

**By-Laws  
Of  
William Tennent Music Boosters Association  
Adopted August 2017**

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**William Tennent Music Boosters Association  
By-laws**

**Article I      Name**

Section 1      The name of the Association shall be William Tennent Music Boosters Association, hereinafter referred to as the Association.

**Article II      Purpose**

- Section 1      To promote, assist and support the Instrumental Music Program as outlined by the band director and Administration.
- Section 2      To act as an advocate for the Instrumental Music Program within the Centennial School District.
- Section 3      To conduct all approved fund-raising activities. The funds shall be committed to support the current and future needs of the Instrumental Music Program.
- Section 4      To identify and develop grant and scholarship opportunities.
- Section 5      To receive gifts, grants, and donations.
- Section 6      To assist in maintaining uniforms and equipment in good condition.
- Section 7      To assist at all performances, exhibitions and special events, home and away, as required by the Music Director.
- Section 8      The Association will seek to become a 501(c)3 non-profit organization and work to maintain such status once received.

### Article III Membership

Section 1 Any parent/guardian with an active member in an instrumental music group at William Tennent High School **that has an activity fee** is eligible to become a member upon payment of the student's activity fee. Remittance of payment entitles members to run and vote for office as well as chair a committee. The membership year shall be from July 1 through June 30.

Section 2 Any parent/ guardian with an active member in an instrumental music group at William Tennent High School **that has membership dues** is eligible to become a member upon payment of their membership dues. Remittance of payment entitles members to run and vote for office as well as chair a committee. The membership year shall be from July 1 through June 30.

~~Section 3 — Any parent/guardian of an alumnus/alumna member of an instrumental music group at William Tennent High School, or an alumnus/alumna themselves, are eligible to become part of the WTMBA.~~

#### 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 Music Director shall act in an advisory capacity to the Executive Board. **The WTMB Alumni Association Vice President shall act as a liaison between this association and the WTMBAA.**
- 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 ~~four~~ **three** members (one per **underclass** grade level) 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.
- 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 instrumental music program shall be under the direction of the Centennial School District and the Music Director.
- Section 8 Operating within the policies and administrative structure of the Centennial School District, the Music Director shall have the right of final approval for all activities and programs of the Association.

## **Article V Meetings**

- Section 1 Regular meetings shall be held on the first ~~Wednesday~~ Tuesday of each month at 7:30 p.m., except January, July and August (There is not a meeting in these months unless specially called by the Executive Board). If a change in the day or hour be deemed advisable, the Executive Board may authorize the change, and shall notify the membership via email of such change.  
General membership shall be provided an agenda which will be approved at the start of each meeting and be given due notice of any date/time changes.
- 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 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 per month at the discretion of the President. Executive Board members are required to attend all scheduled meetings. Three (3) unexcused absences shall constitute a vacancy of the position. The time and place of the Executive Board Meeting shall be made available to the membership via email from the Executive Board so that members may attend if they wish to.
- Section 5 The Association meeting in June 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: Recruitment & Membership, Fundraising & Grant Writing, Website & Publicity, Catering & Hospitality, Uniforms & Equipment, Auditing, Bylaws and Home Shows. Chairpersons will report to the Vice President at regularly scheduled meetings except for Recruitment/Membership and Website/Publicity Chair who will report to Corresponding Secretary and the Fundraising/Grant Writing Chair and Auditing Chair who will report to the Treasurer. Additional committees may be formed as needed.
- Section 2 Special committees will be as follows: Nominating and any others which the President desires to appoint.

## **Article VII Duties of the Officers**

- Section 1     **President**  
The president shall preside over all meetings of the Association and the Executive Board. He/she shall have general supervision of all the Association's activities, with the approval of the Music Director. 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 shall co-sign all checks. The President will, at all times, support and do what is in the best interest of the Association and its members.
- Section 2     **Vice President**  
The Vice President shall perform the duties of the President in his/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 oversee all committees unless otherwise noted.
- Section 3     **Recording Secretary**  
The Recording Secretary shall record attendance and minutes of all Association and Executive Board meetings. He/she shall also preserve all records of the Association. The Recording Secretary will present the minutes from the previous Association meeting at the start of each meeting. Any additions or corrections must be noted.
- Section 4     **Corresponding Secretary**  
The Corresponding Secretary attends to all the correspondence of the Association. He/she shall maintain a current distribution list of all student members, Association members, and staff, and shall communicate announcements of special meetings, performances and other scheduled activities. They shall work with and oversee the Recruitment/Membership and Website/Publicity Chairs. In the absence of the Recording Secretary, the Corresponding Secretary shall record the minutes. The Corresponding Secretary shall maintain a file of all correspondence.
- Section 5     **Treasurer**  
The Treasurer shall receive and hold all monies and pay all bills approved by the Music Director and President. A yearly budget shall be prepared by the Treasurer, in conjunction with the Association President and the Music 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 shall 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. The Treasurer shall also oversee the Fundraising/Grant Writing Committee Chair(s).

**Article VIII Amendments**

The By-Laws may be amended at any regular meeting by an affirmative vote of two-thirds (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**

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 Music Boosters Association.

**Article X Rules of Order**

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, 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 Music Director~~.
- Section 4 Funds of the Association which have been maintained in ~~fund raising sub-accounts for members~~ Active Family Accounts of the ~~Band~~ Association 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 shall be held in an Inactive Family Account from June of the year of graduation to September ~~of the following year~~ five years later for a new enrolling student at William Tennent High School from the same immediate family. Immediate family shall be considered siblings living at the same address.
- Section 5 The General Account will consist of funds from all general fundraising efforts, donations and grants as well as 10% of all student fundraisers (unless otherwise noted.)  
  
The Special Account is to be used at the discretion of the Music Director, subject to the approval of the Executive Board. The account is financed from 25% of the Associations general fundraising efforts.  
  
~~The Active Family Account will be the account where the portion of student fundraisers is held. This account may be used to pay for any portion of trips that the family request to the Treasurer. Other uses of the funds in this account must be requested by the family to the Executive Board, a plurality vote of the Executive Board to allow for the other use is required.~~  
  
~~The Inactive Family Account is used to hold money for families that have a graduating senior, and a sibling of that senior that will be attending William Tennent High School within the next five following school years.~~
- Section 6 The Auditing Committee shall conduct an annual audit of the funds of the

Association in June.

## **Article XII    Dissolution**

In the event of the dissolution of this Association, all assets remaining after the payments of debts and obligations shall be distributed to William Tennent High School and/or non-profit organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(C)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any prior or future Internal Revenue Code.