Officers. The Operating Budget should be based on the last 2 years of actual financials as a guide to categorize expenses.
3. Categories should be evaluated and budget variances should be examined.
4. Budget Approval: A completed Operating Budget should be presented to the Executive Board for approval at the first meeting in September.
5. Sub Accounts: Jazz, Dog House, and Scrip should also prepare a budget each June and submit to Treasurer. These sub accounts exist to raise funds for their specific causes and therefore may not be zero-based.
6. Both outgoing and incoming Liaisons shall participate in creation of budget.

D. Operating Expenses:

1. Once the Budget is approved, expected expenses can be paid without specific approval. Once a budget category exceeds its budget, all further expenses in that category need to be approved by a majority vote of the Executive Board. It is the Treasurer's duty to alert the Executive Board when a budget category goes over budget.
2. The President has authority to authorize non-budgeted expenditures - not to exceed \$100 per month. This should be used for unexpected expenses that cannot wait until the next meeting (i.e. sending a Get Well gift or flowers to a funeral). These expenses are to be detailed at the next Executive Board meeting. All

non-budgeted or unexpected expenditures over \$100 must be presented to the Executive Board for approval.

3. All checks for more than \$300 must have 2 signatures.
4. At fiscal year-end, if actual income exceeds actual expenses, the Executive Board may vote to transfer all or some of the financial surplus to the Uniform Fund if cash is not otherwise needed for future expenses.

E. Reporting:

1. The Treasurer should report the account balances at every Executive Board meeting.
2. Monthly, the Scrip Coordinator should report details of cash on hand and inventory of scrip cards to the Treasurer for financial purposes. Either the Treasurer or the Scrip Coordinator can report scrip activity to the Executive Board.
3. The Jazz liaison should report monthly to the Treasurer on the status of the Jazz account with details of cash on hand and expenses incurred. The Jazz Liaison reports Jazz activity to the Executive Board.
4. The Dog House liaison should report monthly to the Treasurer on the status of the Dog House account with details of cash on hand and expenses incurred. The Dog House Liaison reports Dog House activity to the Executive Board.
5. After the last home game, the Treasurer should sweep the Dog House account of all proceeds to the Uniform Account, leaving an agreed upon amount as start up money for the next season.
6. The Treasurer's report should show the balance at the beginning of the month, plus all receipts (cash in), less distributions (checks/expenditures out) with an ending balance at the bottom.
7. The Treasurer should present a report on the actual expenses to the budgeted categories at January and June Executive Board meetings.

F. Annual Audits:

1. An annual audit should be conducted at the end of May each year as an independent verification of BOPs financial practices. This audit is a financial review by members – it does not refer to a legal opinion or require a professional accounting firm.
2. The Treasurer will make all bank statements, checks and expenditures and deposit records available to the Audit Committee.
3. The sub accounts (Dog House, Scrip and Jazz) will also make all financial records available to the Audit Committee.
4. The Audit Committee is made up of 2 Active Members chosen by the Executive Board. See Article IX B 4.
5. An interim audit can be called for by a majority vote of the Executive Board if a situation warrants it.

G. Trip Accounts:

1. BOPs will maintain a personal record for each student in the band, orchestra or color guard starting when the student is in Middle School. This money can be used for student travel on Band/Orchestra Trips, senior banquet guest fees, and the payment of annual dues.
2. In the event a student moves, graduates or leaves the program, all monies in the student's trip account will be rolled into a sibling's account. If no other sibling exists within instrumental music program, account will be rolled into the Trip Legacy Fund.
3. The Trip Legacy Fund provides financial assistance to students demonstrating financial need for trips, provided they meet the criteria for such funding.
4. All funds recorded in the student accounts are property of BOPs and are non-interest bearing.
5. The monies do not belong to the student and may not be refunded under any circumstances.
6. Families without a student in the instrumental music program may name a student to benefit from fundraising purchases or events.
7. The name of the benefit recipient must be secured at the time of fundraising purchase or event.

Article XIII – Uniforms

A. Accessories (i.e. bow ties, black cummerbunds) and minor repairs (i.e. buttons, hemming):

1. These are a line item on the Operating budget.
2. If budgeted amount is exceeded, Board must vote to take overage from Uniform Fund. See XII-D.
3. Minor repairs/alterations must be accompanied by a requisition slip, to be obtained from the appropriate uniform liaison, and taken to vendor (currently New Model Cleaners).

- B. Uniform component replacement (i.e. skirts, hats, pants, jacket) / fill-ins (complete uniform):
1. These are not a line item on the Operating Budget.
 2. They are paid for by the Treasurer from the General Account and reimbursed from the Uniform Fund (brokerage account) in regular intervals.
 3. Formal wear for boys (pants and jackets) is currently filled in at Iacobucci's. Student must have a requisition slip issued from the HS Orchestra/Wind Ensemble Uniform Liaison to acquire components/ fill-ins.
 4. Formal wear for girls (skirts & tops) is purchased online through the HS Orchestra/Wind Ensemble Uniform Liaison.
- C. Inventory replenishment:
- a. Liaison or director identifies need for additional inventory
 - b. Estimates gathered
 - c. Board approves uniform expense
- D. Complete uniform replacement:
- a. Director identifies timeframe needed for complete uniform design/ replacement
 - b. Executive Board communicates any anticipated budget constraints
 - c. Director initiates contact with vendors for design
 - c. Estimates gathered
 - d. Executive Board approves uniform expense
- E. Cleaning:
1. Historically the summer once-a-year cleaning is paid for by the Haverford School District.
 2. Interim cleaning is at the expense of the uniform holder, including extra cleanings during competition band season, and for trips.

Article XIV - Assets

- A. All assets (such as uniforms, instruments, tractor, etc.) acquired by BOPs for the instrumental music program shall become the property of the School District of Haverford Township upon purchase.
- B. Donations made to BOPs are not charitable contributions and therefore are not considered tax deductible.

Article XV - Dissolution

Haverford Band and Orchestra Parents (BOPs) may be dissolved by the consensus of the high school & middle school band and orchestra directors or by a two-thirds majority vote of the members present at an Executive Board meeting. Dissolution may be voted on at any Executive Board meeting by the members present, provided the proposal for dissolution was submitted in writing and read at the previous Executive Board meeting.

In the event of dissolution of BOPs, all of its assets, after all debts are paid, will be turned over to The School District of Haverford Township to be kept separate from the annual music department budget and used for the purpose of purchasing band and orchestra uniforms for the middle and high school instrumental students as described in Article III of these bylaws. Any possessions of BOPs will also become the property of the SDHT to be used to further support the instrumental music program.

The Jazz Fund balance will be transferred to a separate account to be used at the discretion of the Jazz Directors as this money is raised through jazz specific events.

Upon dissolution, all BOPs members in possession of BOPs property, documents, keys and information including passwords are to turn them over to the band or orchestra director.

Article XVI - Enactment and Amendment of Bylaws

1. Review bylaws at least once every 4 years.
2. These bylaws may be added to, or amended with a super-majority (75%) approval of Executive Board members physically present, provided that such changes were presented for review 30 days before voting upon.
3. Changes approved by a super-majority vote shall become effective upon receipt of signatures of the Officers Board. These signatures certify that the vote took place and that the changes were approved. They are not reflective of specific Officer votes.
4. The signature page shall become the last page of the updated bylaws.

