

BY-LAWS OF THE WEST DEPTFORD BAND PARENTS, INC.

ARTICLE I: NAME

The name of the organization shall be the **WEST DEPTFORD BAND PARENTS, INC.**

ARTICLE II: PURPOSE

Section 1: The purpose of this organization shall be *to* support any and all band activities. In doing so the organization shall not endeavor to direct the Band or its program.

Section 2: This organization shall be non-commercial, non-sectarian, non-profit and non-partisan. The names of its' officers, in their official capacities, shall not be used in connection with a commercial concern or with any partisan interest for any purpose other than the regular work of the organization.

Section 3: This organization may cooperate with other organizations and agencies active in child welfare, such as conference groups or coordinating councils, provided they make no commitments which bind the organization, without the approval of the majority of the members present and voting at a regular meeting.

Section 4: The organization shall feel free to offer to the Principal or the Band Director such constructive suggestions as will promote the interest of the student in their relationships.

ARTICLE III: MEMBERSHIP

Section 1: Any adult or graduate interested in the Band Parents organization may become a member.

Section 2: A member in good standing is one who has attended and signed in at one event, submitted their name and name has been presented at one executive committee meeting.

Section 3: The Membership Chairperson will submit a list of the eligible membership to the President no later than the December meeting.

Section 4: To be eligible to hold an office, a member in good standing must have attended five (5) events of which three (3) must be regular meetings during the current school year excluding the voting meeting. A member must be present at the March meeting to vote.

Section 5: To be eligible to vote for officers at the annual election, a member must have attended five (5) events.

Section 6: Attendance shall be verified by sign in sheets.

Section 7: Events are defined as having volunteered to assist during a Band or Band Parents activity.

ARTICLE IV: OFFICERS AND THEIR ELECTION

Section 1: The officers of this organization shall be a President, First Vice President, Second Vice President, Recording Secretary, Corresponding Secretary, Treasurer and Trustees. These officers shall be elected by ballot, however, it is provided that if there is but one (1) candidate for any office, by motion from the floor, the Recording Secretary shall cast a unanimous vote for the office.

Section 2: Officers shall serve for a term of one (1) year and shall remain in office until their successors are elected and assume office.

Section 3: Nomination for office shall be made by a nominating committee of three (3) members appointed by the President and approved by the membership in January. The nominating committee shall report at the February meeting the names of each candidate for each office to be filled. Additional nominations may be made from the floor at the voting meeting only if no nominations have been previously made for an office. All candidates nominated must meet the criteria established in Article III, Section 2 and Article III, Section 4.

Section 4: The election shall be held at the meeting in March with elected officer assuming their duties at the April meeting.

Section 5: A vacancy occurring in any office shall be filled by election at the next regular meeting. Should the vacancy continue for a second month, it may be filled by appointment of the President.

ARTICLE V: DUTIES OF OFFICERS

Section 1: The President shall preside at all meetings of the organization and of the executive committee and shall be a member, ex-officio, of all committees except the nominating committee; shall appoint all special committees, and shall perform all other duties usually pertaining to the office.

Section 2: The First Vice President shall preside in the absence of the President and shall act as an aide to the President. The First Vice President shall serve as the chairperson of the Ways and Means Committee.

Section 3: The Second Vice President will serve as membership chairperson and keep attendance records at each regular meeting. The Second Vice President will preside in the absence of both the President and First Vice President.

Section 4: The Recording Secretary shall keep a record of all meetings of the organization and of the Executive Committee.

Section 5: The Corresponding Secretary shall conduct the correspondence of the organization as directed by the President or at the direction of the Executive Committee. Publicity and correspondence for donations shall be included as duties.

Section 6A: The Treasurer shall receive all monies of the organization, and shall maintain an accurate record of receipts and expenditures. No bills will be paid without a receipt and no checks are to be made out to cash unless approved by the Executive Committee. The Treasurer may pay all invoices to vendors/suppliers for items purchased for use in the normal course of fundraising activities. These payments are to be itemized and presented to the membership at the next regular meeting. Any expenditure outside the normal course of fundraising activities must be approved by the membership prior to payment. Signing authority shall be any two (2) of the following officers: President, First Vice President, Second Vice President, or Treasurer. However, one of the signers must be either the President or the Treasurer. If the Treasurer is unable to perform at any event a person designated by the Executive Committee shall assume the Treasurer duties and all receipts shall be turned over to the Treasurer immediately thereafter.

Section 6B: The Treasurer shall present a statement of account at every meeting of the organization and at any other times as required by the Executive Committee and shall make a final report at the March meeting.

Section 6C: The Treasurer shall be bonded, in the sum of \$20,000, by the Band Parents organization.

Section 6D: There shall be a minimum balance of one thousand (\$1,000.00) dollars at the end of the June regular meeting.

Section 6E: A budget shall be prepared by the Treasurer and the Executive Committee and presented to the membership for adoption at the June meeting.

Section 7: No officer or member shall be authorized to enter into a contract or loan on behalf of the Association without approval by vote of the membership.

ARTICLE VI: MEETINGS

Section 1: A regular meeting of the organization shall be held on the first Monday of each month at 8:00 p.m. for the consecutive months of August through June. When school is closed on the first Monday of the month, the regular meeting will be held the second Monday of the month unless otherwise provided by the organization. Due notice of all meetings shall be given to the membership. Special meetings may be called by the Executive Committee as required, providing at least forty-eight (48) hours notice is given the membership either by telephone, e-mail or written notice sent through the Band Director.

Section 2: During the February meeting, a committee appointed by the President and approved by the membership, shall be selected to audit the financial books. The Treasurer shall make the books available to the audit committee by the 20th of February and the audit must be completed prior to the March meeting. The financial books will be turned over to the new Treasurer at the conclusion of the March meeting.

Section 3: The meetings of this organization shall be open to the general public, but the privilege of holding office, making motions, debating and voting shall be limited to members in good standing.

Section 4: Meetings shall be governed by Roberts Rules of Order.

Section 5: No business may be conducted unless a quorum of at least 10 members is present and voting.

ARTICLE VII: EXECUTIVE COMMITTEE

Section 1: The Executive Committee shall consist of all officers and the Band Director or the Band Director's appointed representative. A quorum shall consist of a majority of the Board.

Section 2: The Executive Committee shall have the power to transact any necessary business between meetings of the organization. The Executive Committee shall formulate and present plans and programs of the organization to the membership. A majority of the Executive Committee is required to approve business.

Section 3: Regular Executive Committee meetings shall be held on the first Monday of each month, prior to the regular meeting. Special Executive Committee meetings shall be called when deemed necessary by the President or a majority of the Executive Committee.

ARTICLE VIII: STANDING COMMITTEES

Section 1: Standing Committees shall be appointed by the President as required to promote the objectives and interests of the organization.

Section 2: The chairperson of a standing committee shall present plans of work to the Executive Committee and no work shall be undertaken without approval of the membership.

Section 3: The chairperson of the Ways and Means Committee will submit to the Executive Committee a report on all fundraising activity, profit potential and the names of all individuals with fundraising money still outstanding. A scholarship Committee will present mandatory fundraising activities to ensure that funds are available for 2 scholarships of \$1,000.00 for graduating seniors. By vote of the membership, and discretion of the director, a 3rd "directors choice" scholarship may be awarded.

ARTICLE IX: AMENDMENTS

Section 1: The Constitution and Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present and voting, provided a reading of the proposed changes has been

made at the prior meeting, with copies of the proposed changes provided to the membership during the first reading.

Section 2: These Bylaws shall be reviewed every three years by a committee of at least four (4) members appointed by the President.

Section 3: Copies of the Bylaws shall be distributed to new members at the September meeting by the membership chairperson.

ARTICLE X: DISSOLUTION

Section 1: The Association shall use its funds only to accomplish the purpose specified in these bylaws and no part of said funds shall inure, or be distributed to the members of the Association. In the event of the dissolution of the Association, its remaining net assets shall be property of the West Deptford High School.

These Bylaws were written and adopted by the West Deptford Band Parents Inc. on March 14, 1967.

Revised and adopted June 7, 2004.