

WILLIAM TENNENT MARCHING BAND ASSOCIATION BY-LAWS - 2000

Article I Name

Section 1 The name of the association shall be the William Tennent Marching Band Association, herein after referred to as the Association.

Article II Purpose - the objectives of this association shall be:

Section 1 To promote, assist and support the Marching Band as outlined by the band director and Administration.

Section 2 To act as an advocate for the music program within the Centennial School District.

Section 3 To assist in maintaining uniforms in good condition.

Section 4 To assist at all games, band exhibitions and special events, home and away, as required by the Band Director.

Section 5 To conduct all approved fund raising activities. The funds will be committed to the support of activities for the band.

Section 6 The William Tennent Marching Band Association is and shall remain a non-profit organization.

Article III Membership

Section 1 There shall be two (2) categories of membership in the Association; regular and band booster. Only regular members shall be eligible to vote, hold elected offices, and chair committees.

Section 2 Any interested William Tennent parent or guardian of a band member shall be eligible for regular membership by paying annual dues of \$5.00 per family.

Section 3 Band booster membership shall be available to William Tennent band alumni and any other parties interested in showing support of the William Tennent band program by paying annual dues of \$1.00 per person.

Section 4 Any William Tennent band parent or guardian who has not paid

annual dues will not be eligible to vote.

Section 5 The membership year shall be from July 1 through June 30.

Article IV Government

Section 1 The Executive Board shall consist of the elected officers of the Association: President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. The immediate Past President shall act as an ex-officio member. The Band Director shall act in an advisory capacity to the Executive Board.

Section 2 The officers shall perform the duties prescribed by these by-laws.

Section 3 At the regular meeting in February, a nominating committee of five (5) members shall be appointed by the Executive Board and approved by the Association. It shall be the duty of this committee to nominate candidates for the offices to be filled at the annual meeting in May. The nominating committee shall present the names of the candidates at the regular meeting in April. Additional nominations from the floor shall be permitted prior to the election at the May meeting. If there is but one candidate for each respective office, the President shall have the authority to declare said candidates duly elected; otherwise the election shall be by ballot. A plurality vote of those present and voting shall constitute an election. The officers shall assume the duties of their offices at the June meeting.

Section 4 The President shall appoint three (3) tellers to distribute, collect and count the ballots and report the votes.

Section 5 No member shall hold more than one (1) elected office at a time and no member shall be eligible to serve more than (2) consecutive years in the same elected office.

Section 6 When a vacancy occurs in an elective office, except the President, the unexpired term shall be appointed by the Executive Board. A special election shall be held for the Office of President.

Section 7 Activities and operations of the band shall be under the direction of the Centennial School District and the Band Director.

Section 8 Operating within the policies and administrative structure of the Centennial School District, the Band Director shall have the right of final approval for all activities and programs of the William Tennent High School Marching Band Association.

Article V Meetings

- Section 1 Regular meetings shall be held on the first Wednesday of each month at 7:30 p.m., except January, July and August. If a change in the day or hour be deemed advisable, the Executive Board may authorize the change. General membership shall be given due notice.
- Section 2 Special meetings may be called by the President or upon the request of the Executive Board. The purpose of the meeting shall be stated.
- Section 3 Twenty-five (25) percent of membership at the end of the October Association meeting shall constitute a quorum. Four (4) members present shall constitute a quorum of the Executive Board.
- Section 4 The Executive Board shall have regular meetings at least once a month. The Executive Board members are required to attend all scheduled meetings. Three (3) unexcused absences will constitute a vacancy of the position.
- Section 5 The Association meeting in May shall be known as the Annual Meeting. The President's Annual Report shall be read and installation of officers shall take place.

Article VI Committees

- Section 1 Standing committees will be as follows: Ways and Means, Publicity, Telephone, Hospitality, Uniforms, Equipment and Band Front Equipment, and Celebration of Bands. Chairpersons will report to the Executive Board at regularly scheduled meetings.
- Section 2 Special committees will be as follows: Nominating, Auditing, and any others which the President desires to appoint.

Article VII Duties of the Officers

- Section 1 President
The president shall preside at all meetings of the Association and the Executive Board. He or she shall have general supervision of all the Association's activities, with the approval of the Band Director. The President will see that all activities and functions of the band are published in the bi-monthly newsletter. The President

shall appoint all standing and special committees. The President shall also appoint an auditing committee, none of whom shall be a member of the Executive Board. The President will co-sign all checks. The President will, at all times, support and do what is in the best interest of the Association, Band Members, Band Director, and the Centennial School District.

Section 2 Vice President

The Vice President shall perform the duties of the President in his or her absence, and in case of a vacancy, shall be President until an election is held. In the absence of the Treasurer, the Vice President shall assume the duties of this office. The Vice President will assume the responsibilities for membership, including maintaining a current list of regular members and booster members. With the help and supervision of the President and Band Director, the Vice President will organize Senior Recognition.

Section 3 Recording Secretary

The Recording Secretary shall record attendance and minutes of all Association and Executive Board meetings. He or she shall also preserve all records of the Association. The Recording Secretary will present the minutes from the previous Association meeting by distributing written copies. Any additions or corrections must be noted.

Section 4 Corresponding Secretary

The Corresponding Secretary attends to all the correspondence of the Association. He or she shall maintain a current mailing list of all band members, association members, and will mail announcements of special meetings, newsletters and other scheduled activities. In the absence of the Recording Secretary, the Corresponding Secretary shall record the minutes. The Corresponding Secretary will maintain a file of all correspondence.

Section 5 Treasurer

The Treasurer shall receive and hold all monies and pay all bills approved by the Band Director and President. A yearly budget shall be prepared by the Treasurer, in conjunction with the Association President and the Band Director, to be presented at the September Association meeting. He or she shall also keep an account of all receipts and expenditures and render a report at all the Association meetings. The Treasurer will keep records of all band members' fund raising accounts, individual payments, current status of accounts and send bills for trips and other activities. The Treasurer of the Association shall be covered by a Bond, securing the Association against fraud or defalcation. It shall be the duty of the Treasurer to obtain such coverage at the Association's expense.

Article VIII Amendments

Section 1 The By-Laws may be amended at any regular meeting by an affirmative vote of two-third (2/3) of the members present and voting, provided the proposed amendment shall have been presented in writing at the previous meeting.

Article IX Compensation

Section 1 No compensations will be paid to any staff member or any additional staff unless such compensation is requested from the Executive Board prior to the hiring of the individual and receives the approval of the school administration and the William Tennent Marching Band Association.

Article X Rules of Order

Section 1 Roberts Rules of Order shall govern the proceedings of all meetings, except where the same conflict with the by-laws, in which case the by-laws shall take precedence.

Article XI Funds of the Association

Section 1 Money raised under the auspices of, for, and deposited in the accounts of the Association shall be the property of the Association. The accounts of the Association shall include: General Account, Special Account, Alumni Account, Active Family Account, and Inactive Family Accounts.

Section 2 All funds of the Association shall be expended by check co-signed by the President and Treasurer or those designated as alternatives in these by-laws.

Section 3 No funds of the Association will be expended unless approved by the Executive Board and the Band Director.

Section 4 Funds of the Association which have been maintained in fund raising sub-accounts for members of the Band shall revert to the general funds of the Association when the last band member to use the family account (1) graduates from William Tennent High School or (2) is no longer an enrolled student at William Tennent High School. Exception: Funds will be held in a family account from June to September of the same year for a new enrolling

student from the same immediate family. Immediate family will be considered siblings living at the same address.

Section 5 The Special Account is to be used at the discretion of the Band Director; subject to the approval of the general membership. The account is financed from 25% of the Associations 10% profit from all fund-raising, 25% of the profits from the Craft Fair, and a per annum determination of the percentage of the profits from the Celebration of Bands. The percentage of funding from Celebration of Bands shall never be less than 10% or exceed 25% of the net profits. The annual percentage will be determined by the Executive Board, included in the proposed annual budget and presented to the general membership for approval.

Section 6 The Auditing Committee will conduct an annual audit of the funds of the Association in June.

Article XII Newsletter

Section 1 The Association newsletter, known as The Marching Times, will be published bi-monthly to all band and regular members.

Article XIII Alumni Auxiliary

Section 1 The name of this auxiliary shall be the William Tennent Marching Band Alumni Auxiliary.

Section 2 The purpose of the Alumni Auxiliary will be:

- a. To provide a means of communication for alumni of the William Tennent Marching Band and alumni parents/guardians of the William Tennent Marching Band Association.
- b. To support and promote the William Tennent Marching Band and to foster development of the Performing Arts in the Centennial School District.
- c. To assist the William Tennent Marching Band Association when needed, as directed by it's Executive Board.
- d. The William Tennent Marching Band Alumni Auxiliary is a non-profit organization.

Section 3 Any interested former member of the William Tennent Marching Band is eligible for membership. Any interested parent/guardian of a former member of the William Tennent Marching Band is also

eligible. Annual membership dues are \$3.00 per mailing address. The membership year shall be from July 1 through June 30.

- Section 4 This alumni Auxiliary shall be chaired by an alumni auxiliary member who will be appointed by the WT MBA Executive Board and approved by the general membership. The term of the chairperson will be the membership year.
- Section 5 The alumni auxiliary chairperson shall be responsible for gathering information and overseeing the publication and distribution of the WTMB Alumni Newsletter.
- Section 6 Any alumni member may attend WT MBA general membership meetings as a non-voting alumni member.
- Section 7 All alumni membership dues shall be collected under the WT MBA and used exclusively by the Alumni Auxiliary to publish its newsletter. Any monies remaining at the end of each membership year shall be carried over to the next year.