

# WILLIAMSTOWN BAND ASSOCIATION

## BY LAWS

### ARTICLE 1 – NAME

The name of this organization shall be THE WILLIAMSTOWN BAND ASSOCIATION, located in the City of Williamstown, West Virginia.

### ARTICLE 2 – OBJECT

1. The object of this association shall be: to give moral and financial support to our High School Band program; to promote responsibility within the student to take PRIDE in his instrument, uniform, and organization.
2. This association shall not seek to direct the technical activities of the school, not the band, nor control their policies.  
**(delete #1 and #2 and replace with: “The purpose of this association is to provide adult support and assistance at the request of the Band Director, to provide financial support of the Band program through student fees and fund-raisers, and to promote the instrumental music program at Williamstown High School. The association recognizes the authority of the Band Director for the entire band program.)**

### ARTICLE 3 – MEMBERSHIP

1. Shall consist of parents of all band members and any interested persons.  
**(update by adding “parents and/or legal guardians”)**  
**(Add “2. Only parents and/or legal guardians may vote on motions proposed during meetings and/or hold an office of the association. Other interested persons are welcome to volunteer with the band at the discretion of the Band Director.”)**

### ARTICLE 4 – MEETINGS

1. To be held on the second Thursday of each month.
2. To be held at 7:00 pm in the band room.  
**(Combine #1 and #2. Add “If the meeting is to take place in another location, the President or a designated person is to notify members of the change in a timely fashion.)**
3. Ten (10) members shall constitute a quorum for all meetings of the association. A majority of all members of any committee shall constitute a quorum for that committee.  
**(Add “Meetings are open to all parents and/or legal guardians of band students, the high school principal or designee, and any interested persons in the community. Committee meetings are open to committee members and the executive officers.”)**  
**(Add “Additional meetings may be called by the Band Director or President if the need arises.”)**  
**(Add “Roberts Rules of Order, as they apply to a volunteer group, shall be followed as closely as possible during meetings.”)**

## ARTICLE 5 – OFFICERS

1. The officers of the Williamstown Band Association shall be:

1. President
2. 1<sup>st</sup> Vice President
3. 2<sup>nd</sup> Vice President
4. Secretary
5. Treasurer

2. The officers, with the President presiding, along with the Band Director and the High School principal shall constitute an executive board and appoint any other committees deemed necessary.

3. Executive board meetings shall be called by the President when necessary.

**(Add “These meetings may be in addition to the general meetings or committee meetings.”)**

4. Method of election

A nominating committee chairman shall be appointed by the President at the March meeting to present a slate of officers for the upcoming year. The appointed chairman shall appoint three (3) members to the committee. This committee is to prepare and present a slate of officers to those in attendance at the April meeting. Any accepted nominations from the floor will be added to the ballot prior to voting. The voting, done by written balled with any floor nominations written in, is then completed by those in attendance at the April meeting.

**(Add “At the discretion of the President, voting may be done by voice vote alone if the slate of officers is accepted as is and no nominations are made and accepted from the members.”)**

Outgoing officers will work with newly elected officers the month of May and June to aid transition into the new year.

**(Add “The association year is defined as July 1 to June 30 of the next calendar year. The official transfer of duties from outgoing officers to incoming officers shall take place by the first meeting in July.”)**

5. Eligibility of Officers

Any parent of a pupil in the Williamstown High School Band is eligible.

6. Duties of the officers:

President: The President shall be the Chief Executive Officer of this Association and shall preside at the meetings of the Association. He shall work in cooperation with the school principal and the band director. He shall be a member ex-officio of all committees, and shall not vote on any motions except in case of a tie. The President shall appoint committees necessary to carry on work of the Association in conjunction with the board members. He shall be invited to all committee meetings. If he declines, a report by the chairman shall be given the President.

**(Add “The President shall represent the association at the school and in the community. The President shall also get the association's mail from the post office box in the event that the Secretary is unable to do this.”)**

1<sup>st</sup> Vice President:

In the absence of the President or his inability to act from any cause, the 1<sup>st</sup> Vice President shall perform the duties of the President. The 1<sup>st</sup> Vice President is to act as a Ways and Means Chairman. **(Delete statement about Ways and Means Chairman. Add “Additional responsibilities may be assumed by the 1<sup>st</sup> Vice President at the direction of the President.”)**

2<sup>nd</sup> Vice President:

The 2<sup>nd</sup> Vice President is to act as the collection officer and serve on the Ways and Means Committee. He shall be in charge of publicity for all band functions.

**(Delete statement about acting as the collection officer and publicity and Ways and Means committee. Add “Additional responsibilities may be assumed by the 2<sup>nd</sup> Vice President at the direction of the President.”)**

Secretary:

It shall be the duty of the Secretary to attend all meetings of the Association and to keep records of their activities, all orders, votes, and resolutions not otherwise committed to stand approved or corrected, to keep a list of members and take roll call at each meeting.

**(Delete “take roll call at each meeting.” Add “...and provide a sign-in sheet for attendance at each meeting.”)**

In case of absence, the President may appoint a secretary pro-tem. The Secretary shall notify the President if not able to attend a meeting and have the books in readiness of the President to use.

**(Add “ The Secretary is responsible for all correspondence, such as thank-you notes and for getting the mail from the post office box.)**

Treasurer:

The Treasurer shall keep a complete and accurate account of all funds received and of all disbursements made for the Association, shall deposit funds in the name of and to the credit of this Association in the local bank.

**(Add “The Treasurer will provide monthly reports of all income and expenses at the meetings.”)**

All withdrawals shall be made by check, requiring the signature of the Treasurer and the President. In the absence of the President the signature of the Secretary will serve as a valid second signature of any and all checks. The names of the Treasurer, President, and Secretary will be listed on all band accounts.

**(Add “1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President” to list of signatures listed for band accounts.**

**Add “The signatures of the President and any other executive officer are required for any certificates of deposit obtained by the association.”)** No check shall be written without the signature of the Treasurer. The funds and books in the Treasurer's hands shall at times be subject to inspection by the officers, school principal or band director. At the expiration of term of office, the Treasurer shall deliver to his successor all books, money and other property in good order, or in the absence of the Treasurer-Elect to the President. If the Treasurer is unable to attend a meeting, he shall notify the President and have the books in order for the President to use.

**(Add “The Treasurer is to maintain records including receipts for expenses that have been reimbursed by the association and for all monies listed in the petty cash category.”)**

High School Principal:

The High School Principal shall be consulted concerning all activities of this Association because it is acknowledged that activities proposed to be carried on for or in the name of the school require the approval of the Principal.

Band Director:

The Band Director shall have full authority over band members at all times while participating in school band activities.

7. Disability of Officers:

In the event that the President resigns or cannot complete his term the 1<sup>st</sup> Vice President becomes the Chief Executive Officer of the Association for the duration of that term.

**(Add “..or unable to meet the responsibilities of the office...”)**

In the event the 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary or Treasurer shall be absent without reason for three consecutive meetings or become unable to hold office for any reason, the Executive Board shall be empowered to appoint a new officer at their discretion.

8. Term of Office:

An officer may not hold the same elected office for more than two (2) consecutive years.

9. Audit of the Books:

The books and financial records maintained by the Treasurer shall be closed on June 15. The Treasurer shall balance the books and a report of the audit is to be filed at the July meeting.

**(An independent audit will be preformed on all financial records at least once every 2 years or when a new Treasurer assumes office. Ideally, this audit will be done yearly.)**

10. Fiscal Year:

The fiscal year of the Association shall be from July 1 to June 30.

## ARTICLE 6 – POLICIES

1. All properties purchased by the said organization for band use shall become the property of the school.
2. No money shall be spent on any member or members of the Band unless it shall benefit the Band program as a group.  
**(Add “Any member that has spent personal funds for band expenses that have been previously approved shall present a receipt for these funds to the Treasurer for reimbursement.”)**
3. Ten percent (10%) of all fund-raising profits will be placed into a special contingency fund (savings acct.) for use on equipment, uniforms, and for emergencies.

## ARTICLE 7 – AMENDMENTS

1. These by-laws may be amended ref. Article 4 Section 3.
2. All proposed amendments shall be submitted to the President of the Association at least 30 days prior to the meeting at which the change is to be considered. The President shall read the proposed change to the members at one meeting.  
**(Add “All proposed amendments shall be read aloud and made available in writing during a meeting and will be voted upon at the next meeting unless tabled by the President or majority vote of the members present.”)**
3. All amendments shall become effective immediately upon adoption unless otherwise provided

therein.

**(Add “4. These by-laws are to be reviewed every two years and updated as needed to reflect the current functions and duties of this association.”)**

#### ARTICLE 8 – RULES

1. Roberts Rules of Order (latest edition) shall prevail on any point at issue not specifically covered by these By-Laws.

**(Delete this section – it's covered in Article 4 – Meetings.)**

Last update: April 1997