

# Western Wayne Band Parents Association

## CONSTITUTION AND BYLAWS

March 2024

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### CONSTITUTION

#### ARTICLE I

##### NAME:

The organization shall be known as Western Wayne Band Parents Association (WWBPA), hereinafter called "Association".

#### ARTICLE II

##### PURPOSE:

**Section 1.** The purpose and objectives of the Association shall be to provide the Western Wayne Band and Color Guard members those things over and above that which is provided by the School Board, such as:

- a. Extra activities throughout the year
- b. Refreshments
- c. Banquet
- d. Awards, in keeping with school policy and approved by the executive board and music directors
- e. Plan and carry out fundraising for any projects, activities or trips that might be approved.

**Section 2A.** Said Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The names and addresses of the persons, who are initial trustees of the Association are as follows:

Name Tammy Lee Clause, P.C.

Name Hope S Jezorwski, President

Name Rebecca Rinella- Hayden, Vice President

Name Amanda Wilbur, Secretary

Name Shannon Walton, Treasurer

**Section 2B.** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Section 2A hereof. No substantial part of the activities of the Association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

All funds earned are the assets of the Association. The Association may keep track of Student Credits based on student participation in fundraising activities during the school year. Student Credits will be used to defray the cost of the annual Band Trip. Unless specified by the student or parent naming another student to receive funds, unused credits remain the assets of the Association.

Notwithstanding any other provision of these articles, the Association shall not carry on any other activities nor permitted to be carried on (a) by any association exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by any association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

**Section 2C.** Upon the Dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

In witness whereof, we have hereunto subscribed our names this First day of March, 2024.

### ARTICLE III

#### **STRUCTURE:**

**Section 1.** Under provisions specified in the bylaws, the Association shall be governed by the elected officers, the executive committee, and the membership, in cooperation with the school music director(s).

### Article IV

#### **SOCIAL MEDIA:**

**Section 1.** Due to the advancement of our society, and that Social Media is such an important part of our everyday lives, we need to have specific guidelines of what is expected and/ or allowed to be produced on all forms of social media platforms. Anything being posted should be approved by an Officer on the Board (president/ vice president/ secretary/ director). Things being posted should be approved by 2 officers and/ or the director.

**Section 2.** The WWBPA will enforce a zero tolerance policy for any derogatory comments made on social media for all WWBPA members. Allegations of violation of the WWBPA social media policy should be presented to the Board for investigation. The Board at a special meeting called for that purpose shall decide, and when appropriate sanctions as prescribed in the bylaws up to and including a permanent ban from participation with the WWBPA shall be imposed. The use of audio/ visual recordings of all WWBPA meetings is strictly prohibited without the prior consent of the WWBPA. The consent must be in writing and unanimous among all members.

### **BYLAWS**

#### ARTICLE I: MEMBERSHIP

1. The Association shall have only one class of members. The members shall be a parent or legal guardian of students participating in the organization's activities or any person whose interest is to

further the purpose of the Association.

2. Members shall pay annual dues, the amount of which shall be determined by the board prior to the start of the school year.
3. Any dues paid after the most recent regularly scheduled monthly meeting will not entitle the member to a vote at the next regular meeting, but will entitle the member to a vote at subsequent meetings. For example, if you pay membership dues in February, you may vote in April.
4. Student officers of the band shall be ex-officio, non-voting members of the Association.
5. Each member shall have one vote on any matter under consideration by the membership at a meeting of the Association.
6. Membership shall be for a one-year period. Starting in July and ending in June.

## ARTICLE II: OFFICERS

### GENERAL GUIDELINES

1. The officers of this Association shall be President, Vice President, Secretary, and Treasurer. Other positions shall be the Committee Chairs.
2. To hold any office, a member must have a child who is currently active in the band or color guard, and be up to date on all monetary obligations.
3. The music director and assistants shall be ex officio, non-voting members of the Association.
4. The officers of this Association shall serve without compensation.
5. A member shall hold only one office at a time, and only one household member will be eligible to serve as an officer at any time.
6. Officers may not be elected to more than two successive terms in the same office.
7. If an officer cannot attend a regularly scheduled meeting of the Association, he or she must notify the President or Vice President, and make arrangements to have any of his or her reports presented at the meeting. Officers missing more than two consecutive regularly scheduled meetings of the Association without proper notification will constitute grounds for removal from the office held.
8. All officers shall deliver to their successors all official material immediately following the end of their term, including Gmail and Google accounts and passwords.

### NOMINATIONS

1. A nominating committee shall be appointed by the President at the general membership meeting in February.
2. The nominating committee must present all names at the March meeting with nominations being accepted from the floor, with the consent of the nominee.

### ELECTIONS

1. If there is only one candidate for an office, election shall be by voice vote.
2. If there is more than one candidate for an office, election shall be by ballot

3. A majority vote of the members present shall constitute an election.
4. Election of new officers shall take place at the general membership meeting in March.
5. The Secretary shall publish a list of members eligible to vote in the annual elections at the meeting prior to annual elections. An eligible voter is any member who has attended a minimum of two regularly scheduled meetings of the Association in the school year, and monetary obligations have been met by the January meeting.
6. Officers shall be elected annually, to take office at the next regular meeting in June, where existing officers will hand off materials to incoming officers.

#### DUTIES OF THE PRESIDENT

1. The President shall be in communication with the music director and all other officers of the Association.
2. The President shall have supervision over the business affairs of the Association.
3. The President shall appoint a Parliamentarian at the start of each meeting of the Association, who shall maintain order and act as judge of all elections and declare results.
4. The President shall cast a deciding vote in case of a tie.
5. The President shall oversee all committee chairs.
6. The President shall preside over all executive and general meetings and maintain order.
7. The President shall enforce a strict observance of the constitution and bylaws of the Association.
8. The President shall put all motions, when seconded, to a vote.
9. The President shall direct the Secretary to call special meetings of the Association or have the power to do so himself or herself
10. The President shall appoint all standing and special committee chairs deemed necessary to fulfill the business and activities of the Association subject to the approval of the Officers of the Association.
11. The President shall appoint an audit committee to audit the books of the Association at the end of the fiscal year.
12. The President shall represent the Association at any meeting the School or the Board of Education invites the Association to attend.
13. The President shall be available for advice and counsel during the year following the completion of his or her term of office, at which time he or she shall have a consultation session with the incoming President.
14. The established Gmail account is

#### DUTIES OF THE VICE PRESIDENT

1. The Vice President shall assist the President, and shall perform the duties of the President in the absence of the President.
2. The established Gmail account is

#### DUTIES OF THE SECRETARY

1. The Secretary shall attend all meetings and act as a clerk thereto: and record all votes and minutes of all its transactions.
2. The Secretary shall keep a copy of the bylaws.
3. On instructions from the President, the Secretary shall conduct all correspondence for the Association.
4. The Secretary shall present a written report of minutes at all regular meetings, including a record of all attendees.
5. The Secretary shall secure all permits in advance to reserve rooms for meetings and all other events held by the WWBPA (ie./ The Annual Craft Fair).
6. It will be the duty of the Secretary to review and update any standing rules that have been voted on during the year.
7. The Secretary shall maintain Google Docs accounts with all of the correspondence and records for the Association.
8. The established Gmail account is

#### DUTIES OF THE TREASURER

1. The Treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the Association.
2. The Treasurer shall receive all funds due the Association, issue appropriate receipts, and be solely responsible for deposit of funds in a designated depository determined by the board. and shall pay all bills upon.
3. The Treasurer shall give a complete financial report at each meeting.
4. Any two elected Officers can authorize emergency expenditures up to an amount predetermined by the Board.
5. The established Gmail account is

#### VACANCIES

1. In case of vacancy in the office of President, the Vice President shall serve for the unexpired term.
2. In the event of a vacancy in an elective office other than that of President, the Officers may fill an unexpired term by appointment.
3. Any officer or committee chairperson may be removed by a two-thirds vote of the Officers.

#### ARTICLE III: MEETINGS

##### GENERAL MEETINGS

1. The general meeting of the Association shall be held monthly unless otherwise directed by the Association of the Officers.
2. The June meeting shall be known as the annual meeting at which time annual reports shall be

received and officers for the following year shall be installed.

#### SPECIAL MEETINGS

1. Special meetings may be called by the President at any time, or by a majority of the Officers.

#### QUORUM

1. The assembled members at a regular or special meeting of this Association shall constitute a quorum.

#### OFFICERS MEETINGS

1. Officers meetings shall be held monthly prior to the General Meeting
2. A majority of the members of the executive committee shall constitute a quorum.
3. Electronic Meetings: Due to the need for electronic meetings (Zoom, Facebook Messenger video calls, etc.) whether due to quarantine or weather conditions hindering a meeting from taking place. A meeting may be held online designated by the President.

#### PARLIAMENTARY PROCEDURE

1. The latest edition of Robert's Rules of Order, Revised, shall govern the Association in all cases to which they are applicable and not inconsistent with any provision of these bylaws.

### ARTICLE IV: COMMITTEES

#### GENERAL COMMITTEE GUIDELINES

1. Standing committees are those that function year-round or that have a significant impact upon the total operation of the Association. These committees shall include: Chaperone; Hospitality, Publicity, ColorGuard Liason, and Fund-raising.
  - a. **Chaperone Coordinator Committee:** This person helps maintain the information of who has their security clearances that are up to date and has been approved by the School Board. They also make sure there are enough chaperones for activities the band participates in... football games (away and home), parades, cavalcades, etc.
  - b. **Hospitality Committee:** They are in charge of making sure we get donations from businesses so we can feed the students on Friday nights, get donations for food needed for Cavalcades, Feed the Drama Club night, Senior Night and also donations of water and snacks for Band Camp/ Hell Week, and get information for where we would like the Band Banquet held and make reservations with Treasurer.
  - c. **Publicity Committee:** They are in charge of putting updates about meetings, games, cavalcades, needs, wants, etc. on the Facebook page and the Remind app for parents and students to stay informed. An email from the Secretary will also send updates to those who do not use Facebook or the Remind app.
  - d. **ColorGuard Liason:** This person would be in charge of keeping ColorGuard students and parents in the loop of things going on. The WWBPA is all about the students in Band and ColorGuard and we do not want to lose out on getting to know the parents and students of both.
  - e. **Fundraising Coordinator Committee:** This person will come up with ideas for fundraisers to help students raise funds for the annual Band Trip. There are quite a few

fundraisers we already use, but the more ideas and fundraisers the less our students and their parents have to pay out of pocket.

- f. **Craft Fair Coordinator:** This person will, at the end of the Craft Fair, organize vendors for next year, make calls or send emails to vendors to remind them of the upcoming event. They will also create a map of the event and organize volunteers to help during the event to raise money for their annual trip. This person should be the contact person for all vendors, volunteers, and the Craft Fair Assistant Coordinator.
2. Special committees may be established by the President for specific assignments from time to time throughout the year.
    - For example, a
      - a. **Assistant Craft Fair Coordinator:** This person helps the Craft Fair Coordinator make sure the volunteers sign in and out properly, makes sure volunteers know what they are doing and where to go, makes sure volunteers are getting breaks, etc.
      - a. **Apparel Tent Coordinator:** This person is in charge of ordering the merchandise and organizing donated baked goods.
  3. The President with the approval of the membership shall appoint a chairperson for each committee. Terms shall be for one year, and any Association member is eligible to serve. A chairperson shall have general supervision of the committee, shall hold meetings and conduct business when necessary, and shall submit a report to the Officers periodically and present a report at each general meeting.

#### ARTICLE V: STANDING RULES

1. Standing rules are motions of a permanent nature. They are used to supplement the bylaws. They circumvent the formality of amending the bylaws when situations arise that could be covered by a standing rule.
2. Standing rules may be adopted at any regular meeting without previous notice, by a majority vote of members present.
3. No standing rule is in order that conflicts with the bylaws.
4. A standing rule may be rescinded or amended at any regular meeting by a majority vote of members present.
5. A standing rule will continue in force until temporarily suspended, amended, or rescinded.

***Standing Rules should be updated and revised every year.***

#### ARTICLE VI: AMENDMENTS

1. Any proposed changes or amendments shall be submitted in writing to the Officers thirty days prior to a regular meeting, at which time they will be voted upon, provided the Secretary has given written notice, including the full text of the proposed amendment, to the full membership prior to the general meeting.

Approved by the Association:

Hope Jezorwski, President

STANDING RULES FOR WESTERN WAYNE BAND PARENTS ASSOCIATION

1. Day and time of meetings will be established at the start of each school year. During the 2023-2024 school year, meetings are on the fourth Tuesday of the month at 7:00 P.M.
2. Only members in good standing can vote. To be in good standing members must have met all the financial obligations to include annual dues of \$10.
3. Money earned in student fundraisers will earn them credits toward the Annual Trip.
4. Band Trip - After the trip is paid for a student may withdraw up to \$50 for spending from their remaining credits. Parents and students must sign a contract and the money will be handed out on the trip.