

# Washburn Rural High School

## Band Parent Council By-Laws

Approved by Council on 8/13/2014

### **Article I - Name**

The organization shall be named Washburn Rural High School Band Parent Council, located in Topeka, Shawnee County, Kansas. Throughout these by-laws, this organization may be referred to as the "Council."

### **Article II - Purpose**

The Council is organized for the purpose of supporting and enhancing musical and performance experiences of the WRHS band students by: providing an organization through which the parents and band directors can work cooperatively; and providing financial support for programs funded outside of the annual WRHS band budgets.

### **Article III - Policies**

- A. The council shall be noncommercial, nonsectarian and nonpartisan;
- B. The name of the council or the names of any members in their official capacities shall not be used in connection with any commercial concern or with the partisan interest  
or for any purpose not appropriately related to promotion of the purposes of this council.
- C. The council shall work with the band directors to provide quality education and experiences for all band students; and shall seek to participate in the decision making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
- D. The council may cooperate with other organizations and agencies concerned with child welfare, persons representing the organizations in such manners shall make no commitments that bind the council.

### **Article IV - Membership**

- A. Eligibility for membership is open to all parents, legal guardians, and band directors of Washburn Rural High School willing to uphold its by-laws.
- B. Members shall have the right to attend and participate in all meetings and activities of the council.
- C. Members in good standing shall have the right to hold an office.
- D. Each member shall have the right to vote on all general membership issues and election of officers. Each member shall have one vote.

- E. This council shall have no dues.

#### **Article V - Fiscal Policies**

- A. The fiscal year of this council shall begin June 1 and end May 31.
- B. Council funds shall be used for programs, events, and items that directly benefit the band students and band directors.
- C. Student Accounts: The Treasurer must be notified and provided documentation of any funds received that will benefit a band student. Subsequently, these funds should be provided to the Band Director or his/her designee, to be deposited in a timely manner. Within two weeks following the end of the fiscal school year, the Treasurer will provide to the Band Director an accounting of funds held for each respective band student. Recognizing some band students are seniors and therefore, graduating from Washburn Rural High School, any funds left in a student's band account will be transferred to a younger sibling's band account OR transferred to a general band account fund as directed by the Band Director and outlined in the WRHS Band Handbook. These duties will be required by the Treasurer until they can be assumed by a designated USD 437 employee.
- D. The Council is authorized to carry over funds for the following fiscal year as recommended by the Executive Board.
- E. Upon a vote to dissolve the Council, the remaining Council funds shall be first used to pay any Council debt and then either: a vote shall be taken by the Council membership to spend remaining funds on an item or items that benefit the students; or the remaining funds be held in escrow by the Band Director for use by a future Band Parent Council. If a Band Parent Council is not formed within 24 months, the funds shall revert to the Band Director and be used toward the benefit of the students at the discretion of the Principal.
- F. The Treasurer will perform all duties related to record keeping, reporting, taxation and annual accountings as required by the Internal Revenue Service in accordance with the Council's non-profit status (pending).
- G. The Treasurer will prepare and present a financial report at each Council meeting.
- H. All monies raised through Council fundraising must be counted by Fundraising Chair and Council President, Vice President or Secretary before being turned over to Treasurer. Treasurer will then sign a receipt for funds received and deposit into Council's bank account.
- I. There shall be only one checking account maintained by the Council. Any savings accounts or CD's purchased by the Council shall remain the property of the Council.

## **Article VI - Meetings**

- A. At least three regular meetings of this council shall be held during the school year. Dates and times of the meetings shall be determined by the Council Executive Board and announced at the first parent meeting of the year. At least seven calendar days notice shall be given about a change in date, except in cases of severe weather or dangerous driving conditions when a meeting can be canceled with minimal notice. Rescheduling of the canceled meeting will require a 5 day notification period. The minimum of these three meetings shall not include the band parent meeting held prior to school starting.
- B. Robert's Rules of Order shall govern meetings when they are not in conflict with the organization's by-laws.
- C. The quorum shall be 10 members of the organization.

## **Article VII – Council and Executive Board**

**Section 1:** The Executive Board shall consist of the President, Vice-President, Secretary, Treasurer, and a Band Director. All Executive Board members shall have one vote with the exception of the Band Director who does not have Executive Board voting rights. Executive Board Quorum shall be three (3) out of the five (5) members. Executive board vacancies shall be filled by a.) Voluntary submission by February meeting of member in good standing for consideration to current President or Vice President b.) Nomination by February meeting to current President or Vice President. Council will vote on executive ballot for upcoming school year at March/April meeting.

- A. **President.** The President shall be the principal executive officer of the organization and subject to the advice of the Executive Board and the direction of the membership, shall in general supervise and control all activities of the organization. The President shall preside, when present, at all meetings of the membership and of the Executive Board. The President shall be a member ex-officio of all standing committees. The term of the President's position shall be for one or two years. The President will communicate frequently with the Band Director to ensure a close, working partnership and a commitment to the needs of the WRHS Bands.
- B. **Vice-President.** The Vice-President shall perform the duties of the President in his/her absence. The Vice-President shall aid and assist the President in his/her duties. If the office of the President is vacated before the end of his/her term, the Vice-President shall assume the full duties of the President. The Vice-President will assume the role of President at the end of the President's regular term. The term of the Vice-President's position shall be for one or two years.
- C. **Vice-President Elect** The Vice-President Elect shall shadow the Vice-President for one year. The Vice-President Elect shall aid and assist the President in

his/her duties. The Vice-President Elect shall keep a copy of the current By-Laws and advise the Executive Board. The Vice-President Elect shall, every four years, review, revise, edit and prepare by-laws for ratification by Band Council vote.

- D. **Secretary.** The Secretary shall keep the minutes of the proceedings of the membership meetings and executive board meetings. In the event that the President and Vice-President are unable to be present at a meeting, the Secretary shall preside. The Secretary shall ensure that notices of all meetings are duly given as specified by these By-laws, ensure that the minutes of all membership meetings are publicly accessible, and perform other duties assigned by the President, Vice-President, Executive Board, or the Membership. A record of minutes and by-laws shall be kept and passed on to each newly elected Secretary. The Secretary will keep a current description of each Committee's responsibilities and duties. The term of the Secretary's position shall be for one year
- E. **Treasurer.** The Treasurer shall receive all monies of the organization, keep accurate record of receipts and expenditures, pay out funds only as authorized or approved by the Board, present a statement of account at each board meeting and a general meetings if requested, make a full report at the last spring meeting, file an annual corporation report with the Kansas Secretary of State, and file any sales tax or income tax forms (IRS Form 990) when necessary. An inspection of the Treasurer's accounts may be conducted annually within 30 days of the close of the fiscal year. The term of the Treasurer's position shall be for two years to include one trip year and one non-trip year. The position of Treasurer should be filled during a non-trip year, but in case of sudden vacancy, can be filled at any time.

**Section 2:** The Council shall have standing committees for the purpose of handling the various activities and commitments related to band. The term for these respective committees shall be for not more than two years. A transition during the second year will allow the new coordinator to shadow the current coordinator for the purpose of learning and assisting the current coordinator. Those standing committees consist of, but are not limited to:

- A. Volunteer Committee
- B. Equipment Committee
- C. Uniform Committee
- D. Medical Committee
- E. Website Sponsor
- F. Hospitality Committee
- G. Middle School Parent Liaison

- H. Band Wear Committee
- I. Student Fundraising Committee
- J. WRHS Concession Stand Committee
- K. Expo Centre Coordination Committee
- L. Charitable Donations Committee
- M. Decorating Committee
- N. Band Parent Council Fundraising Committee
- O. Scholarship Committee
- P. Trip Planning Committee

**Section 3:** The duties of the standing committees shall be:

- A. Perform the duties of that committee
- B. Present a report at the Council meetings
- C. Prepare and submit an annual budget request for line item Council budget.
- D. Maintain a notebook of duties, dates, activities, supplies for use by future committee members
- E. Surrender completed notebook to future committee chairperson or Council President without delay at end of term.

**Article VII- Misc. Council Business**

The by-laws of this Council shall be reviewed, revised and taken to the Council for a vote by the Executive Board every 4 years. A quorum of fifty yea votes is required for passage of the revised rules. If a quorum does not exist, then a second vote may be taken within 60 days. Failure to acquire a quorum of 50 yea votes will result in automatic reactivation of the version of rules currently in use at time of vote. The Secretary will keep a permanent record of the votes.

Date of next review: July, 2018