

# Wilmington Bands Parents and Friends Association

## BYLAWS

### ARTICLE I

#### THE NAME OF ORGANIZATION

- A. The name of this organization shall be the Wilmington Bands Parents and Friends Association.
- B. Organization could also be referred as an abbreviated name of "Wildcat Band Parents" for media purposes.

### ARTICLE II

#### PURPOSE OF ORGANIZATION

The purpose of this organization shall be to provide additional support for the Wilmington Public Schools Wildcat Bands and its Instrumental Music programs (Grade 4 thru 12).

### ARTICLE III

#### MEMBERSHIP

- A. Membership is open to any interested person who is not currently a student in the Wilmington Public Schools and has a student in the Wildcat Bands program.
- B. An Active Member shall be any member who regularly participates in this organization's activities and projects.

### ARTICLE IV

#### MEETINGS

- A. Regular scheduled meetings will be held monthly and are held as needed during the summer. The day and time will be set at the previous meeting.
- B. Notices of meetings, including notice of any special events, will be made public through social media sites and email distribution to subscribed Band Parents' newsletter email list.
- C. In the absence of the President, the Vice-President shall preside. In absence of both above, the meeting will be postponed.

### ARTICLE V

#### VOTING AT GENERAL MEETINGS

- A. Any active member present is eligible to vote on an issue.
- B. Votes are carried by simple majority.

### ARTICLE VI

#### OFFICER ELECTIONS

- A. Officers of the organization shall include President, Vice-President, Secretary, Treasurer, and Publicity Director.
- B. Term of office for the officers shall be for two years starting in June.
- C. In the event of any officer leaving office during their term, the members shall elect, by majority vote, a replacement at the next regular meeting following the vacancy. Persons shall be nominated by the remaining officers to be presented to the membership. Nominations shall be made from the floor.
- D. If a vacancy occurs in the office of President, the Vice-President will become President and a new Vice-President will be elected at the next meeting.
- E. Nominees for office must be "Active" Members.
- F. Elections will be held bi-annually in April by anonymous online ballot.
- G. A notification of the election will be sent to the Band Parent Community in March of the election year.

**ARTICLE VII**

**DUTIES OF OFFICERS**

**PRESIDENT**

- A. The President shall hold meetings as necessary with other officers to discuss business and set the agenda for the following meeting.
- B. The President shall oversee all functions and preside over regular meetings.
- C. The President has access to the bank account along with Treasurer.
- D. The President manages the PO Box at Wilmington Post Office with the Treasurer.
- E. The President represents the organization at events including fundraisers, scholarship night and other events as necessary.

**VICE-PRESIDENT**

- A. The Vice-President shall preside in the absence of the President.
- B. The Vice-President shall assist the President when requested for any duties prescribed.
- C. The Vice-President shall attend all officers' meetings as called by the President.
- D. The Vice-President will assist the President with fundraising events and activities.

**SECRETARY**

- A. The Secretary shall keep the minutes of each regular meeting.
- B. The Secretary shall attend all officers' meetings as called by the President.
- C. The Secretary shall submit a copy of previous month's minutes for approval to President.
- D. The Secretary shall maintain any necessary correspondence.

**TREASURER**

- A. The Treasurer shall keep all financial records this organization.
- B. The Treasurer shall choose, with approval of officers, the bank in which to maintain funds and receive all bank records while maintaining accounts.
- C. The Treasurer shall present a report of all funds at each regular meeting for approval of members.
- D. The Treasurer shall pay bills as requested by either vote of officers or vote of members present at any regular meeting.
- E. The Treasurer shall attend all officers' meetings as called by the President.
- F. The Treasurer manages the PO Box activity along with the President.
- G. The Treasurer provides the petty cash box to all events and calculates the funds raised reporting to the officers after fundraising activities.

**PUBLICITY DIRECTOR**

- A. The Publicity Director shall oversee all notices and publicity releases.
- B. The Publicity Director shall attend all officers' meetings as called by the President.
- C. The Publicity Director manages all social media including but not limited to Facebook, Twitter, Website and other electronic means of distribution such as MailChimp for newsletter and notifications.
- D. The Publicity Director maintains the database of email address for Band Parents who have subscribed to receive notifications.

**ARTICLE IX**

**EXPENDITURE POLICY**

- A. Expenditures require a general membership vote.
- B. The officers will work in an advisory capacity with the Band Director(s) to explore suggestions for the use of funds.
- C. Unforeseen Expenditure(s) -up to \$150- to be discussed at next meeting for full disclosure of associated expenses.