

# Hawk Band Association Bylaws

## Article I Name

- The name of the organization shall be: Hawk Band Association, Inc.
- This name is to be used on all official documents including, but not limited to: Bank Accounts, IRS Reporting and federal financial filings and as such shall not be changed.

## Article II Purpose

The mission of the Hawk Band Association (HBA) is to support the Rossview High School Band music program (The Band).

The organization shall operate as a non-profit organization with the following purposes:

1. To further the interest of the youth in music by providing financial support through various activities as a supplement to the school funds.
2. To communicate information concerning the band program, activities and projects.
3. To be available to aid the band director in any reasonable way deemed necessary.

## Article III Membership

Section 1 Members shall be the parents or legal guardians of the students in the band program.

Section 2 The band director shall be an ex-officio, non-voting member of the organization.

**Section 3** Each member of the association shall have one vote on any matter under consideration by the membership of the association at a meeting of the membership. The right to vote shall be exercised only once by each member.

## Article IV Officers

Section 1 Elected Officers of the organization shall be: President, Vice-President, Past-President (or 2<sup>nd</sup> Vice-President, if elected as such), Secretary, and Treasurer. These officers comprise the Executive Committee (EC). The members of the EC shall perform the duties prescribed within these bylaws and by the parliamentary authority adopted. The EC of this organization shall serve without compensation.

Subsection A. Duties of the Officers

1. The President shall be the Chief Executive Officer of this organization and shall preside at all membership and EC meetings. The President shall actively direct the affairs of the organization and shall perform such other duties as directed by the EC. The president shall serve as a liaison between the HBA and the Rossview High School administration.
2. The Vice-President shall serve as the chairperson of the fundraising committee, perform all duties and have the powers of the President in his/her absence and shall assume any duties assigned by the President and the EC.
3. The Past-President (Immediate Past President) shall assume any duties assigned by the President or EC. This position may be designated as 2<sup>nd</sup> Vice-President, and may be filled by the organization in lieu of a past president filling this position.
4. The Secretary shall attend all meetings, act as a clerk thereof, and record all votes and minutes of all the organizations transactions. He/she shall keep a copy of the bylaws, conduct all correspondence of the organization, present a written report of minutes at all regular meetings and all other non-financial documentation. The Secretary will also maintain the HBA's Gmail account.
5. The Treasurer shall keep the accounts of the organization in a true and accurate manner, have charge of all receipts and disbursements, make financial reports at all meetings of the organization and EC, maintain a record of all financial activities and submit the financial records of the organization for and official audit 30 days prior the end of the school year to the school bookkeeper. Treasurer shall be responsible for handling all required IRS filings and fees.

Section 2  
Rossview To hold an office, a member must have a child who is currently enrolled in the Band program.

Section 3 Only one family member may hold an elected office during on school year.

Section 4  
upon No individual member shall have the authority to impose liability of any type either the organization or its officers without all prior approval of the EC.

Section 5  
Rossview Any eligible EC member must be current on all financial obligations due to the Band program. Any individual may ask for lenience due to circumstances; exceptions to considered at the discretion of the EC.

**Article V  
Executive Committee**

Section 1  
voting The officers of the organization shall constitute the EC and shall serve as the members of the EC.  
A. The Band Director is an ex-officio non-voting member of the EC.

- a. The Band Director may be requested to vote in the case of a tie vote.
- Section 2 The EC shall have general supervision of the affairs of the organization, make recommendations to the organization, be subject to the organization and none of its acts shall conflict with the acts taken by the organization.
- Section 3 There will be a minimum of three booster meetings per school year. The time and place of each Booster meeting shall be fixed by the EC.
- Section 4 A majority of the current membership of the EC shall constitute a quorum.
- Section 5 When an officer vacancy occurs, such a vacancy shall be filled by a majority vote of the remaining EC.
- Section 6 Budget approval and the discussion of the expenditure of funds exceeding \$500 which may directly affect the band program will not be conducted without the band director present, unless the director gives prior consent.

### **Article VI Committees**

- Section 1 The following committees shall be considered standing committees: Class representatives (consisting of one parent representative from each of the class levels; Freshman, Sophomore, Junior, and Senior) Committee, Fund Raising Committee and Concessions Committee. Committee chairpersons will be appointed by the organization President.
- Section 2 The President shall create other committees as he/she deems necessary.
- Section 3 The responsibilities and organization of the standing committees, not described in the organizations bylaws, will be established by the EC.

### **Article VII Quorum**

A simple majority of the members present shall be sufficient to carry a motion.

### **Article VIII Finance**

- Section 1 The finance committee shall consist of the EC and the chairpersons of any money generating committee. They will be responsible for the preparation of the budget, its periodic review and for making recommendations to the organization regarding changes to the budget during the budget year. The committee will also develop fundraising requirements to meet the projected budget commitments. To conduct business they must have a quorum (a majority of the committee members, to include the band director). The band director should be present at the meetings or consent to the meeting taking place in his/her absence.
- Section 2 The EC will present the budget proposal to the general membership for approval during the first quarter of the fiscal year. A majority of those members present must approve the final budget for the year. All budget proposals and approved budgets must specify the fund raising plan to generate the capital to execute the budget.
- Section 3 The fiscal year for the organization is July 1 to June 30.

- Section 4 The only funds which will be managed by the organization's Treasurer are the fund raising expenses, proceeds, and the organization's budgeted funds.
- Section 5 All monies or funds raised by, for, or in the name of the The Band is under the sponsorship of the HBA becomes the property of the HBA.
- Section 6 Commitment/obligation and disbursement of the organization's assets cannot take place without the approval of the EC or the general membership according to the following guidance.
- A. No commitment/obligation of the organization's assets may be made for an amount up to three thousand (\$3000) dollars without the approval of the EC. Payment for these items must be reviewed and approved by the EC prior to purchase.
  - B. No commitment/obligation of non-budgeted assets will be made for an amount in excess of three thousand (\$3000) without the approval of the general membership. Once commitment or obligation has been approved by the general membership the EC may approve the payment of the item.
  - C. Commitment/obligation of the organization's funds will not take place when fund are unavailable.
  - D. The EC will institute such accounting measures and management practices to ensure the proper account and receipting of funds. Prior to the commitment/obligation of budgeted funds, every effort should be made to obtain the best practice and value for the money spent.
- Section 7 All funds of the organization shall be deposited in a local banking institution designated by the EC. Organization assets will not be commingled with escrow funds.
- Section 8 All disbursement of funds of the organization shall be made on the HBA checks signed by the treasurer, and co-signed by the president or vice president. Counter checks and credit/debit cards are prohibited. The treasure will be bonded. Payment for the bond will be made with the organization funds.
- Section 9 The organization's records will be audited at the end of each school year or upon a change of treasurer. An independent professional auditor shall be contracted from outside the organization.

#### **Article IX Elections**

- Section 1 Nominations for elected Officers will be taken in March, presented to the general membership and voted on by the end of the school year.
- Section 2 In the case of a tie, the EC will determine the outcome of the election.
- Section 3 The officers shall be elected for a term of one year, or until their successors are elected. Their terms of office shall begin at noon on the last day of the school year.
- Section 4 Notice shall be provided to all members not less than two weeks prior to the annual election

#### **Article X**

## **Amendments of the Bylaws**

Section 1 These bylaws may be amended at any regular general membership meeting of the organization provided:

- A. The amendments were approved in the previous month by the EC for recommendation to the general membership.
- B. 10% of the general membership is present.
- C. Two-thirds of the organizations members present must agree to the amendments.

## **Article XI Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of the order the organization may adopt.

## **Article XXI Dissolution**

Upon dissolution or disbandment of this organization, any and all unallocated cash funds shall be turned over to Rossview High School for exclusive use of The Band.