

# Hollidaysburg Arts & Music Parents Association

## By-Laws

### Article I: Official Name

The Official name of this organization shall be the Hollidaysburg Arts & Music Parents Association, hereinafter referred to as HAMPAs.

### Article II: Goals and Purposes

The goals and purposes of HAMPAs shall be to promote and support all music and drama programs, in order to enhance the musical and theatrical experiences of the students in the Hollidaysburg Area School District.

### Article III: Membership

All parents/guardians of students in grades K-12 who are currently enrolled in one or more of the Hollidaysburg Area School District's Music and/or Drama Programs are members of HAMPAs. Members also include Music Faculty, Drama Faculty, and the Music Department Chairperson.

### Article IV: Officers

The officers of HAMPAs shall be President, Senior High Vice-President, Junior High Vice-President, Drama Vice-President, Treasurer, Assistant Treasurer, Recording Secretary, Corresponding Secretary, Concession Stand Buyer/Manager, and Fundraising Coordinator. Two people may share any one officer position. All officers must be approved volunteers by the Hollidaysburg Area School District.

#### *Officer Responsibilities*

The **President** shall preside at all meetings of HAMPAs, appoint all standing committees, maintain HAMPAs website throughout the year, read and respond to all on behalf of HAMPAs and shall be a member ex-officio of all committees except the Nominating Committee. The President shall oversee all fundraising activities, serves as HAMPAs official spokesperson, and promotes HAMPAs meetings and activities. The President shall approve and record all Fair Share Credits according to the Fair Share Requirements (Appendix A). The President shall provide the necessary financial and operational documentation to the School District as required. Any person wishing to run for the office of President must have served at least one year on the Executive Board.

Each **Vice-President (Junior High, Senior High, Drama)** shall be responsible for their respective school/program in conjunction with the schools' directors. A Senior High Vice-President shall assume all duties of the President in his or her absence. Each Vice-President may create an Operations Committee (for example chaperones, festival assistants, ticket sellers, etc.) at their respective school.

For Senior High Vice-Presidents:

#### Band Camps:

- A. Organize uniform fittings during June band camp
- B. Organize volunteers for band picnic / photo day
- C. Ensure water is available during rehearsals
- D. Other duties as assigned by the director

#### Fall Responsibilities:

- A. Communicate with concession stand manager on needs for the band during football games or other activities
- B. Assess uniform cleanliness after football games (take to dry cleaner and return before next game) and replacing buttons or snaps on uniforms (may contact seamstress)
- C. Coordinate chaperones and helpers to assist with the marching band half-time show, football games, parades, and other events

- D. Assist with Senior Night activities as needed
- E. Size students for gowns for Concert Band, Wind Ensemble, and/or Orchestra
- F. Ensure volunteer coordination for all Senior High concerts and events and provide corresponding documentation for Fair Share Credit as needed
- G. Other duties as requested by the Senior High Music Directors

#### Spring Responsibilities

- A. Assist with end-of-year Fine Arts banquet
- B. Assist with graduation (see band director for guidance, if needed)
- C. Ensure volunteer coordination for all Senior High concerts and events and provide corresponding documentation for Fair Share Credit as needed
- D. Other duties as requested by the Senior High Music Directors

#### For Junior High Vice-Presidents:

- A. Ensure volunteer coordination for all Junior High concerts and events and provide corresponding documentation for Fair Share Credit as needed
- B. Perform student fittings for band-related clothing and uniforms as directed by the band director
- C. Other activities as directed by the Junior High Music Directors

#### For Drama Vice-Presidents

- A. Assist with coordinating all drama activities occurring at the respective school
- B. Organize cast parties for each production
- C. Ensure volunteer coordination for all drama-related events and provide corresponding documentation for Fair Share Credit as needed
- D. Assist with the coordination of the annual HARP yard sale
- E. Other duties as assigned by the drama director

The **Secretary** shall keep an accurate account of all meetings, and will maintain HAMPAs historical documentation. The Secretary shall pass onto his/her successor a legible and accurate account of all HAMPAs activities. The Secretary will provide minutes from the previous months meeting (agenda, executive meeting minutes, general meeting minutes and treasurer's report) and shall assist with correspondence as directed by the President or his/her designee. The Secretary shall coordinate communication with potential Corporate Sponsors and prepare Donor Acknowledgement Letters of cash or in-kind donations.

The **Treasurer** shall keep an accurate accounting of all receipts and expenditures, showing each activity separately. The Treasurer shall keep a complete ledger of all financial transactions and be responsible for all financial record keeping subject to audit. (See Appendix B for Financial Procedures). The Treasurer shall provide the general membership the financial status of HAMPAs by providing a monthly treasurer's report at each meeting. The treasurer shall ensure all federal and state tax filings are completed by a certified tax professional. The Treasurer is nominated annually by the President and approved by the Executive Board.

The **Assistant Treasurer** provides support to the treasurer as stated in the Treasurer's responsibilities and performs other duties as directed by the Executive Board.

The **Concession Stand Buyer/Manager** will oversee all concession events, and shall be responsible for buying, stocking, cleaning and keeping accurate inventory records for both Hoss's End Zone East and West Stands. He/she will also be responsible for maintaining all equipment in the concession stands, along with overseeing the Concession Stand Event Managers. The Concession Stand Buyer/Manager is nominated annually by the President and approved by the Executive Board.

The **Fundraising Coordinator** will oversee all fundraising events for HAMPAs and will present a list of proposed fundraisers for the upcoming school year at the annual summer budget meeting. The Fundraising Coordinator will also chair the Fundraising Committee to ensure volunteers, communication, and oversight for all fundraisers happens in a timely manner. The Fundraising Coordinator will also work closely with the Treasurer to account for profits earned by individual families for each fundraiser. The Fundraising Coordinator position is nominated annually by the President and approved by the Executive Board.

## Article V: Executive Board

The **Executive Board** of HAMPAs shall be comprised of the duly elected officers of HAMPAs, the district music and drama faculty, other officer positions as nominated by the President and approved by the Executive Board, and up to two At-Large members elected by the membership. This committee shall uphold the by-laws and oversee the operations of HAMPAs.

It is the responsibility of the Executive Board to create the annual fiscal (July 1 – June 30) budget prior to June 30<sup>th</sup>. The budget will be voted for final approval by the general membership at the September meeting. A quorum of the Executive Board must be present to tentatively approve the next year's budget. Spending of the budget money until final approval shall not exceed 25% of the total HAMPAs budget for the current year.

The Executive Board and the general membership must approve any expenditure over \$100 beyond what was approved in the budget.

## Article VI: Standing Committees

The following committees, known as standing committees, shall be appointed: **Auditing, Nominating, Fundraising** and **By-Laws**. They will all be under the direction of the Executive Board.

### Committee Responsibilities

An **Auditing Committee** shall be appointed by the President and shall complete an audit of HAMPAs's records, including but not limited to the general account, fair share accounts, special projects account and band uniform account, at the end of each even-numbered fiscal year. In the event that a new Treasurer is appointed in an odd-numbered year, an audit will be completed at the end of that fiscal year.

The **By-laws Committee** shall review the by-laws bi-annually (or as needed) in odd-numbered years prior to the September HAMPAs meeting. Any suggested changes must be voted on at the general meeting following the general meeting at which they were presented. The By-Laws committee shall consist of at least 5 members (must be at least 2 directors and 2 Executive Board Members and one general member at-large).

The **Nominating Committee**, appointed by the President, will meet annually for the purpose of selecting candidates for the HAMPAs officers. This committee shall consist of 3 members. The current President cannot be a member of this committee. The committee shall offer a slate of candidates to the membership in March. Additional nominations may be made from the floor at both the March and April meetings, but only after having secured from the nominee a statement that, if elected, he/she will serve the office.

The **Fundraising Committee** shall assist the Fundraising Coordinator with the management and distribution of all fundraisers. The Fundraising Coordinator shall be responsible for coordinating committee members and volunteers, communication, and overseeing fundraisers through completion.

## Article VII: Meetings

The general membership meetings of HAMPAs shall be held on the first Monday of each month, beginning in September and ending in May. In the event that a meeting is canceled due to a holiday or weather event, that month's meeting will be held the following Monday. Executive Board meetings may be held prior to the general membership meetings. Special meetings may be called by the President and/or a majority of the Executive Board.

## **Article VIII: Elections**

Officers shall be elected annually at the general meeting in April. The newly elected officers shall be installed during the regular meeting in May. *(See Nominating Committee in Article VI)*

### **Terms of Office**

No office shall be held for more than 3 consecutive years by the same person, with the exception of the Treasurer and the Concession Stand Manager. The position of Treasurer and Concession Stand Manager will be nominated annually by the President and approved by the Executive Board at the May meeting. To avoid a financial conflict of interest, the office of the President and Treasurer cannot be held by members of the same household.

The term of office shall run from June 1 through May 31, with the exception of the Treasurer, whose term of office will correspond with the fiscal year of July 1 through June 30.

### **Voting**

A ballot cast by a simple majority of members present at the April meeting shall constitute an election.

### **Vacancies in Office**

A vacancy in office during the inactive summer months may be filled by the Executive Board, or held open until the next general meeting at which time an election would be held in the prescribed manner by the Nominating Committee and the general membership. The method of selection is left to the discretion of the Executive Board. Vacancies occurring during the regular school year shall be filled at the next general meeting.

## **Article IX: Quorum**

Five non-director Executive Board members and two directors shall constitute a quorum.

## **Article X: Fair Share and Fundraisers *(See Fair Share Requirements – Appendix A)***

An annual Fair Share program for secondary music and drama students shall be determined by the Executive Board each year, to contribute towards HAMPAs operative expenses for that fiscal year. Each family is expected to meet this Fair Share. Before any student may participate in a HAMPAs sponsored Music and Drama Department trip, the Fair Share of all siblings must be met before the appropriate deadline.

All fundraising events, regardless of their size and/or intent, shall be voted on and approved by the general membership at a regular meeting or voted on and approved by the Executive Board. ~~The~~ Only parents/guardians of the students in the secondary music and drama programs will have the opportunity to participate in HAMPAs-sponsored fundraisers.

## **Article XI: Revisions**

Any proposed revision to these By-Laws must be first introduced to the Executive Board and presented at the general meeting. Voting on the revisions will take place at the next general meeting. A majority of the vote of the membership present shall be required to revise these By-Laws.

## **Article XII: Authority**

In all cases in which they do not conflict with the By-Laws of HAMPAs, Robert's Rules of Order Revised, shall govern HAMPAs conduct of business.

*Revised by the By-Laws Committee on August 12, 2021  
Approved by the HAMPAs Membership on October 4, 2021*

**APPENDIX A**  
**FAIR SHARE REQUIREMENTS**  
**SENIOR HIGH AND JUNIOR HIGH MUSIC AND DRAMA STUDENTS**

In order for HAMPAs to help supplement our music and arts programs, we ask each JH and SH music/drama student to contribute an annual Fair Share. This Fair Share is used to buy costumes and uniforms, music and scripts, food and snacks, guest artists and instructors, and many other important items. The following information outlines the requirements for paying or earning fair share credits.

REQUIREMENTS FOR EARNING FAIR SHARE CREDITS

Because HAMPAs is a non-profit organization that supports the students of the Hollidaysburg Area School District, it encourages its members to regularly volunteer their time to help it accomplish its mission. HAMPAs also understands that some members may require opportunities to help fulfill their fair share obligations. As a result, opportunities to earn fair share credits have been established. The following information should be adhered to when earning these credits.

**All parents/guardians who have a 7th - 12th grade music/drama student are strongly encouraged to contribute a yearly fair share amount of \$150.** The fair share amount for a second and third student during the same school year is \$100 each. This fair share amount can be paid through any combination of direct payment by cash/check, fundraising proceeds earned on behalf of the student or earned fair share credits. **In addition, each student in the music/drama programs must have an adult representative work in the concession stand one time. Fair share credits for volunteering in the concession stand will be begin to accrue after this obligation is fulfilled.**

Only HAMPAs parents/guardians will have the opportunity to sign up for volunteering for an event up to 24-hours prior to that event. Within 24-hours of the event, the concession managers and/or HAMPAs Vice-Presidents may seek assistance from other non-HAMPAs adult volunteers, and Fair Share credits may be given to a student of their choice. Fair share credits can be rolled over to the following school year, but must stay in the account of the student or a sibling.

Fair share credits can only be used to help pay for the annual HAMPAs fair share or to help defray the costs of the Walt Disney World music/drama trip. In order for a student to be eligible to attend the Walt Disney World trip, his/her fair share must be paid during the trip year and the year prior to the trip (as long as he/she was a music/drama student). All other costs associated with the music/drama department (band membership fees, extra apparel, extra trips, PSU Band Jam, etc.) must be paid by cash/check or proceeds earned through fundraising activities.

Fair share credits can be earned as follows: Check the calendar on [www.charmsoffice.com](http://www.charmsoffice.com) for opportunities.

- concerts and drama productions (\$2.50 credit)
- preparations for drama events (\$2.50 credit)
- band/orchestra/chorus/drama camps (\$2.50 credit)
- trip chaperone (\$2.50 credit, unless HAMPAs pays some expenses)
- bus chaperone (\$2.50 credit)
- parade chaperone (\$2.50 credit)
- football games - chaperone or helper (\$2.50 credit)
- picnics/meals (\$2.50 credit)
- fundraising distribution (\$2.50 credit)
- drama yard sale (\$2.50 credit)
- uniform/costume fittings (\$2.50 credit)
- band truck driver/helper (\$5.00 credit)

Concession stands/Pumpkin Fest/Spring Fling

- at least 1-2 hours (\$2.50 credit)
- over 2 hours-4 hours (\$5.00 credit)
- over 4 hours (\$7.50 credit)

- If 2 or more concession stand events run consecutively (like HAYFA Saturdays or JV and Varsity soccer), credits are earned according to total hours, rather than by the events.
- Concession stand managers who start and end an event will receive \$10.00 credit per event.
- Total time must be documented in order to receive credit.

Documentation must include the time started and the time ended. It must also include the signature of the Stand Manager. The document must be sent to the President within 48 hours of the event. This can be accomplished by taking a cellphone photograph of the document. No changes can be made after this time. The paper copy must still be given to the President before/at the following HAMPAs meeting.

In order to receive proper credit, one must first be signed into Charms prior to the scheduled event.

\*\*\*Any additional fair share opportunities must be approved by the Executive Board.

\*\*\*Decisions regarding fair share credits will be made by the Executive Board.

#### HAMPA Officer Fair Share Discount

HAMPA officers volunteer countless hours to fulfill their responsibilities as outlined in the Officer Responsibilities section of the Bylaws. Following the January HAMPAs meeting, but no later than January 15, the Music Department Chair will enter a discount for each HAMPAs officer as follows providing the duties of the office have been fulfilled and approved by the Executive Board:

- President - \$100
- Treasurer - \$150
- Senior High Vice President(s) - \$150 per person (max of 2 people)
- Junior High Vice President(s) - \$100 per person (max of 2 people)
- Drama Vice President(s) - \$100 per person (max of 2 people)
- Assistant Treasurer - \$100
- Recording Secretary - \$50
- Corresponding Secretary - \$50
- Concession Stand Manager(s) - \$150 per person (max of 2 people)
- Fundraising Coordinator - \$100

Any officer may decline the discount. Discounts can not be transferred to anyone else.

When each family meets its total Fair Share requested contribution, the student(s) are invited to attend the Spring End-of-Year HAMPAs Trip as our way of saying thank you. *IN OTHER WORDS, IT DOES NOT COST \$150 TO ATTEND AN END-OF-THE-YEAR TRIP. THE TRIP SERVES AS A THANK YOU FOR CONTRIBUTING YOUR FAIR SHARE AMOUNT.*

**A family's Fair Share must be paid in full before any child in the family can go on a HAMPAs sponsored trip.** HAMPAs follows all school district rules and policies regarding eligibility for attending field trips regarding discipline issues.

You will receive a statement from the HAMPAs in February of each school year to inform you of your student's Fair Share status.

Make all checks payable to "HAMPAs" and send to  
 HAMPAs  
 P.O. Box 736  
 Hollidaysburg, PA 16648  
 Please include your student's name on the check.

**APPENDIX B**

**HOLLIDAYSBURG ARTS AND MUSIC PARENTS ASSOCIATION**

**PROCEDURE:** Financial Procedures

**DATE:** March 2, 2020

**REVISION:** 01

**Reimbursement / Bill Payment Procedure**

1. All receipts for reimbursement must be submitted to the PO Box, or directly to the treasurer, along with a completed reimbursement form.
2. PO Box and locked drop box will be checked at a minimum of once per week.
3. Reimbursements will be processed and mailed at least once every two weeks.
4. All reimbursements must be pre-approved by the Board, or covered in the approved annual budget and approved by the committee chair, to be reimbursed.
5. All reimbursement and other vendor payments will be paid by check only.
6. All checks for expenditures must have 2 signatures (the HAMPAs treasurer and president).
7. No checks will be issued without a receipt or invoice in hand. All invoices/receipts should be forwarded to the treasurer within 2 weeks of being received to ensure timely payment of the vendor. Reimbursement receipts greater than 30 days old will not be paid.

**Deposit Procedure**

1. All dues, fundraising, and sponsorship income should be mailed to the PO Box or given directly to the treasurer.
2. Deposits will be made in a timely manner as needed and immediately recorded in the checkbook/accounting records.
3. The treasurer will keep copies of all checks deposited for verification.

**Financial/Bookkeeping Procedure**

1. The bank account will be reconciled monthly, and the treasurer will provide a copy of this reconciliation and related bank statement to the Board, including a detailed list of all deposits made and checks written.
2. The treasurer will keep an ongoing record of fair share balances.
3. Monthly financial statements will be provided to the Board for review and approval.
4. An annual budget will be prepared and submitted to the Board for review and approval. This should include event budgets from the various committees hosting these events. A copy of the budget will be forwarded to the school district.
5. The treasurer, or outside CPA firm, will prepare the annual financial statement and Form 990 filing by the IRS deadline.
6. A copy of HAMPAs annual financials will be forwarded to the school district.
7. An audit of HAMPAs financial records and annual reports shall be completed in accordance with the HAMPAs bylaws.

**Event Financial Procedure**

1. Each board member responsible for an upcoming event should contact the treasurer at least 5 days prior to the event to ensure start-up money is available for the event. A reconciliation form will accompany the start-up money, and the person receiving said money will count and verify the start-up amount and record on the reconciliation form.
2. At the conclusion of the event, 2 people shall count the money, each counting separately and then comparing the amounts from each person, complete the reconciliation form and verify the amount with their signatures.
3. The money and reconciliation form will be placed in a bank bag and given to the treasurer, or the HAMPAs Board representative will make immediate drop off arrangements with the treasurer.