

WEBSTER GROVES HIGH SCHOOL BAND AIDES CONSTITUTION AND BY-LAWS

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ARTICLE 1.0 - NAME AND AUTHORITY

- 1.1 The name of the organization shall be known as the Webster Groves High School Band Aides and all business shall be transacted in this name. The term WGHSBA as used hereafter shall mean the total organization.
- 1.2 The Operation of the WGHSBA shall be governed by the membership's desires and objectives. Activities shall be coordinated with the Webster Groves High School Band/Guard Directors.

ARTICLE 2.0 - OBJECTIVE

- 2.1 The objective of the WGHSBA is to be a service organization to support the Webster Groves High School Band programs and its participants.

ARTICLE 3.0 - MEMBERSHIP

- 3.1 Membership in the WGHSBA is open to all persons subscribing to the support of the Webster Groves High School Band through participation in the activities of the Band and Band Aides.
- 3.2 Members shall be classified as:
 - A. Regular Members
 - 1. Parents or guardians of students enrolled in the band program
 - 2. Eligible to vote and hold elective office (in all meetings and elections, voting is defined as one vote per family)
 - B. Associate Members
 - 1. Those adults not having students in the Webster Groves high School Band program, but who desire to participate in the activities of the WGHSBA.

2. Are not eligible to vote or hold elective office.

C. Honorary Members

1. Those selected individuals who have made significant contributions in support of the band's activities.
2. Selected on the basis of a majority vote of all regular members
3. Are not eligible to vote or hold elective office
4. May participate in WGHSBA activities if they so desire

D. Student members

1. All currently enrolled band students.

ARTICLE 4.0 – ADMINISTRATION

4.1 Officers

- 4.11 Officers of the organization shall consist of: President, Vice-President, Secretary, Treasurer and Financial Overseer/Member at Large (FOML). A general position description follows (see ADDENDUM for complete description).
- 4.12 The PRESIDENT shall preside at regular and special meetings. In the event that the President is absent from a meeting, the Vice-President shall preside. In the event that the President and Vice-President are absent from the meeting, the Treasurer shall preside. At least two officers shall be present at any meeting in order for WGHSBA business to be conducted or voted upon.
- 4.13 In the event that the office of President is vacated, the Vice President shall assume the position of President. A new Vice-President shall then be appointed by the Executive committee and duly approved by the membership. In the event that the Vice-President, Treasurer or Secretary positions are vacated, then the Executive Committee shall present to the membership a recommendation for replacement to be voted upon.
- 4.14 The VICE-PRESIDENT shall oversee all the property and equipment belonging to the WGHSBA and shall be responsible for maintenance and inventory. The Vice-President will verify with the President that all monthly treasurer reports, IRS tax filing (cloud login required for access), minutes, and agendas from the previous year have been uploaded to the cloud folder. The Vice-President will also act as the WGHSBA liaison to the PTO umbrella with respect to PTO regulations.
- 4.15 The TREASURER shall have charge of all funds belonging to the organization and shall expend such funds as authorized by the WGHSBA budget. All financial material will be maintained in the WGHSBA cloud site. Other payments may be made subject to approval by a simple majority of regular members present when the expenditures are proposed. The Treasurer shall provide cash

boxes with change required for operating the concession stand or other fund raising events. The Treasurer shall maintain financial records, which shall be reviewed by the FOML, and contained in configured spreadsheet fields easily transferrable to an appropriate tax form. The Treasurer is empowered to appoint an Assistant Treasurer to assist with the duties of the office when deemed necessary. The Treasurer will assist the FOML with timely closure of the annual books and tax filing and provide resource support of financial activities, research tax related issues, and participate in general financial administrative control. The Treasurer shall provide copies of the monthly and annual financial reports to the Secretary. In the event the Treasurer is absent, the written report will be presented by the Secretary.

- 4.16 The SECRETARY shall keep minutes of all meetings and handle all correspondence of WGHSBA. The Secretary shall provide unapproved minutes to the WGHSBA members electronically before the next regular meeting and upload approved minutes to the WGHSBA cloud storage. In the event the Secretary is absent from a meeting, the President shall appoint a substitute from the regular members present to fill that role. In lieu of the President, Vice-President, and Treasurer, the Secretary will preside over meetings only if the FOML is also present.
 - 4.17 The FOML shall obtain a final treasurer's report consisting of a current year tax form adapted spreadsheet and most recent bank statement within 60 days of the end of the fiscal calendar year. This will be electronic documents filled on the WGHSBA cloud storage site. Upon inspection (i.e. bank statements and Treasurer's reports corroborate) and approval, WGHSBA officers will be notified by email that the reports are satisfactory. The FOML will ensure taxes are filed within 30 days of report approval or before the IRS deadline. The FOML may file or delegate filing the return. Upon filing, the FOML or delegate will notify WGHSBA by email that taxes have been filed. Proof of filing must be attached to or be part of the email. Reports and tax filing receipts will be stored in the WGHBA cloud folder for the appropriate year. The FOML's responsibilities for the current term end upon successful tax filing.
 - 4.18 The Executive Committee shall be comprised of the President, Vice-President, Treasurer, Secretary, and the Financial Overseer/Member at Large.
- 4.2 Attendance - An elected officer who fails to attend 3 consecutive regularly scheduled meetings could be asked to withdraw from the position.

4.3 Expenditure Approval

- 4.31 The annual budget for the following school year shall be drafted and refined at a meeting in June. The budget will be presented at the first meeting of the school year. Approval shall be indicated by a “yes” vote of a majority of the regular members present.
- 4.32 All requests for expenditures of funds other than budgeted operating expenses shall be presented to the WGHSBA who will consider the merit of the request(s). Approval shall be indicated by a “yes” vote of a majority of regular members present.
- 4.33 The WGHSBA Executive Committee shall be empowered to expend up to \$500.00 for cash expenditures. Expenditures in excess of \$500.00 shall require a majority vote by the members as previously outlined.

4.4 Meetings

- 4.41 WGHSBA shall normally meet once each month through the school year in the Webster Groves High School Library. The meeting day and time shall be determined each year by the Executive Committee.
- 4.42 Voting on WGHSBA issues shall occur only at regularly scheduled meetings or at specially designated meetings, provided the members are notified 14 days in advance.
- 4.43 Voting on WGHSBA issues can occur only if there are a minimum of 7 voting members present, including officers.

4.5 Order of Business – the following order of business may be used during regular and special meetings:

1. Call meeting to order
2. Circulate an attendance roster for members to report their presence at the meeting
3. Approve minute of previous meeting(s) as necessary
4. Band Director reports
5. Review and accept the financial report
6. New business (including Committee reports)
7. Old business (including Committee reports)
8. Open discussion
9. Awards (recognition, entertainment)
10. Adjourn

4.6 Minutes - The minutes of all regular and special meetings shall be taken by the Secretary and will include all business discussed and copies of the most recent Treasurer’s report. Minutes may be approved electronically.

4.7 Parliamentary Procedure – “Robert’s Rules of Order” shall be used to conduct all meetings.

4.8 Committeess

4.81 Standing committee chairs may consist of Communications Director, Concessions Directors, Fund Raising Director, and Social Director. These chair persons shall report their progress to the WGHSBA at the monthly meetings as needed.

4.82 The COMMUNICATIONS DIRECTOR shall publicize all activities of the band and Band Aides, and shall maintain the Band Aides list serve and facilitate electronic publicity to parents. The Communications Director is empowered to appoint an Assistant Director to assist with the duties of the office.

4.83 The CONCESSIONS DIRECTOR shall be responsible for coordinating concession activities, as necessary, at all band events. The Concessions Director is empowered to appoint an Assistant Director to assist with the duties of the office.

4.84 The FUND RAISING DIRECTOR shall coordinate all fund raising activities for Band Aides. The Fund Raising Director is empowered to appoint an Assistant Director to assist with the duties of the office.

4.85 The SOCIAL DIRECTOR shall be responsible for coordinating the Fall Picnic, Annual Awards Banquet and all other social activities conducted by Band Aides. The Social Director is empowered to appoint an Assistant Director to assist with the duties of the office.

4.85 Special committees shall be appointed by the President to aid in the WGHSBA in the performance of its objectives.

4.86 Webster Groves High School Band Director shall be consultancy members of all committees.

4.87 The WGHSBA shall comply with all federal, state, local and school district rules, regulations and laws.

ARTICLE 5.0 – ELECTIONS

5.1 Nomination of officers for the following year will commence at the February meeting with a finalized slate being approved at the March meeting. Nominations may be by solicitation or individually voluntary. Methods of solicitation and volunteering include personal interaction at a Band Aides meeting, telephony and electronic methods of communication. Nominees must accept or reject their nomination within 3 days of being nominated. The nominees will be

presented to the attending members at the regular March meeting for approval. When two or more persons have been nominated for the same office the voting members shall elect by majority vote the candidate to complete the slate of officers. Notification of the final slate and solicitation of comments to the Nominating Committee shall be delivered to the membership within five days after the March meeting. Comments should be posted to the membership 14 days prior to the Awards Banquet. If issues regarding a nominee can not be resolved then the Executive Committee has the authority to solicit alternative candidate(s). Such new nominees are automatically added to the slate of officers presented for approval at the Awards Banquet.

- 5.2 No two officers shall be the parent or guardian of the same child or children in the Band Program.
- 5.3 The term of elected office will be one year beginning in June.
- 5.4 No person will serve more than two terms in the same elected office.

ARTICLE 6.0 – FUNDRAISING

- 6.1 Student and WGHSBA fund raising projects shall be kept separate. Students participating in fund raising projects shall receive a pre-determined amount of the profit on all sales/activities, which shall be credited to their accounts. Any profit remaining after this pre-determined amount is for administrative expenses incurred in maintaining the student accounts. All moneys earned in band fund raising activities must be expended by students on band related activities. The administrative decisions and guidelines regarding use of this money by students will be the responsibility of the WGHSBA Executive Committee and the Band Director.
- 6.2 Moneys left by graduating seniors with sibling(s) still in the band program, may transfer those funds into the sibling(s) account(s)
- 6.3 Moneys left by graduating seniors and students withdrawing from the band program, without sibling(s) in the band program, will be transferred to the WGHSBA general fund at the end of that current school year.

ARTICLE 7.0 – STUDENT ACCOUNTS

- 7.1 The Treasurer shall be responsible for maintaining accurate, up-to-date records of all student accounts. In addition, the TREASURER shall aid with student fund raising projects by collecting and

depositing receipts, and making payments for product sold.

- 7.2 The Treasurer shall also disburse funds from the Student Account in accordance with guidelines established by the WGHSBA. The Student Account books shall be reviewed by the FOML.

ARTICLE 8.0 – BY-LAWS

- 8.1 The WGHSBA shall adopt such by-laws as may from time to time be necessary. No by-law may conflict with the provisions or rules and regulations of the constitution.

ARTICLE 9.0 – AMENDMENTS

- 9.1 The CONSTITUTION and BY-LAWS may be amended by a majority vote of the voting members present at any regular monthly meeting. Proposed amendments or changes must be submitted in writing to the membership at least one regularly scheduled meeting prior to the vote.

ADDENDUM (full position description of officers)

President

The President's overall function is to lead WGHSBA. Specific duties include:

- Preside over regular and special meetings.
- Prepare meeting agendas.
- Be the voice of the WGHSBA to the membership.
- Garner decision consensus.
- Coordinate new officer nominations.
- Verify with the Vice President that WGHSBA cloud storage has been populated with:
 - monthly treasurer reports
 - bank statement pdf's
 - meeting minutes
 - meeting agendas
 - IRS e-postcard (or the like) password (cloud login required for access)
 - Other as needed
- Inspect tax forms prior to filing.

Vice President

The Vice President's primary function is to oversee WGHSBA property and processes. In case of vacancy, step in for the President. Specific duties include:

- Be responsible for overseeing equipment maintenance and inventory.

- Verify with the President that WGHSBA cloud storage has been populated with:
 - monthly treasurer reports
 - bank statement pdf's
 - meeting minutes
 - meeting agendas
 - IRS e-postcard password (cloud login required for access)
 - Other as needed
- Act as the WGHSBA liaison to the PTO umbrella with respect to PTO regulations.
- Notify State Treasurer's office of PTO officers annually
- Coordinate fundraising rules and regulations to fundraising chairs.
- In lieu of the President, preside over meetings.
- Assume the position of President in the event that the office of President is vacated.
- Ensure that appropriate insurance is maintained (PTO umbrella)

Treasurer

The Treasurer's responsibility is to execute financial matters for WGHSBA including:

- Have exclusive charge of all funds belonging to the organization.
- Maintain bank accounts.
- Expend funds as authorized by the WGHSBA budget or otherwise approved according to the by-laws.
- Provide cash boxes as necessary for fund raising events.
- Maintain financial records, including, but not limited to, monthly budget spreadsheet, bank statements, receipts, and student account spreadsheets.
- Maintain copies of financial records to WGHSBA cloud site. The budget spreadsheet shall contain the appropriate IRS tax form financial fields.
- Provide financial records (final treasurer's report; student accounts spreadsheet and bank statement(s)) for FOML review within 60 days of fiscal year end.
- Recruit assistance as necessary.
- Provide a mid-year report at the January Band Aides meeting corroborating treasurer records and bank statements.*
- Assist the FOML to ensure a timely close of the year's books and tax filing.
- In lieu of the President and Vice President, preside over meetings.
- File appropriate governmental and banking forms including:
 - Annual Sec. of State registration report.
 - Tri-annual Sales Tax Certificate renewal.
 - Signature card updates
 - Confirm correct EIN is used when necessary
- Provide resource support of financial activities.
- Participate in researching tax related issues.
- Participate in general financial control administration.
- Treasurer's responsibilities for the current term end upon successful tax filing.

* Note: This report will be composed of general fund and student account spreadsheets as well as recent bank statement(s) (preferably a recent complete statement plus a downloaded record of recent account activity). This can most simply be accomplished

by opening the cloud storage site at the mid-year review. The purpose of the mid-year inspection is to be sure records are kept in a manner that will facilitate an efficient end of year inspection and tax filing (Bob Neu - you don't want to wait until the end of the year to find the accounting records are substandard (paraphrased)).

Secretary

The secretary's job is to record and maintain records of WGHSBA activities.

- Take meeting notes (minutes) at WGHSBA meetings.
- Upload minutes to WGHSBA cloud storage site.
- Send notification one week prior to WGHSBA meetings that unapproved minutes are available for proofing.
- In lieu of President, Vice President and Treasurer preside over meetings only if FOML is also present.
- Other as needed

Financial Overseer/Member-at-Large (FOML)

The FOML's responsibilities are to oversee WGHSBA financial records and to provide representation of the whole membership (http://www.ehow.com/list_6405421_duties-member-large_.html). Responsibilities include:

- Mid and year end inspection of final treasurer report and bank statement(s).
- Notify WGHSBA officers of findings.
- Coordinate tax filing within 60 days of year-end financial inspection.*
 - Filling in forms.
 - Submitting forms to the President and Treasurer for inspection/approval.
 - Filing forms.
- Notify WGHSBA officers of filing**
- Upload all tax documentation to WGHSBA cloud storage.
- Review Treasurer's governmental and bank form activities including:
 - Sales Tax Certificate filing.
 - Signature card(s) updates.
 - Confirm correct EIN is used
 - Annual registration report with Sec. of State has been filed.
 - State sales tax exempt status is maintained.
- Participate in researching tax related issues.
- Participate in general financial control administration.
- Attempt to debate alternative views (play devil's advocate) on behalf of membership.
- Responsibilities for the current term end upon successful tax filing.

- *There may be a need for overlap with the in-coming and out-going FOML officers to make sure tax filing was completed properly and to have an experienced officer available to train if necessary*

*Note1: Someone other than the treasurer must file the taxes (Lee Ann Manuel/Theresa Grumke 10/11/11- "We ask this since the federal returns must be prepared by someone other than the treasurer"). The FOML or his/her delegate may fill in the forms. The President and Treasurer will inspect and approve tax forms prior to execution.

**Note2: Upon filing, the FOML or delegate will notify Band Aides by email that taxes have been filed. Proof of filing must be attached to or be part of the email. As tax filing may simply be filing electronically, approval and tax filing notification emails may be one in the same. Reports and tax filing receipts will be stored in the Band Aides cloud folder for the appropriate year (e.g. Google "bandaides63119" account).