

## **Bylaws of Morgantown High School Band Auxiliary**

### **Article I – Name**

The name of the organization shall be The Morgantown High School Band Auxiliary.

### **Article II – Purpose**

The Morgantown High School Band Auxiliary is organized as a nonprofit organization to:

- a. Solicit parent, patron, and community support for the MHS Band program.
- b. Serve as a fundraising arm of the band and to administer the use of such funds.
- c. Enhance the music education of our students by assisting the band in any other ways possible.

### **Article III – Membership**

Membership will be open to all parents and guardians of MHS Band members.

### **Article VII - Meetings**

- a. Meetings will be called as needed, by the President. Further meetings of the Auxiliary will be called by the President upon the request of the Band Director or any two officers of the Auxiliary or any five members of the Auxiliary.
- b. The presence of 10 or more members shall be necessary to constitute a quorum for the transaction of business.
- c. Business shall be conducted in accordance with Robert's Rules of Order. The order of business shall be as follows:
  1. Call to Order
  2. Reading of the Minutes from the previous meeting.
  3. Treasurer's Report
  4. Committee Reports
  5. Election of Officers (as required)
  6. Old Business
  7. New Business
  8. Announcements & comments from the Band Directors
  9. Adjournment
- d. Members must be present to vote; voting by proxy is not permitted.

### **Article V Officers**

- A. Elected Officers of the MHS Band Auxiliary will be:
  1. President
  2. Vice-President
  3. Secretary
  4. Treasurer

- B. Election of officers will take place at the April Auxiliary meeting in each calendar year. Term of officer will be from July 1 through June 30. Officers will be elected by majority vote of eligible Auxiliary members present at the April meeting.
- C. Whenever a vacancy occurs among elected officers by death, resignation, incapacity to serve, or otherwise, it shall be filled without undue delay by a majority vote of the remaining members of the Executive Committee at a special meeting called for the purpose. The person so chosen shall hold the office for the remaining portion of the unexpired term.
- D. It shall be the duty of and obligation of each elected officer to accept and carry out to the best of their ability any, and all charges of that office. Some specific duties shall be as follows.

**1. President**

- Preside at all auxiliary meetings and serve as Chief Executive of the Auxiliary.
- Schedule auxiliary meetings as needed and is responsible for the appointment of all committee chairpersons.
- Maintains a close working relationship with all committees and is responsive to needs of the MHS Band Program.
- Keeps in close contact with the Band Directors and serves as ex-officio member of all committees.
- The President co-signs all checks.

**2. Vice- President**

- Assumes the duties of the President in event of an absence of that person at meetings or events
- Oversees the concessions and other designated events. This includes the ordering of supplies and volunteer staffing for such events.

**3. Secretary**

- Takes minutes of the Auxiliary meetings
- Keeps copies of minutes for record keeping
- Posts minutes on the website
- Sends out weekly emails and any other emails necessary to keep membership informed
- Updates the website and calendar

**4. Treasurer**

- Receives receipts (cash) and pays all bills of the Auxiliary.
- These disbursements shall be made only upon properly approved vouchers.
- Makes necessary deposits in such accounts as designated by the Auxiliary and shall keep a permanent record of all bills and deposits and prepare a written report of the financial condition of the Auxiliary, showing receipts and disbursements.
- This written report shall be present at each Auxiliary meeting.

- All disbursements and individual payments received shall be posted in the accounting program maintained by the Treasurer.
- Work with all parents who request financial aid and payment arrangements for the band events and activities
- Review the financial aid applications with the board and award aid as appropriate and available.
- Picks up mail at the band post office box on a regular basis.
- Prior to each event (game/concert/fundraising activity) must withdrawal cash from the bank to provide starting cash for individual needs and organize as needed for each event.
- Must attend the events to distribute the cash and count and collect all cash at the end of the event.
- Complete all monthly reporting as required by the BOE.
- Co-signs all checks and furnishes all financial reports as required.
- Works to ensure compliance with the Monongalia County Board of Education policy regarding fundraising school organizations.
- Files all required state and federal monthly, quarterly and annual returns in a timely manner.
- To complete the filings accurately, must remain apprised of all rules and regulations applicable to not-for-profit organizations.
- Annually, compile and submit all information requested for the external audit firm.

## **Article VI - Committees**

### **A. *The Executive Committee***

Will consist of all elected officers. The Band Director and Assistant Band Director will serve as ex-officio members of the Executive Committee. Chairpersons of standing Auxiliary committees or members of the Auxiliary may be invited to attend Executive Committee meetings – at the committee’s invitation. The Executive Committee meets prior to the Auxiliary meetings to act as an advisory group to the Band Directors and to the Auxiliary. Normally, its deliberations are for future planning and therefore, confidential in nature.

### **B. *Standing Committees***

The Band Auxiliary will function with as many committees as are deemed necessary to carry out the Purpose (Article II) of this organization: It is suggested that the following committees be utilized:

Patron Program Committee

Fundraising Committee

Spaghetti Dinner Committee

End of the Year Banquet Committee

Band Spectacular Committee

Chaperone Committee

Merchandise Committee

Uniform Committee

## **Article VII Amendments**

These by-laws may be amended or repealed, in whole or part, by a  $\frac{3}{4}$  majority vote of the members present. Changes should be presented 5 days in advance of voting meeting.

## **Article VIII - Fiscal Matters**

An annual budget will be prepared by the Executive Committee and presented for approval to the Auxiliary at its July meeting. All operating assets shall be disbursed in accordance with the budgetary guidelines.

At the end of the fiscal year, any operating assets remaining that, in the judgement of the Executive Committee, are excess shall be added to the fund for purchasing new uniforms.

Revised 1994

Changes voted on and approved at April 25, 2023