

**VANGUARD INVOLVED PARENT SUPPORT TEAM (VIPS) BYLAWS**  
**VERRADO HIGH SCHOOL BAND PARENT ORGANIZATION**

Created: 3/12/10

Amended: 3/26/12, 8/12/13, 9/9/13, 8/14/17, 5/16/22

Article I - Name

- i. The name of this organization shall be Vanguard Involved Parent Support Team (VIPS Team).

Article II - Mission

- i. Mission Statement: Our mission as a Parent Support Team for the Verrado High School Viper Vanguard is to promote and encourage communications among parents, teachers, administration and community. The VIPS Team also sponsors and organizes events, which deepen our community spirit and enhance our children's educational experience at the Viper Vanguard.

Article III - Policies

- i. The organization shall be supportive of the educational program and shall be developed through volunteer service, supplemental education programs and fundraising projects.
- ii. The organization shall be non-commercial, non-sectarian, non-partisan and non-profit. The organization may cooperate with other organizations and agencies active in child educational and welfare, such as conference groups or coordinating councils, provided its representatives make no commitments that bind the groups it represents.
- iii. The Director or her designee shall have the right to veto any activity that may not be considered in the best interest of the band.
- iv. No profits shall proceed to any executive member of the organization. In the event of dissolution, the net assets, after payment of debts, will proceed to the Verrado High School Band.
- v. Before any purchase can be made, a clear, signed, itemized quote and invoice must be provided to the executive board for approval. At this point, the executive board will complete the purchasing process by following through with ordering, payment, and receipt of said item(s). In rare exceptions, if a purchase cannot be made by the executive board, the board may move to have the purchase made by someone other than the executive board with reimbursement being issued upon receipt of goods and receipts(s) for the purchase. The board reserves the right to limit reimbursement amounts during the approval and

assignment process. If purchases are made without prior executive board approval, the executive board shall have the right to refuse to pay for the expense.

- vi. Payment made out of the VIPS Team financial account shall require two board member signatures. Under no circumstances can an executive board member sign a check to themselves or any immediate family member.

#### Article IV - Membership

- i. Membership in the VIPS Team is open to all faculty, parents or guardians of students in Verrado High School Band.
- ii. Only actively participating parents or guardians attending at least 50% of VIPS meetings or volunteering at VIPS activities are entitled to vote on items presented before the group.
- iii. Only members of the VIPS Team in good standing shall be eligible to hold office, make motions and vote on motions described in the By-laws.
- iv. Membership that attend a VIPS Team meeting must abide by the Meeting Rules and Regulations in order that presenters, guests, faculty, staff, parents and guardians feel comfortable and welcomed and so that the Executive Board is able to conduct the VIPS Team's business in an orderly manner.

#### Article V - General Member Meetings

- i. The organizational year shall be from June 1st to May 31st of the school year.
- ii. A general meeting will be held once a month from August - May. The time and location will be communicated to membership in accordance with Arizona Revised Statute A.R.S 10-3705. Any meeting changes will be clearly communicated to the membership.
- iii. It will be up to the discretion of the Guest Speakers as to the amount of time allowed for questions or comments. Guest Speakers should be allowed to complete their presentations.
- iv. Improper conduct and remarks will not be allowed. If any member persists in improper conduct or remarks, the President may terminate the conversations.
- v. Members may offer objective criticisms to help improve events or initiatives which concern them, but the membership should not offer personal complaints of Executive Board Members, Faculty, or Guest Presenters. The proper means for this type of legitimate complaint should be sent in writing to the Executive Board and placed in the VIPS Team mailbox at Verrado High School.

- vi. Comments should pertain to the topics being discussed by the Verrado High School VIPS Team and not other school business.

#### Article VI - Executive Board and Their Elections

- i. The officers of the VIPS Team Executive Board shall consist of seven (7) parent or guardian representatives who currently have a child as a member of the Viper Vanguard. The officer positions will be President, Vice President, Records Secretary, Treasurer, Communications/Marketing Secretary, Volunteer Coordinator, and Events Coordinator.
- ii. The officers shall be elected for a staggering two (2) year terms. Electing three (3) officers in odd years, and four (4) officers in even years. In the event that a parent of a senior is elected, and their term is up after one (1) year, the remainder of their term will be filled by appointment by the Executive Board.
- iii. The term of office will be from June 1st - May 31st.
- iv. None of the officers serving the same term of office may be related by blood or marriage.
- v. Elected Board Members are expected to attend every Board Meeting and General Parent Meeting, if unable to attend, the Board Member must notify the Board and submit any and all deliverables due to the President and/or Vice President prior to the scheduled meeting. If a Board Member fails to attend 2 consecutive Board Meetings with no advance notification, the remaining Board Members will nominate a replacement and seek approval of their nomination at the next General Parent Meeting.
- vi. Nominations for the vacant Executive Board officer positions, when their term is expiring, shall be made by the membership of the VIPS Team at the April General Meeting and Voted on in May.
- vii. An existing executive board member should submit an intent to resign at the April General Member meeting in order for that position to be filled during the nomination/election period.
- viii. Each VIPS Team member attending the General Member meeting shall cast one vote for an individual nomination for the Board. The individual receiving the majority of the vote made by the membership shall be awarded the position.
- ix. The Executive Board shall inform the VIPS Team membership of a vacancy occurring in The Executive Board at the first General Member meeting held after being aware of the vacancy. The vacant officer position shall be filled by the nomination of individuals interested in serving on The Executive Board and a majority vote of the membership of the VIPS Team in attendance at the General Member Meeting.

- x. The new Board will determine the positions of the Executive Board at the first meeting of the new Board each year. The first meeting of the new Board will meet within thirty (30) days of the May election.

#### Article VII - Duties of the Executive Board

- i. President (Pr) shall lead meetings, create agendas, keep order, oversee, manage and follow the 501c3 requirements ensuring all aspects of the 501c3 regulations, bylaws, and articles. The President oversees the Records Secretary and Treasurer positions. The President shall be a cosigner for the VIPS Team checkbook. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).
- ii. The Vice President (VP) shall assist the President and take over the President's duties if they are absent. The Vice President will be responsible for fulfilling all of the President's duties. The Vice President will oversee the Communications/Marketing Secretary, Volunteer Coordinator, and Events Coordinator positions. Vice President shall be a cosigner for the VIPS Team checkbook. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).
- iii. Records Secretary (RS) shall take minutes of every meeting, review minutes from the previous meetings, and manage, update, and communicate all internal documents, digital drives, records, subscriptions, contact information, and deadlines to the Executive Board. Records Secretary shall be a cosigner for the VIPS Team checkbook. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).
- iv. Treasurer (Tr) shall be responsible for VIPS financial endeavors, transactions, and reconciliations using a finance software program. Treasurer shall maintain an accurate running balance and give financial updates at every Board and Parent meeting. Treasurer shall be a cosigner on all VIPS Team checks, make cash deposits and withdrawals, reconcile accounts, manage budget, and follow IRS 501c3 requirements. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).
- v. Communications/Marketing Secretary (CMS) shall be responsible for all incoming and outgoing communications, advertisements, and marketing from stakeholders related to the VIPS Team. CMS shall use various digital and non-digital methods to send and receive information accurately and timely. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).
- vi. Volunteer Coordinator (VC) shall be responsible for recruiting, encouraging, training, and retaining volunteers to assist the VIPS Team during events and fundraisers throughout the school year. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).

- vii. Events Coordinator (EC) shall be responsible for overseeing and managing of events, sponsorships, and fundraisers, which involve the VIPS Team. The EC shall work with the Band Director to complete and submit all AFUHSD required fundraising paperwork following AFUHSD guidelines. (Refer to the VIPS Board Duties and Roles document for detailed descriptions).

#### Article VIII - Executive Board

- i. Meetings of the entire Executive Board will be held once a month to transact necessary business between monthly VIPS Team meetings and prepare the agenda for the next monthly meeting.
- ii. A meeting may be called by an Executive Board member to clarify, implement or plan something that cannot wait until the next Executive Board meeting. These meetings may be held at a time and location convenient to the majority of the board and do not require full attendance.
- iii. The purpose of the meeting must be clearly stated to all members prior to the meeting.
- iv. Business not specifically noted in the reason for the special meeting may not be decided on as the full board is not required to be present.

#### Article IX - Amendments

- i. These By-laws may be amended at any regular meeting or the organization by a two-thirds vote of the members present, providing notice of the proposed amendment shall be given at the previous meeting.