

Waubonsie Valley High School Band Booster Association By-Laws

Waubonsie Valley High School Band Boosters Association By-Laws

Amended and Effective as of May 14, 2013

BY-LAWS

Article I. The Executive Board

1. Interpret and act in accordance with the Constitution of the Music Education Advocates Coalition (MEAC) and by By-Laws of the Waubonsie Valley Band Booster Association (BBA).
2. Recommend, coordinate and implement, in concurrence with the Band Director(s), programs to fulfill the purposes of the Coalition and the Association.
3. Manage the operations of the Association and control the assets thereof.
4. Approve a budget, prepared by the Treasurer, for the Association.
5. Meet regularly on dates previously determined, and hold additional meetings as called by the President or Band Director(s). Meetings shall be held at the Waubonsie Valley High School or other location designated by the Director(s) or President.
6. Act, with the concurrence of the Band Director(s), in an emergency capacity and expend monies appropriate to meet the emergency situation. Such action by the Board shall require approval of the Band Director(s) and one other Executive Board Member. Such action shall be submitted to the full Board for ratification at its next regular meeting.
7. Any regular expenditure under \$500.00 requires the approval of the Band Director(s) and one other Executive Board Member. Any expenditure over \$500.00 requires the approval of the Executive Board. Any Executive Board member and Band Director(s) must sign for payment.
8. Keep the membership informed of all actions, programs, activities and functions of the Association.

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9. Shall solicit replacements for Executive Board Officers vacated in accordance with Articles V and VI of the By-Laws.

Article II Officers

Officers (President, Vice President, Secretary, and Treasurer) are voting members of the Executive Board and shall hold office for a period of one (1) year, coinciding with the fiscal year which shall run from July 1 through June 30. Each Officer shall attend a minimum of 75% of all General Membership meetings, or the Officer may be removed from office by 75% of the remaining Executive Board members. An Officer may be removed from office for cause as determined by 75% vote of the remaining Executive Board members. If a vacancy shall occur, (by resignation or removal) the General Membership shall elect a new member in good standing to fill the vacancy with the exception of the President. Should the President vacate, the Vice President automatically becomes President and a new Vice President is elected by the General Membership. A board member may be elected to and hold the same office for no more than two (2) consecutive years.

An officer, who is not the treasurer, will be appointed by the Executive Board to reconcile the bank account on a monthly basis and will not have authority to sign checks.

A. President

1. Shall be the executive head of the Association with full power to enforce and uphold the Constitution and by-Laws of the Association.
2. Shall preside at all Executive and General Membership meetings and govern same with parliamentary procedure.
3. Shall be the Ex-officio member of all committees of the Association.
4. Shall prepare an agenda for the General Membership meeting.

B. Vice President

1. Shall assume the duties of the President in cases of absence or incapacity of the President.
2. Shall perform any additional duties requested by the Executive Board or Band Director(s).
3. Shall update and maintain accurate rosters for all committees of the Association.

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4. Shall collect annual reports from each committee of the Association. All committees of the Association will keep a detailed report of their committee activities that can be updated and revised. This information is to be held by the Vice President for presentation to the Executive Board.

C. Secretary

1. Shall keep careful and authentic records of the proceedings of the Executive and General Membership meetings and report General Membership minutes at subsequent meetings. Executive Board minutes shall be reported upon request by the membership.
2. Shall read and respond to all correspondence that may be called for by the Association.
3. Shall receive and keep on file any and all correspondence and legal documents pertaining to the Association.
4. Shall notify all Executive Board Members of all meetings and all upcoming events.
5. Shall provide a copy of the Constitution and By-Laws to each new Band Booster member upon request.
6. Shall prepare written notification of all special functions as required by the Constitution and By-Laws of the Association.
7. Shall prepare and e-mail notification of Association meetings to the General Membership.

D. Treasurer

1. May be bonded at the expense of the Association.
2. Shall receive, record and deposit all money.
3. Shall deposit and disburse monies under the name of Waubonsie Valley Band Booster Association.
4. Shall pay out funds only as authorized by the Executive Board and the Constitution.

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5. Shall maintain a record of all items donated to and purchased by the Association.
6. Shall maintain student accounts for all students enrolled in the Waubonsie Valley Band, Color Guard, and/or Winter Guard programs.
7. Shall work with the Band Director(s) to create a budget to be presented to the Executive Board. This budget will be presented to the general membership at the first Booster Meeting.

Article III Committee Chairpersons

Committee Chairpersons shall hold office for a period of one (1) year or a term specified by the Executive Board or Band Director(s), commencing immediately following appointment. If a vacancy shall occur, (by removal or resignation) the Executive Board shall appoint a member in good standing to fill the vacancy. Each Chairperson:

- A. Shall periodically report to the Executive Board on the activities of their committee.
- B. Shall perform any additional duties requested by the Executive Board.
- C. Present a final annual report to the Executive Board of all activities.

Article IV The Band Directors

The Band Directors are voting members of the Executive Board and are expected to attend Executive Board meetings and General Membership meetings.

Article V Elections

- A. Nominations for new Executive Board Offices shall be taken from the general membership. Those nominations shall subsequently be presented to the general membership for election to the Executive Board at the Annual meeting.
- B. To be elected, a candidate must receive a simple majority of votes of members present.
- C. In the event that an office has no nomination(s) at the time of the election, the Executive Board reserves the right to fill that position with a majority vote of the Executive Board when a candidate is identified.

Article VI Eligibility

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- A. To be nominated for position of Officer, the member must be a parent/guardian of a Waubonsie Valley High School Band, Color Guard or Winter Guard student.
- B. To be appointed for the position of Chairperson, the member must be a parent/guardian of a Waubonsie Valley High School Band, Color Guard or Winter Guard student.

Article VII Funds

- A. Accounting of the Association funds shall be on a fiscal year basis running from July 1 through June 30. The financial records shall be turned over to the elected Treasurer after the June 30 bank reconciliation is completed but no later than July 20.
- B. The financial records may be reviewed yearly. The review shall be conducted by a representative of School District 204 or his/her designee.
- C. The Treasurer shall deposit and disburse funds according to the Constitution and the By-Laws of the Association.
- D. The Association shall derive its revenue from contributions and such other activities of the Association, Band, Color Guard and Winter Guard.
- E. All funds shall be disbursed by check with two (2) signatures. Those authorized to sign checks are the Band Director(s), President, Vice President, Secretary and Treasurer. No two (2) members of the same household may be authorized to sign checks. All checks must have the signature of a Band Director and one other authorized signature.
- F. All funds shall be issued for the furtherance of the Band, Color Guard, Winter Guard and their activities.
- G. All funds of the Association shall be deposited at such financial institution as agreed upon by the Executive Board.
- H. If an emergency situation shall arise, the Band Director(s) can expend Two Hundred Fifty Dollars (\$250.00) per emergency – not to exceed One Thousand Dollars (\$1,000.00) per fiscal year, the justification for such expenditures shall be presented at the next Executive Board meeting. In extreme emergencies the Band Director(s) or President can authorize expenditures above the fiscal year limit with justification at a future date.
- I. No Executive Board member or committee Chairperson may contractually bind the Association without Executive Board approval.

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J. Student Account Policy shall follow these guidelines

The WVHS Band Booster Association shares some of its funds from its fundraising events with students who participate on a voluntary basis in the fundraising events for specified music/band/color guard related uses. Not all fundraising events will earn money for the student accounts. These funds belong to the WVHS Band Boosters and are held for use at the request of the student's parents or legal guardian under the following conditions.

- School –sanctioned Music Department Trips
- The purchase of musical instruments, sheet music, supplies.
- WHVS extracurricular payments, such as marching band, color guard, jazz or percussion participation fees.
- Private music lessons must be paid out before graduation although they may occur during the summer immediately following graduation.
- Music/color guard camps or clinics must be paid out before graduation although they may take place during the summer immediately following graduation. Note that funds may not be accessed for expenses indirectly related to the activity such as travel expenses to a music camp, etc.
- Those activities paid for from student accounts but happening after graduation must be independent of any college activities in which the student will be participating.

All funds will be distributed according to the policy stated in the WVHS Band handbook.

Article VIII Meetings

- A. General Membership meetings shall be held on dates established by the Executive Board.
- B. All members present at a General Membership meeting shall constitute a quorum.
- C. A majority of the Executive board shall constitute a quorum for the purpose of conducting official business.

Article IX Committees

- A. The Executive Board shall establish such committees of the membership as necessary to further the goals of the Association. The Executive Board shall determine the purpose, scope and responsibilities of each committee.

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- B. Each committee shall have a chairperson, selected by the Executive Board, responsible for the orderly conduct of its business. Membership for each committee shall consist of volunteers from the membership of the Association.
- C. Each committee shall hold such meetings as it deems necessary and shall periodically report to the Executive Board on its activities.
- D. Each committee shall be bound by the Constitution and By-Laws of the Association. No committee may expend or commit to expend funds of the Associations without the approval of the Executive Board.
- E. It will be the responsibility of the Executive Board to make any changes in the duties of any committee chairperson.

Article X Amendments

These By-Laws may be amended or altered at any General Membership meeting of the Association by a two-thirds majority vote of the membership present, providing the amendment(s) has been read at the preceding regular General Membership meeting of the Association, or written notice of the proposed amendment(s) has been distributed to the membership no less than 30 days in advance of the regular membership meeting, and all members have been provided with a notice of the membership meeting at which the proposed amendment(s) will be considered no less than seven (7) days prior to the vote.