

WARREN MOTT BAND CLUB BY-LAWS

ARTICLE 1 NAME

The name of the organization will be "Warren Mott Band Club" and referred to as WMBC.

ARTICLE 2 OBJECTIVES

To further promote the welfare of the students in the school bands or color guard. To maintain a closer relationship between schools and administration, instructors, bands, color guard members and parents/guardians. To encourage community participation in and support of bands/color guard activities. The WMBC will remain a 501(c) 3 non-profit organization forever.

ARTICLE 3 POLICIES

Sec 1: The WMBC shall not seek to direct or interfere with the instructional policies of the Band Director.

Sec 2: Any member of the Executive Board is authorized to make emergency decisions regarding the WMBC provided he or she has approval from a majority of the Executive Board. These decisions are not to exceed the amount of \$1500.00 per emergency. All emergency expenditures must be reported to the membership at the next regular meeting of the WMBC.

Sec 2A: In the event of an emergency and a majority of the executive board is unreachable, one member of the Executive Board, in conjunction with the Director is authorized to expend funds not to exceed \$1500.00 on behalf of the WMBC.

Sec 2B: Defining an emergency as referred to in Article 3, sec 2 & 2A: A situation becomes an emergency when the safety or well being of a student/s or the band's ability to perform is threatened, and there isn't time to call a meeting of the WMBC.

Sec 2C: Officers shall have the power of approval, with the majority vote of the officers, of all financial expenditures, activities, and projects of the club, in accordance with the band booster budget, up to \$500.

Sec 3: The rules contained in Roberts Rules of Orders (most current edition) shall govern this organization whenever applicable, and in which they are not inconsistent with the by-laws of the WMBC.

ARTICLE 4 MEMBERSHIP

Membership in the WMBC is open to all persons interested in furthering the objectives of the Warren Mott Band.

ARTICLE 5 EXECUTIVE BOARD

Sec 1: The Executive Board shall consist of the following officer(s): President, Vice President, Secretary, Treasurer and Trustee.

Sec 2: The duties of the Executive Board shall be (a) to approve the plans of all standing and/or special committees (b) to present a report at the regular meetings of the WMBC (c) to appoint an auditor or committee (if volunteers are not forthcoming) at the October meeting to audit the treasurer's accounts and the student treasurer accounts before the November meeting. This report will be presented at the December meeting.

Sec 3: All special committees, (fundraisers or projects etc.) are expected to turn in a written report at the end of their duties. All reports are subject to an audit by the Executive Board or special committee.

ARTICLE 6 OFFICERS

Sec 1: The officers of the WMBC shall be President, Vice-President, Secretary, Treasurer and Trustee. Officers shall serve a term of one year beginning July 1st.

Sec 2: All Warren Mott Band/Color Guard parents/guardians, who have a student currently enrolled in the Warren Mott Band/Color Guard, are eligible to hold office. No two members of the same immediate family shall hold office at the same time.

Sec 3: Nominations for officers shall be made by a nominating committee formed at the March meeting which shall be comprised of at least three members elected by the WMBC members and the Director(s). The nominating committee is responsible for soliciting candidates, receiving nominations, and presenting a slate, of at least one candidate per office, at April's meeting. The consent of each candidate must be obtained prior to their name being placed into nomination. Additional nominations may come from the floor provided consent of the nominee is obtained first. No nomination will be accepted after the April meeting.

Sec 3A: If an Executive Board Position has no candidates nominated, then at the September meeting one may be appointed with the consent of the candidate and the majority vote of the membership.

Sec 4: The election of officers is to take place during the regularly scheduled May meeting each year. The term of service begins on July 1st.

Sec 5: A vacancy occurring during a term of office shall be filled by the vote of the members of the organization at the next regular meeting, after reasonable notice has been made available at least 2 weeks prior to the election to the members. Eligibility as stated in Article 5, Sec 2.

Sec 6: The term of office of any Executive Board officer may be terminated, and the officer's seat declared vacant, by the unanimous vote of the remaining Executive Board members for any one or more of the following, but not limited to:

- a. Physical or mental incapacity
- b. Gross misconduct
- c. Breach of fiduciary duty
- d. Resignation by written or electronic notice
- e. Poor attendance as detailed in Article 6, Sec. 7.
- f. Failure to fulfil specific officer duties as stated in Article 7.

Sec 7: It is the obligation of a member of the Executive Board to attend regular and special meetings. Any officer who is absent without reasonable explanation from three (3) consecutive meetings shall be considered to have submitted his/her resignation. Before such resignation is accepted or implemented, the Executive Board may request the President, or other designated person(s), to ascertain whether or not a reasonable explanation is available and whether all facts of the case are known. The Recording Secretary shall record the attendance of each officer in one of three (3) categories: Present, Absent, or Excused. Any officer who believes they will absent from a meeting shall communicate with the Executive Board a reason of their absence. At each meeting, the Recording Secretary shall make note of those officers having two (2) previous consecutive unexplained absences. The Executive Board shall then initiate action and/or investigation.

ARTICLE 7 DUTIES OF OFFICERS

Sec 1: The President shall preside at all meetings of the organization, the Executive Board and shall be a member ex-officio of all committees. The President shall vote at a regular meeting, only in the event of a tie. His/Her role is to provide leadership and direction of the band/color guard parents and to uphold the by-laws of the WMBC. The President shall perform all other duties usually pertaining to the office.

Sec 2: The Vice-President shall act as an aide to the President and shall perform the duties of the President in the absence of that officer. The Vice-President shall also act as the Student Scholarship Account Treasurer (SSAT). The SSAT shall keep and maintain the Warren Mott Band/Color Guard student individual account balances in an account in the name of WMBC Student Scholarship Accounts. The SSAT will post quarterly all student balances in the SSA section the band website. The SSAT's accounts shall be examined annually in November by a committee of two or more volunteers solicited at the October meeting or by appointment by the Executive Board if sufficient volunteers are not forthcoming. These volunteers/appointees are to be non-Executive Board members. This report will be presented at the December meeting.

Sec 3: The Secretary shall keep a correct record of all meetings of the WMBC and of the Executive Board published no later than 3 days prior to the next monthly meeting. The Secretary shall keep and update a complete roster of all Warren Mott Band/Color Guard students and parents. A complete written record of all projects, programs and fundraisers etc shall be kept by the secretary for future reference. The Secretary shall perform such duties as may be delegated to him/her.

Sec 4: The Treasurer shall maintain a General Checking & a Savings bank account in the name of WMBC receive all money of the WMBC; keep an accurate record of receipts and expenditures; shall pay out funds only as authorized by the WMBC. The Treasurer shall present a statement of accounts at every regular meeting of the WMBC and at other times when requested by the Executive Board. The Treasurer shall make a full report at the end of the term to the Executive Board. The Treasurer's accounts shall be examined annually in November by a committee of two or more volunteers solicited at the October meeting or by appointment by the Executive Board if sufficient volunteers are not forthcoming. These volunteers/appointees are to be non-Executive Board members. This report will be presented at the December meeting. The treasurer is responsible for filing all paperwork required by all government agencies at the appropriate times.

Sec 4A: The Band Camp Coordinator shall maintain a separate Band Camp Checking bank account in the name of WMBC, receive all money regarding Band Camp; keep an accurate record of receipts and expenditures; shall pay out funds only related to Band Camp expenditures. This account will be overseen by a separate current, and/or incoming elected WMBC Board Member. The Band Camp coordinator shall present a statement of account at anytime when requested by the Executive Board. The Band Camp Coordinator's account shall be examined annually in November under the same guidelines as the WMBC Treasurers Accounts.

Sec 5: The Trustee shall organize and run the pit crew for the Varsity Band provide aide and support to the efforts of the Executive Board.

ARTICLE 8 MEETINGS

Sec 1: A regular meeting of the WMBC shall be held at 7:30pm on the first Monday of the month unless otherwise provided by the WMBC. Seven (7) days notice shall be given of any date change. Special meetings may be called by the Executive Board.

Sec 2: The privilege of voting and making motions shall be limited to the parents/guardians of current students in the Warren Mott Band/Color Guard.

Sec 3: Twelve (12) members including a minimum of three (3) Executive board members will constitute a quorum (this is the minimum number of people needed to conduct business). All decisions regarding the WMBC monies or policies must be discussed by a quorum.

ARTICLE 9 STANDING COMMITTEES

Sec 1: All standing committees shall be created by the Executive Board as may be required to promote objectives and interest of the WMBC. The chairman of a standing committee shall be selected by the officers and voting members of the WMBC. Their term of office will be one year.

Sec 2: The chairman of a standing committee shall present plans of work to the Executive Board prior to implementation for approval. No funds shall be committed without this approval.

ARTICLE 10 CONTINUING PROJECTS AND PROGRAMS

Sec 1: A committee of 2 to 4 volunteers shall be appointed every 2 to 3 years to conduct an official reading of the bylaws and propose any revisions that may be needed.

Sec 2: Any changes to the WMBC Bylaws must be presented at a monthly meeting then voted on by the general membership at the next regularly scheduled monthly meeting.

ARTICLE 11 STUDENT CREDIT ACCOUNTS

Sec 1: All Warren Mott Band/Color Guard students shall have individual scholarship credit accounts, kept for them by the WMBC. Scholarship credits that are earned from selected WMBC activities, fundraisers, programs, etc. are to be placed into these accounts.

Sec 2: These Credits may be used for any of the following: student/school owned instrument repair and instrument accessories, new instrument purchase with Director's approval, uniform replacement, sheet music, educational music trips and camps (including Warren Mott Band Camps), private lessons, solo & ensemble fees. No other expenses will be considered.

Sec 2A: All students must have a current Student Scholarship Account Form on file signed by student/parent/guardian before any funds are dispersed.

Sec 3: The expenditure of these credits must be approved by the SSAT of the WMBC. Withdrawal forms with receipts or other reasonable proof attached will be accepted by the SSAT, from the beginning of the school year through the end of the school year, with the exception of Warren Mott band camp expenditures.

Sec 3A: Any item for which reimbursement is sought must be submitted by the end of the school year in which the student graduates or leaves the band program for items incurred through active participation in the Warren Mott Band/Color Guard.

Sec 4: (a) Students have up to six months after leaving the band program to access any unused credits in their student account for any items that would be normally considered under Section 2 of this article, but not related to Warren Mott Band/Color Guard. In addition to those items, consideration will be given to college related music activities. (b) Upon receipt of a written request, within six months of graduation or leaving the band program, the credit balance may be transferred to a sibling's account, which is currently or will be participating in the Warren Mott Band/Color Guard within one year. (c) Unused credit balance in a student's account who is no longer participating in the Warren Mott Band/Color Guard will be forfeited to the general WMBC account after six months of leaving the program.

ARTICLE 12 DISSOLUTION OF ORGANIZATION

Upon the dissolution of the WMBC all remaining assets shall be distributed to Warren Mott High School. If at such time Warren Mott High School does not exist or does not qualify as an exempt organization under Section 501(c) 3 of the Internal Revenue Service Code, or corresponding section of any future federal tax code, the assets shall be distributed to the Warren Consolidated Schools District.