

BYLAWS

WADSWORTH BAND BOOSTERS

WADSWORTH, OH 44281

ARTICLE I

NAME

The name of this organization shall be Wadsworth Band Boosters.

ARTICLE II

PURPOSE

- 2.01 The purpose of the Wadsworth Band Boosters is to support the instrumental music education of students in the Wadsworth City Schools, including the following:
- 2.01.01 Cooperating with the teachers leading the instrumental music program, school administration, and Board of Education, working together towards excellence and efficiency in all aspects of the program.
 - 2.01.02 Providing moral and financial support and assistance for the instrumental music program. This includes funding co-curricular instruments, equipment, materials, and travel over and above that provided by the Board of Education.
 - 2.01.03 Promoting and encouraging support of and interest in the instrumental music program in the Wadsworth community. This includes facilitating clear communication among teachers, students, parents, administration, Board of Education, and the larger community, as well as advocating the value of music and music education as part of school curricula.
- 2.02 Wadsworth Band Boosters shall not directly or indirectly participate or intervene (including by publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office or devote any part of its activities to attempt to influence legislation by propaganda or other means.
- 2.03 In the event of dissolution of Wadsworth Band Boosters, the assets of the organization shall be distributed to the Wadsworth City Schools administration to be used for the direct benefit of instrumental music students in the Wadsworth City Schools.

ARTICLE III

Membership and Dues

- 3.01 Annual dues of a nominal cost will be recommended by the Executive Board and approved by the general membership.
- 3.02 Active Members of the association are parents/guardians of students currently enrolled in the Wadsworth City Schools Instrumental Music Program who have paid their annual membership dues. Active members are voting members.
- 3.03 Associate Members of the association are any interested adults, eighteen years of age or older and out of high school, who do not have a child currently enrolled in the Wadsworth City Schools Instrumental Music Program and who have paid their yearly membership dues. Associate members are non-voting members.
- 3.04 Active members may hold an office, serve as committee chairs, and assist in all other aspects of the association. Associate members may not hold an office but may serve as committee chairs (unless otherwise specified in this document) and assist in all other aspects of the association.

ARTICLE IV

Officers and Elections

- 4.01 The officers of Wadsworth Band Boosters shall be a President, a Vice President, a Secretary, and a Treasurer. A member shall hold only one office at a time.
- 4.02 Officers of the Wadsworth Band Boosters shall meet the following prerequisites:
 - a. They shall have been Active Members for at least the previous school year.
 - b. They shall have actively worked on Wadsworth Band Boosters projects as a worker or a leader.
 - c. They shall have shown qualities of leadership, persistence, reliability, and compatibility with band students, staff, and other Wadsworth Band Boosters members.
- 4.03 In January, the President will convene a nominating committee consisting of up to five Active Members from the general membership and the high school band director who will develop a proposed ballot of officers. The nominating committee shall communicate with the general membership in order to recruit/request participation as nominees. The nominating committee shall present their ballot of officers at the April general meeting. Additional nominations may be taken from the floor at that time and at any time prior to the May election by contacting the President or a member of the nominating committee, providing that the eligibility of the individual nominated has been established and that individual's consent secured. No person on the nominating committee may submit his/her own name for the presented ballot of officers, though another nominating committee member may do so. The officers shall be voted upon at the May meeting. Each Active Member shall be entitled to one vote. If there is only one candidate for an office, the vote will be by voice vote. If

two or more are nominated, elections shall be by ballot for those offices. Officers shall be sworn in at the June meeting and will then assume their official duties for a term of one year.

- 4.04 A person shall not be eligible to serve more than two consecutive terms in the same office. Anyone who has served a partial term may still serve two additional consecutive terms.
- 4.05 Only one person of any family may hold an elected office during any one school year.
- 4.06 A vacancy occurring in any office shall be filled for the unexpired term by a person elected at any regular meeting of Wadsworth Band Boosters by a majority vote of the voting members present. Notice of the vacancy shall be provided to the general membership one month prior to such a vote in as many ways possible [newsletter, website, WCTV ad, e-mail, etc.] Until the office is filled, the President may appoint a member to serve in the vacant office until it is possible to hold an election.
- 4.07 In the event of a vacancy in the office of President, the Vice-President shall at once secure the position and duties of the President, subject to a majority vote of the voting members present at the next meeting. At that time, the vacancy in the position of Vice-President shall be filled as per Section 4.06.
- 4.08 In the case of any officer who has been negligent in his/her duties or absent for two or more consecutive regular meetings without just cause, the officer may be removed from office at any regular meeting of Wadsworth Band Boosters by a majority vote of the voting members present, provided that notice of the proposed action has been given to the delinquent officer and the members.
- 4.09 Within fifteen days after the election, the outgoing officers shall submit all records of the association to the outgoing President. The President shall submit all records and other functions of the association to the newly elected President for safekeeping during his/her term. All outgoing officers shall work with newly elected officers to assure the orderly transfer of all records, as well as providing for the continuity of the association.

ARTICLE V

Duties of Officers

- 5.01 The President shall preside at all meetings of Wadsworth Band Boosters; shall prepare a written agenda for both regular and executive meetings; shall be the chief executive officer; shall be an ex-officio member of all committees except the nominating committee; shall initiate planning and coordinating of Wadsworth Band Booster activities with the officers and chairpersons; shall call meetings, both general and special; shall confer on a regular basis with the high school band director(s); and, shall be authorized to sign checks. The President shall vote only in the event of a tie.
- 5.02 The Vice-President shall assist the President; shall discharge the duties of the President in his/her absence or disability; and, shall serve in other duties in the

organization as directed by the President. The Vice-President shall also serve as the chairman of the Ways and Means committee. As committee chairman, Vice-President shall submit a list of proposed projects to the Executive Board for approval to meet the projected expenses and monitor for adequate funding. Fundraising project details should be available for review by school administration, as per Wadsworth City Schools policy KM/KN. The Vice-President shall provide an inventory of all organization-owned equipment, with a value greater than \$50.00 to be used on school property, no later than the first day of each school year, as required by Wadsworth City Schools policy KM/KN.

- 5.03 The Secretary shall report to the President; shall record the minutes of all meetings and retain a paper copy of them for an indefinite period of time and shall provide written copies of those minutes to meeting attendees at the next regularly scheduled meeting for approval; shall keep the records of attendance at meetings; shall have custody of all records and reports; and, shall perform other duties as may pertain to the office. The minutes must include specifics as to any motions and votes taken, in particular those regarding expenditure of funds. The Secretary shall keep an accurate list of the membership; shall be responsible for soliciting dues and recruiting new members; shall promote an efficient and active membership in harmony with the purpose of the association. The Secretary shall conduct all delegated correspondence; shall see that all officers and the superintendent and the high school principal are provided with a copy of the Wadsworth Band Boosters Bylaws; and, shall be responsible for notifying the membership of dates and times of scheduled meetings in as many ways possible [newsletter, public service announcements on WCTV, etc.].
- 5.04 The Treasurer shall report to the President; shall receive and hold all monies, securities, vouchers, and any other properties of the association as may pertain to his/her office; shall collect and keep account of all monies of Wadsworth Band Boosters; shall pay out funds only as authorized by the membership; and shall present a financial statement at each meeting. The Treasurer shall be bonded. The Treasurer shall chair the Finance and Audit Committee. In addition, the Treasurer shall prepare the yearly budget and annual statements, following a meeting of the Finance and Audit Committee. The budget and annual statements resulting from these meetings are due the first week of March and shall be presented to the Wadsworth Band Boosters membership for approval at the April meeting. The Treasurer shall annually provide the Wadsworth City's Schools Treasurer with a photocopy of the association's approved 501(C)(3) status and approved tax-exempt status, as required by Wadsworth City Schools policy KM/KN. The Treasurer shall submit all financial materials necessary from the previous fiscal year to an approved outside accountant for the preparation of form 990 "Return of Organization Exempt From Income Tax." This must be filed with the IRS before October 15th of each year.

ARTICLE VI

Executive Board

- 6.01 The Executive Board shall be the governing body of the Association and the President or Vice-President shall preside at all meetings of the Executive Board. The Board shall be composed of the current officers, the chair of the Transportation/Chaperone committee and the chair of the Concessions committee. Other Standing Committee Chairs shall be ex-officio members of the Executive Board and may be called upon as needed. The high school band director(s) shall be an ex-officio member of the Executive Board. No member may vote in more than one capacity.
- 6.02 The Executive Board shall have authority for all transactions and programs of the association. A majority of the Board members must be present at board meetings to constitute a quorum for the transaction of business.
- 6.03 Executive Board meetings will be held one hour before the general membership meetings and are open to all members. Special board meetings may be held with every effort being made to notify the membership [ads on cable television, notice in the membership newsletter, etc.] of the meeting and its purpose, at least five days in advance of such.
- 6.04 A report of business transacted at each executive board meeting shall be made by the President at the following meeting of the general membership.
- 6.05 Attendance shall be taken at each Executive Board meeting and retained as part of the records held by the Secretary.

ARTICLE VII

Standing Committees

- 7.01 The association's standing committee chairpersons shall be recruited and/or appointed by the officers as deemed necessary to promote the objectives/activities of the Wadsworth Band Boosters. The Band Booster officers and Director shall approve all standing committee chairpersons. An annual review of the standing committees shall be made with committees added or deleted as necessary. Each standing committee chairperson shall keep a list of job duties to be passed on to his/her successor.
- 7.02 Each standing committee chairperson, in conference with the President, shall appoint members of his/her committee, except as otherwise directed in the bylaws.
- 7.03 The chairperson of each standing committee shall be responsible for making a summary report at regular meetings. If the chairperson will be absent, he should submit such report to the President for presentation.

- 7.04 The following standing committees are required. Each committee may consist of only the chairperson, unless otherwise directed by these bylaws, or more members may be added as deemed necessary by that chairperson:
- a) **Ways and Means Committee:** The committee shall be chaired by the Vice President who will appoint members as needed for each fundraiser. Shall submit a list of proposed projects to the Executive Board for approval to meet the projected expenses and monitor for adequate funding. Fundraising project details should be available for review by school administration, as per Wadsworth City Schools policy KM/KN.
 - b) **Chaperone/Transportation Committee:** Shall be in charge of all travel arrangements for the band. The committee will be appointed by the Executive Board upon the approval of the High School Band Director., The head chaperone(s) determine the number of chaperones needed and make the necessary arrangement with the approval of the high school band director. The Chairman of the committee will appoint a transportation coordinator who will handle rental of all auxiliary vehicles for transportation of equipment and uniforms. All travel arrangements for the band are to be approved by the High School Band Director.
 - c) **Concessions Committee:** Shall be in charge of all concession-related activities, including decisions as to sale items and pricing, recruiting of volunteers, purchasing food items, preparation of foods.
 - d) **Finance and Audit Committee:** Shall consist of the Treasurer as the chair, the President, and three other Active Members of the association, with the high school band director serving ex officio; shall prepare the annual budget before the April meeting; and, shall perform quarterly and annual audits, internally. Committee's duty shall be to keep the membership informed as to the financial status of the association, any possible budget conflicts, and advise the Executive Board in regard to investment and disbursement of funds.
- 7.05 The following standing committees are suggested. Each committee may consist of only the chairperson, unless otherwise directed by these bylaws, or more members may be added as deemed necessary by that chairperson:
- e) **Uniform Committee:** Regularly reviews the condition of the uniforms; distributes the uniforms and paraphernalia; reports to the Executive Board as to any necessary repairs and replacements, obtains estimates of costs of replacements and repairs, reporting them to the Finance Committee and the Executive Board for consideration; and, obtains pricing and availability of garment bags for transporting uniforms, shoes, gloves, and other necessary items, as approved by the Executive Board and/or the general membership.
 - f) **Bylaws Committee:** Shall be convened yearly, under the direction of the Vice-President, to review the bylaws. Shall submit a revised version of the bylaws as a substitute for the existing bylaws or a prepared statement indicating no need for a change. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment
 - g) **Publicity Committee:** Shall be charged with clearly communicating all pertinent information about the instrumental music program (internally to the association membership and externally to the school administration, school

board members, and general public); shall announce upcoming events and activities (concerts, contests/festivals, fundraising, etc.); shall report accomplishments (ensembles, individual students, staff); and shall advocate for the program and music education in general. Subcommittees of this committee should include a newsletter subcommittee, a website subcommittee, a media relations subcommittee, and a phone subcommittee.

- h) **Project Committees:** The President shall appoint chairs for committees needed for special projects. Each chairperson, in conference with the President, shall appoint members of his/her committee, except as otherwise directed in the bylaws. Such committees shall automatically dissolved when they have discharged their functions.
- 7.06 Standing committee and project committee chairs shall provide a complete activities report at each regularly scheduled meeting or special meeting whose agenda includes discussion of the activity.
- 7.07 Members may chair or participate in more than one standing committee. Officers may chair or participate in standing committees as well. The President may not serve on the nominating committee.
- 7.08 The chairpersons of standing committees shall present plans of work for the membership present at meetings. No committee work shall be undertaken without the consent of the President and Executive Board.
- 7.09 The term of standing committee chairpersons shall be one year or until their successors are elected or appointed.
- 7.10 Chairpersons of standing committees shall be members whose dues are paid.
- 7.11 The quorum of any committee shall be a majority of its members.
- 7.12 The President shall be an ex-officio member of all committees, except the Nominating Committee.
- 7.13 Expenditures of standing or project committees may not exceed membership-approved budgeted amounts without prior permission of the membership. The President or Treasurer may give permission for such expenditures, providing that the amount does not exceed \$100. Any excess expenditure will be the responsibility of the person authorizing the purchase.

ARTICLE VIII

Disbursement of Funds

- 8.01 The Wadsworth Band Boosters annual budget shall be initiated and prepared by the Finance and Audit committee, presented by the treasurer for approval by the Executive Board in April, and shall be voted upon by the membership in May.
- 8.02 At the end of the each school year, any funds not distributed should be

- earmarked for the uniform fund and for specific projects planned for the next school year, except \$6000 or a suitable amount as determined by the Treasurer and approved by the membership which shall be set aside for beginning year expenses. This is required for maintaining non-profit status.
- 8.03 No part of Wadsworth Band Boosters monies shall be used to benefit private individuals nor attempt to influence legislation or political campaigns.
 - 8.04 The Executive Board shall accept, review, and recommend applications for the disbursement of funds to the general membership. Reasonable expenditures, in keeping with a member's office or committee responsibilities, shall be considered approved upon adoption of the annual budget. Expenses of \$100 or less, occurring between monthly meetings that are unforeseen or exceed a budgeted amount, shall only require the approval of the President and/or Treasurer. Any other expenditures not previously approved as a budget item shall require approval by a majority vote of the membership present at a general meeting.
 - 8.05 In the event of a budget shortfall, the Treasurer shall submit a revised budget to reflect changes based upon said circumstance. The revised budget shall be voted upon for approval and will supersede any prior budgets.
 - 8.06 If, at any time, monies raised are in excess of the yearly budget, the President, Treasurer, and band director shall determine and submit a plan for earmarking said funds to the general membership for their discussion, additions, and approval.
 - 8.07 Purchases of equipment to be used by Wadsworth City Schools' students or personnel must comply with Board of Education Policy KM/KN.
 - 8.08 Proceeds from all fundraising and membership dues shall be expended only for the purposes approved in the budget or by a vote of the general membership.
 - 8.09 All association monies or funds of any kind shall go through the Treasurer's books. All checks drawn against association funds shall be signed by both the Treasurer and President or authorized member of the Executive Board, in the President's absence. Receipts shall be submitted to the Treasurer for any and all expenditures. All cash, checks, money orders or other negotiable monetary instruments made payable to the Wadsworth Band Boosters or other names intended to represent the association shall be deposited directly to the association's bank account(s).
 - 8.10 No person(s) shall convert checks, money orders, cash, or other monetary instruments to cash or have such designated funds deposited in any accounts other than those held by the association.
 - 8.11 Necessary operating funds for all projects and activities shall be withdrawn from the treasury upon submission of an approved itemized bill or, in advance, to an event chair with authorization of the Treasurer and President. All advanced monies must be accounted for by returning such advances and/or producing itemized bills [in keeping with a previously approved budget], following the event.
 - 8.14 The fiscal year shall be from June 1 through May 31 of each year.

ARTICLE IX

General Membership Meetings

- 9.01 Regular meetings of Wadsworth Band Boosters shall be held on the first Monday of each month. The schedule may be altered as necessary at the discretion of the President and/or officers, with every effort being made to notify the membership [newsletter, website, WCTV ad, e-mail, etc] of the meeting and its purpose, at least five days in advance of such.
- 9.02 Special meetings may be called by the President as necessary for the welfare of the association. Every effort shall be made to notify the membership [newsletter, WCTV ad, e-mail, etc.] of the meeting and its purpose, at least five days in advance of such. No other business than that stated in the notice shall be transacted at such a meeting.
- 9.03 Those members in attendance shall constitute a quorum for the transaction of business in any meeting, providing a minimum of fifteen members (in addition to the President or the Vice-President, acting as President) are present. Approval/rejection of a motion is accomplished by a majority vote.
- 9.04 Regular and special meetings will follow a written agenda. Items not submitted to the President in advance may be considered for discussion, with approval of the general membership present.
- 9.06 Attendance shall be taken at each association meeting and retained as part of the records held by the Secretary.
- 9.07 *Robert's Rules of Order*, the most recent addition, shall govern all procedures not covered by these bylaws.

ARTICLE X

Amendments

- 10.01 These bylaws may be amended at any regular meeting of the Wadsworth Band Boosters by two-thirds (2/3) vote of the members present and voting, provided that notice of the proposed amendment has been given at a previous meeting.
- 10.02 A committee, under the direction of the Vice-President, shall be convened yearly to review the bylaws. This committee may submit a revised version of the bylaws as a substitute for the existing bylaws. The requirements for adoption of the revised bylaws shall be the same as in the case of an amendment.
- 10.03 Any member may propose an amendment to the bylaws provided the proposal is in writing and presented to the Vice-President for consideration.
- 10.04 Upon approval by the membership, the newly amended bylaws shall supersede any previous bylaws of this organization.
- 10.05 These bylaws shall be valid and enforceable only where consistent with the aims, objectives of the association and of Wadsworth City Schools.
- 10.06 A copy of the bylaws shall be filed with the high school principal, high school band director, the Wadsworth Board of Education, and the Wadsworth Band Boosters association, as per Wadsworth City Schools policy KM/KN. The bylaws shall also be posted on the Band Booster website.

adopted March 13, 2007

Attached operating policies are considered as guidelines, only, unless required by the Wadsworth City Schools or voted by the membership to be included as part of these bylaws.

*Wadsworth City Schools Policy KM/KN
Swearing-in of Officers
Audit Committee and Audit Procedures*