

Westglades Middle School Band Boosters, Inc.

Bylaws

Revised April 2017

Mission Statement

The purpose of the Westglades Middle School Band Parents shall be to maintain an Association to support the Westglades Middle School Band Organization in achieving their highest potential.

Article I – Name

The name of the Organization shall be Westglades Middle School Band Boosters, Inc., herein after referred to as the “Association”. These shall be inclusive of all Westglades Middle School Band Parents, General Committee Members, and the Board of Directors as the Executive Officers and General Members.

Article II – Nondiscrimination Clause

The Association shall not discriminate against any participant or deny Club Membership because of race, age, religion, color, gender, national origin, marital status, disability, or sexual orientation.

Article III – Governance and School Principal Role

The Association is a separate legal entity from the School Board of Broward County. The School Principal has the final authority on the existence of and all activities of the Association. School Principals reserve the right to recognize and sanction the Association’s involvement in school extra-curricular activities including fundraising. Only the School Principal may allow the Association to incorporate the school’s name. The School Principal must approve all publications that the Association sends to parents and/or the community.

Article IV - Position Descriptions

1. **Board of Directors** is defined as and is composed of General Members and/or General Membership where a minimum requirement of four (4) individuals are to be designated/elected each school year with a quorum being present. Board of Directors are synonymous with the following terms:
 - a. Board of Directors
 - b. Board
 - c. Board Members
 - d. Member

- e. General Members or Membership
- f. Chairperson of the Board who is always the Band Director (non-voting).
- g. Director
- h. Committee Members, Committee(s), General Committee, General Board of Directors Committee Member(s), Chairperson(s) of Committee(s).
- i. Coordinator, General Coordinator, Coordinator Chairperson(s).
- j. Officers are also considered Board of Directors; however, will only have one vote to execute at any time.

Parents who attend General Meetings occasionally are not considered Board of Directors or General Members. However, Board of Director meetings are open to all parents of current Westglades Middle School Band students.

2. **Officers** is defined as and is composed of means a specific number of Executive Board Members where a minimum requirement of four (4) individuals are elected to serve each school year with a quorum being present in the following positions: Executive President, Executive Vice President(s), Executive Recording Secretary and Treasurer. Officers are synonymous with the following terms:
 - a. Officers (Officers are also considered Board of Directors; however, will only have one vote to execute at any time.)
 - b. Executive Board Members
 - c. Executive Committee Members
 - d. Executive Board
 - e. Executive Membership
 - f. Executive Officers
 - g. Chairperson of the Board of Directors (who is always the Band Director (non-voting))- attends “all” Executive Board Meetings.

The offices of Executive President, Executive Vice President(s), Executive Recording Secretary and Treasurer can also serve as Executive Committee Members on any Board of Directors General Committees.

3. **Non-Board of Directors** is defined as and is composed of parents of the current Westglades Middle School Band who attend occasional General Meetings and who have not chosen to become Board of Directors; or Community Members who have been "invited" to attend Board of Directors meetings; or Westglades Middle School Staff Members (exception Band Director (non-voting)) who have been “invited” to attend Board Meetings are not considered Board of Directors or part of the General Membership.

Article V – Purpose

1. To create and maintain an enthusiastic and positive interest of all Westglades Middle School Band Students.

2. To encourage and cultivate positive participation in Westglades Middle School Band activities by all students, parents and other individuals or groups interested in developing the quality and size of the Westglades Middle School Band programs.
3. To maintain dignified and supportive relationships between those who are interested in developing the quality of the Westglades Middle School Band program.
4. To engage in fundraising activities to help meet the financial needs of the Westglades Middle School Band program.
5. To assist the Band Director in said activities above.

Article VI – Tangible Property

Any and all tangible property, purchased or otherwise acquired by the Association shall only be used by Members or other Board authorized personnel. Upon dissolution or disbanding of the Association, all tangible property shall be surrendered to the Westglades Middle School Band Organization to have and to hold for its students thereof forever.

Article VII – Band Policy

The Association shall at no time interfere with the Band Director or Westglades Middle School Administration in matters of Band policy.

Article VIII – Membership

Membership in this Association is open to all parents and legal guardians of students currently enrolled in the Westglades Middle School Band Program. These Members are eligible to become the voting Membership of the Association. Each family is limited to one vote per student enrolled in the Westglades Middle School Band Program.

Section 1: Voting Rights

No Broward County School Board employee(s) shall have voting rights, except under the following condition(s): that the individual is a parent or legal guardian of a currently enrolled Westglades Middle School Band Student. Under no circumstances, is the Band Director permitted to vote, even if they have a child or children currently enrolled in the Westglades Middle School Band Program. However, the other parent or other legal guardian of the Chair's or Band Director's child or children, who are currently enrolled in the Westglades Middle School Band Program, is eligible to vote once elected or appointed to the Association.

Each Board of Director or Executive Board position shall be entitled to one voice and one vote on each matter submitted to a vote of the Association. A Board Member may hold more than one position on the Association; however, each Board Member, whether elected or appointed, shall cast only one vote on each matter submitted to a vote of the Association. A mandatory limitation of one vote per family is permitted, regardless of the number of offices held by multiple family Members or for multiple band students. A Board Member must be a Member in Good Standing and the Member must be present to vote unless an emergency meeting is called. Voting by proxy via email or telephone is acceptable to cover situations that cannot wait 48 hours or do not

require a meeting. When necessary, the Recording Secretary shall tally the votes according to the roll call of Members present. In the event of a tie vote, under all circumstances, Roberts Rules of Order will take effect and the vote will NOT pass.

Section 2: Terms of Membership

In the event a Member's action or circumstance is found to be in conflict with state laws, policies and/or bylaws of the Association, the Member may be removed from office for the current year and/or one additional year. Notice shall be sent to the Member, the Executive Board with all grounds stated in writing, in the event of termination. All sides shall be heard. The Association, by affirmative vote of two-thirds of all the Executive Board Members present may suspend or expel a Member.

Section 3: Length of Term

The Association's Members shall be elected and/or appointed for one (1) year and may be elected and/or appointed for additional terms not to exceed a total service of four (4) consecutive years in any one position.

Section 4: Training

Each new Member shall be provided training, by appropriate Executive Board Members, on Robert's Rules of Order, Newly Revised and on the Association's history, mission, purpose, and shall acknowledge such training.

Section 5: Validation

Each Member shall sign off on an Executive Board approved statement which validates that the Member accepts and will abide by proper professional conduct and the Nondiscrimination Clause. The statement also will acknowledge that the Member has received training by the Executive Board on Robert's Rules of Order, Newly Revised, that affect the group of which he/she is a Member.

Article IX – Jurisdiction

The territory included within the jurisdiction of this Association shall be the territory served by Westglades Middle School.

Article X – General Membership Meetings

A General Membership meeting of the Association shall be held monthly, typically at 6:30pm in the Westglades Middle School Band room. Special Board of Directors meetings may be called if they become necessary in the opinion of the Executive President of the Executive Committee. The time and place of all called meetings shall be announced and posted on the Westglades Middle School Band website so that each Member and Officer can plan to attend the meetings. The minimum requirement necessary to be designated/elected every school year makeup the

following nine (9) individuals: four (4) Board of Directors, four (4) Executive Officers, and one (1) Board of Directors Chairperson (the Band Director (non-voting)).

Article XI – General Membership

The Executive Officers and Board of Directors define the make up of the General Membership.

Section 1

The Executive Officers shall consist of the Executive President, Executive Vice President(s), Executive Recording Secretary and Treasurer. The Board of Directors shall consist of the Chairperson of the Board of Directors (Band Director (non-voting)) and a minimum of four General Members who are not currently Executive Officers. The Executive Officers and Board of Directors make up the General Membership.

Section 2

All candidates for Executive Officers and the Board of Directors shall be nominated and voted upon by the General Membership at the April Board of Directors General Meeting.

Section 3

At the May General Meeting, the nominated slate of Executive Officers and Board of Directors shall be elected and duly installed to serve one school year. They may be eligible for re-election with a quorum being present.

Section 4

In the event of resignation, death or removal from office of the Executive President, the Executive Vice President will assume the Executive Presidency. In the event of a Secretarial vacancy, the Chairperson of the Board of Directors shall appoint a temporary General Member to that position until the Executive Committee can fill the vacancy. Subsequent vacancies shall be filled by a General Member recommended by the Executive Officers and elected by a majority of General Members present and voting at a General Meeting. Said individual shall enter upon and assume the duties of said position for the remainder of the term thereof. Said election shall transpire at a General Meeting as soon as is practicable after said vacancy occurs.

Article XII – Duties of Executive Officers

Executive President

The Executive President shall schedule and preside (in accordance with Robert's Rules of Order) at all General Membership Board of Directors meetings; and be an ex-officio General Member of all Committees. The Executive President shall assure that the established annual schedule of events is properly implemented in coordination with the Chairperson of the Board of Directors (Band Director (non-voting)) and shall uphold the Bylaws of the Association. The Executive

President shall coordinate the work of the Executive Officers, General Committees and General Board Members as they apply to the Association functions. The Executive President shall appoint General Board of Director Committee Chairpersons, who are General Members or eligible parents of current Westglades Middle School Band Students deemed fit by the General Membership, to manage annual activities such as the special projects approved by the Officers of the Executive Committee.

The Executive President should serve at least one year on the Executive Board in another position prior to becoming eligible for the Office of Executive President.

Executive Vice President(s)

The Executive Vice President(s) shall serve as the general assistant to the Executive President, work together with the Executive President to ensure that all operations are carried out, can appoint and delegate with the Executive President's approval, and shall perform all duties of the Executive President in the case of temporary absence or incapacity of the Executive President. The 1st Executive Vice President, in the event the position is co-chaired, shall succeed the Executive President in the event of resignation, removal or death of the Executive President. The 1st Executive Vice President should typically be the parent of a current 7th grade Westglades Middle School Band student, with the intention of running for the Executive Presidency the following (8th grade) year upon vacancy of that Executive Presidential position.

Executive Recording Secretary

The Executive Recording Secretary shall maintain minutes of the Executive Committee and General Membership meetings, provide a report of previous General Membership meeting minutes of the Association at the next regularly scheduled General meeting, and maintain historical records of the Association. The Executive Recording Secretary is responsible for all correspondence during all meetings. The Executive Recording Secretary shall have a current copy of the Association's Bylaws signed by the General Membership and Executive Committee.

Treasurer

The Treasurer shall be in charge of all financial transactions of the Association, ensuring compliance with the financial controls as outlined in the "Treasury Procedures and Financial Controls" manual. The Executive Committee must approve any and all modifications to the "Treasury Procedures and Financial Controls" manual. It is the Treasurer's fiduciary duty to ensure all assets of the Association are maintained and managed in a stalwartly manner and all required statutory reporting and tax returns are filed by their due date.

Band Director

The Band Director shall be the Chairperson of the General Membership of the Board of Directors and ex-officio General Member of all General and Executive Committees. However, this provision shall not be construed to prohibit the Band Director from serving as a non-voting member of any committee to which he/she shall be specifically appointed, elected or serves on as

he/she sees fit. The Band Director shall serve as a non-voting member of any Executive Committee.

All Executive Officers

All Executive Officers shall perform the duties outlined in these Bylaws and those assigned from time to time. Upon the expiration of the term of office, or in the case of resignation, each Officer shall turn over to the Executive President, without delay, all records, books, and other materials, pertaining to the office, and shall return to the Treasurer, without delay, all funds pertaining to the office.

Article XIII – Duties of General Membership Board of Directors

The General Membership Board of Directors shall advise and help the Executive Officers to perform their duties in an efficient and harmonious way.

Article XIV – Additional Committee Chairpersons

Additional Committee Chairpersons shall and can be appointed by the Executive President.

Chaperone General Coordinator

The Chaperone General Coordinator shall schedule adequate adult coverage for all Westglades Middle School Band events, field trips, concerts, performances, etc.

Logistics General Coordinator

The Logistics General Coordinator shall schedule the rental of a moving truck or trailer for all away Westglades Middle School Band events, schedule a driver, and oversee the loading of said vehicles.

Fundraising General Chair

The Fundraising General Chair shall be responsible for developing fundraising events and donations to meet the objectives of the Band program. All fundraising events should be submitted to the Band Director, Executive Officers, and school Principal for approval.

Photography General Chair

The Photography General Chair will attend “all” Band events and shall be responsible for the photography of all Band events for the school year. After each event, photographs are submitted to the Band Director. The photographer will always consult with the Executive President and Band Director to ensure which students have written permission and/or authorization from their parents or legal guardians to be photographed. Any students not authorized, will not be photographed. No Band photos whatsoever, will be published on social media without written approval from the Executive President or Band Director.

Article XV – General Committee Membership

Section 1

All General Membership Committee Chairpersons shall be chosen by the Executive President to help promote the objectives and interests of the Association and the Band Director.

Section 2

The Executive President shall be an ex-officio Member of all General Membership Committees.

Section 3

An Awards Banquet General Membership Committee will be appointed by the Executive President at the February meeting.

Article XVI - Quorum

Total Membership is calculated for quorum. Executive Officers and the General Membership of the Board of Directors present shall constitute a quorum at all General Meetings of the Association. The minimum requirement necessary to be designated/elected every school year for quorum makeup the following nine (9) individuals: four (4) Board of Directors, four (4) Executive Officers, and one (1) Board of Directors Chairperson (the Band Director (non-voting)).

A majority of the number of Members fixed by, or in the manner provided in this policy, shall constitute a quorum for the transaction of business; provided, however, that whenever, for any reason, a vacancy occurs in the Membership, a quorum shall consist of a majority of the remaining Members until the vacancy has been filled. A quorum shall not consist of less than 30% of the Membership prescribed by this policy.

Each Executive Officer and/or Board of Director must receive proper notification of a called meeting forty-eight (48) hours prior to a called meeting. Proper notification is defined as a phone call, email or post to the Westglades Middle School Band website or calendar from the Chair of the Board of Directors (Band Director (non-voting)). Voting by proxy via email or telephone is acceptable to cover situations that cannot wait 48 hours or do not require a meeting.

Article XVII – Amendments

Proposed amendments to these bylaws must be presented in writing to the General Membership at least thirty (30) days prior to voting on the change. Proposed amendments will become effective after approval by majority of the Executive Committee and majority of General Membership of the Board of Directors present and voting at the next regularly scheduled General Membership meeting.

Article XVIII – Ethics

Section 1

No Executive or General Member shall bring pressure upon another Member or the Band Director for personal gain or for another individual’s gain. If this occurs, they shall be subject to removal from the Executive or General Membership.

Section 2

If removal from General Membership should become necessary, then it shall be accomplished at a special Executive Committee meeting called by the Executive President or other Executive Officer, as circumstances require. Robert’s Rules of Order shall be used as a guide for the proceedings.

Section 3

Appropriate language, behavior and attire are expected of all adults and students at all band functions at all times.

Article XIX – Parliamentary Procedure

Meetings shall be conducted according to Robert’s Rules of Order (Revised), unless another procedure is specified.

I, _____, (print name) acknowledge that I have read and fully understand the bylaws of the Westglades Middle School Band Boosters, Inc., and I agree to abide by all conditions set forth therein.

Signature: _____ Date: _____