

**WAKEFIELD HIGH SCHOOL
WAKEFIELD BAND PATRONS
BYLAWS**

Article I Organization Name

This organization shall be known as the Wakefield Band Patrons.

Article II Objectives

To arouse and maintain enthusiastic interest in the various phases of the Wakefield High School Band. To promote and support Music education and other undertakings of the Wakefield Band. To lend all possible support, both moral and financial to the Wakefield Band and to the Band Director. To mutually cooperate (both Band Patrons and Band Director) so the band shall attain and maintain the highest possible degree of musical excellence.

Article III Organizational Membership

Section 1 Membership

Membership in the organization shall be granted to those in accordance with its purpose and those interested in promoting the Wakefield High School Band Program.

Section 2 Membership Categories

Membership shall fall into two categories:

- A. Voting
- B. Non-voting

Description:

- A. Voting privileges shall be restricted to those members who are Parents/Guardians of children in the band program and are in good financial standing. Good financial standing is defined as not having an outstanding balance.
- B. Non-voting members are those not in good financial standing. Parents/Guardians of senior members (who will not have another member that is remaining in the band program) may not motion or vote on any business that will affect the upcoming year.

Section 3 Terms of Membership

Membership will run from July 1 through June 30.

Article IV Executive Board Members

Section 1 Executive Board Members

The Executive Board shall consist of the following:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Band Director

Section 2 Election of Executive Board Members

All members of the Executive Board, with the exception of the Band Director, shall be elected from the membership at large and must meet the qualifications in Article IV, Section 3.

Section 3 Qualifications of Executive Board Members

- A. Executive Board Members must have a student in the Band Program during their term in office.
- B. A qualified nominee for an office is a member who:
 - 1. Is in good financial standing, owing no money.
 - 2. Agrees to serve and attend all regular Wakefield Band Patrons meetings.

Section 4 Terms of Office

Term of office shall be (1) year or until successors are duly elected and installed.

Article V Nomination & Election of Executive Board Members

Section 1 Nominating Committee

A nominating committee shall be formed at the May meeting of the organization. This committee shall consist of the Executive Board and Committee Chairs.

Section 2 Nomination Committee's Responsibilities

The Nomination Committee will receive nominations from the body and will present a slate of qualified nominees to the organization at the June meeting.

Section 3 Nominations

Nominations from the floor will be accepted at the June meeting and will be added to the list of candidates submitted by the nominating committee. These candidates must meet the same requirements as in Article IV, Section 3.

Section 4 Election of Officers

The annual election of officers shall be held at the final meeting of the school year. Those nominees who receive the majority of the votes shall be elected.

Section 5 Election Committee

Ballots will be counted by an appointed number of exiting senior parents. In the event of not having any exiting parents in attendance, ballots shall be counted by non-balloted members.

Section 6 Election Results

Election results will be announced publicly by the Executive Board.

Section 7 Vacancy of an Office

Any vacancy that arises on the Executive Board shall be filled by nominations and election at the next Wakefield Band Patrons meeting. All candidates must meet the same requirements as in Article IV, section 3.

Article VI Duties of Officers and Representatives

Officers must attend all meetings, except in cases of circumstances beyond their control or emergencies.

Section 1 President

A. The President shall preside at all meetings of the organization. He/She shall be an ex-officio member of all committees and shall perform all other duties usually pertaining to the Office of President.

Section 2 Vice President

A. The Vice President shall act as an aide to the President and shall perform the duties of the President in his/her absence.

Section 3 Secretary

A. The Secretary shall keep an accurate record of all meetings of the organization and the executive board.

B. He/She shall conduct all correspondence of the organization, and shall notify members of the dates of meetings and events.

C. The Secretary shall provide a written copy of the minutes at each monthly meeting.

Section 4 Treasurer

A. The Treasurer shall pay all debts and obligations of the organization in such a manner as approved by the majority of the membership at the regular monthly meetings.

- B. He/She shall keep an accurate record of all receipts and disbursements.
- C. He/She shall have the books audited annually.
- D. The Treasurer's duties shall be carried out in accordance with Article IX Section 4 of the Fiscal Policy.
- E. The Treasurer is permitted to make deposits.

Article VII Quorum & Meetings

Section 1 Quorum

A Quorum shall consist of 2/3 of the Executive Board and those additional members present at any meeting.

Section 2 Meetings

The regular Wakefield Band Patrons meeting shall be held on a regular date and time determined by the Executive Board.

Section 3 Additional Board Meetings

The President or a majority of the Executive Board may call an additional Executive Board meeting.

Article VIII Fiscal Policy

Section 1 Budget

The Band Director will submit the next fiscal budget in writing to the Executive Board for their review by the third Monday in May. It will be submitted for approval to the membership at the June meeting.

Section 2 Bill/Expenses

All bills/expenses shall be submitted directly to the Treasurer.

Section 3 Deposits

All Band deposits shall be made within one week of the end of each fundraiser by the Fundraising Team Lead with an update per deposit to the Treasurer.

Section 4 Financial Reports

- A. Treasurer's Monthly Report
 - a. The Treasurer shall provide an oral/written monthly report including the following:
 - i. Checking account balance at the beginning of the accounting period.

- ii. Itemized list of deposits.
- iii. Itemized list of expenses.
- iv. Checking account balance at the end of the accounting period.
- b. Fundraising Team Lead's Report
 - i. An oral report shall be submitted at the monthly meeting.

Section 5 Collection of Monies

The following shall be observed in the collection of monies:

- A. All monies owed to the Wakefield Band Program should be paid in the form of check or money order.
- B. In the event that a check is reported to have insufficient funds, an individual has one week from notification of the Wakefield Band Patrons Executive Board to resolve the matter. Payments may only be fulfilled with a Money order, it must include all fees (to the individual and the boosters) incurred as a result of having insufficient funds in the individual's account. From the occurrence, all payments within the school year must be paid with money order. In the event that obligation is not met within one week of notification, finances will be drawn from the child's bank account that includes the check and subsequent fees. If a student's account cannot satisfy outstanding payments, further action may be pursued.

Section 6 Disbursements

All disbursements shall be made by check.

Section 7 Accounting Period

The accounting period shall end the Sunday prior to the Band Patrons meeting and shall begin the day of the Band Patrons meeting.

Section 8 Student Funds

All funds in a student's account are to become property of the Patrons upon termination of the student's participation in the organization. Funds can be transferred to a sibling that is currently in the band program or will start the following year. If the current band member terminates their participation in the band without reasonable cause, their account becomes property of the Wakefield Band Patrons and cannot be transferred to a sibling.

Section 9 Fundraising

Fundraising for the Wakefield Band Program can only be done through the Wakefield Band Patrons. Private fundraising for band students is unacceptable. All fundraiser expenditures must be presented to the Executive Board prior to the fundraiser's starting date. Prior approval must be awarded by the Executive Board in order to initiate the fundraiser for the Wakefield Band Patrons.

Article IX Amendments

These Bylaws should be reviewed annually. They may be amended at any regular meeting of the organization by 2/3 majority vote of the members present at the meeting only under the following circumstances:

A. The change has been proposed by the Executive Board.

Or

B. The member requesting the change has provided each member of the Executive Board with a written notice of the amendment prior to an Executive Board meeting. The Board shall review the request and shall present it to the membership at the regular meeting of the organization with a recommendation of acceptance or rejection.