

By-Laws of Waukee Band Parents Organization
Waukee Community Schools

Article I
NAME AND PURPOSE

Section 1 – Name

The name of this organization shall be Waukee Band Parents Organization.

Section 2 – Purpose

The purposes for which this organization is formed are:

- A. To lend all possible support, both moral and financial, to the instrumental program of the Waukee Community Schools.
- B. To build and maintain an organization which will help promote the general activities of the instrumental program.
- C. To promote a good working relationship between the Organization and those in charge of the instrumental programs.
- D. To recognize and make known that music is a means by which our young people can express themselves and learn the value of group participation and self-discipline.

Article II
MEMBERSHIP AND VOTING

Section 1 – Membership

There shall be one class of membership, which shall consist of any parents and/or legal guardians of instrumental music students and any interested individuals who are in support of the Waukee School District.

Section 2 – Voting

Each voting member of the board shall be entitled to one vote. Voting shall be in person with proxy voting by email allowed on an emergency basis.

Article III
OFFICERS, BOARD OF DIRECTORS AND COMMITTEES

Section 1 – Officers

The officers of this organization will consist of a President, Vice-President, Secretary and Treasurer. These officers will be elected annually and shall be parents/guardians of participating band members.

Section 2 – Eligibility

An officer can serve any number of years provided they have a child in the band program, grades 5th thru 12th.

Section 3 – Board of Directors

Members of the Board of Directors will be:

- A. The four elected officers.
- B. Maximum of nine parent members which will consist of five committee chair people and four at-large members which can represent any of the Elementary, Middle School, Prairieview or High School programs.
- C. The Past President and the entire instrumental music staff will serve as ex-officio members of the board.

Section 4 – Committees

The committees of the organization shall be developed and approved by the Board. The chairperson of each committee shall also be a voting member of the board. The chairperson of each committee shall provide an update of their activity at the monthly board meeting or, if unable to attend, provide a written report to be presented on their behalf. Possible on-going committees may include, but are not limited to uniforms, equipment, fund raising, volunteers, concessions, and four at-large parent representatives. In the event of a shared position (i.e. co-chairpersons) that position will have one shared vote. Changes to the committee structure shall be voted on by the board.

Article IV ELECTIONS

Section 1 – Officers and Board of Directors

The Officers and Board of Directors will be elected at a general membership meeting during the month of April of each calendar year. New Officers and Board of Directors are to assume their duties in May of each year and serve until the following April.

Section 2 – Nominating Committee

The nominating committee shall be composed of three members of the Waukee Band Parents' Organization and one member of the Music Staff, appointed by the President of the Board of Directors. They will present a slate of candidates. Additional candidates may be nominated from the floor. Anyone nominated from the floor must be present and consent to serve before elected. If there is more than one candidate for any vacancy, such vacancy will be voted upon by paper ballot.

Section 3 – Vacancy and Removal of a Board Member

In the event of a vacancy in office, an appointment to fill the remainder of the term shall be made by a majority vote of the remaining members of the Board. An officer and/or board member may be removed from office only for good cause by a vote of two-thirds of those present at a regularly scheduled meeting.

Article V DUTIES

Section 1 – Officers

The duties of the officers will be as follows:

- President:
 - A. Will preside at all meetings.
 - B. Will serve as chairman of the Board of Directors and an ex-officio member of all committees except the Nominating Committee.
 - C. Will appoint all committees, as approved by the Board, with definition of responsibilities.
 - D. Will appoint a nominating committee as defined in Article IV, Section 2.
 - E. Will fill all vacancies occurring during the year with the approval of the Board of Directors.
- Vice-President:
 - A. Will preside and perform the duties of the President in his or her absence and render assistance to the President.
 - B. Will assume the position of President for the following term or the current term in the event that the position of the presidency is vacated.
 - C. Will serve as chairperson of the Publicity Committee.
- Secretary:
 - A. Will record minutes of all meetings.
 - B. Will handle the correspondence of all records of the organization.
 - C. Will be the custodian of all records of the organization.
- Treasurer:
 - A. Will keep a record of all financial transactions; complete and file the required federal and state tax returns; and present a treasurer's report at each meeting.
 - B. Will be responsible for obtaining a personal bond, which will be paid for by the corporation.
 - C. Will deposit all monies in the name of the organization in safekeeping at a designated banking institution.
 - D. Will make all disbursements by check.
 - E. Will request from the President an audit of the books and records to be completed by September 1 of each year and approved by the Board.
 - F. Will serve as chairperson of the Budget Committee.

Article VI MEETINGS

Section 1 – Regular Meetings

The meetings of this organization shall be held monthly all year, time and dates to be determined at the first meeting in September. All parents and interested parties are invited and encouraged to attend these regular meetings. Board meetings will be held prior to or following these monthly general meetings, as necessary.

Section 2 – Special Meetings

A special meeting for elections will be held as stated under Article IV, Section 1. The exact date will be fixed by the Board of Directors at the September meeting. Other special meetings may be called by the Board as needed.

Section 3 – Quorum

The presence of a minimum of 50% of the Board of Directors, including 3 elected officers, constitutes a quorum.

Section 4 – Parliamentary Procedures

The rules contained in Robert’s Rules of Order shall govern this organization in all cases in which they are applicable, and in which they are not inconsistent with these by-laws.

**Article VII
AMENDMENTS**

Section 1 – Amendments

These by-laws may be amended by a majority vote of the membership. Proposed changes to these by-laws shall be in writing to the Board for their approval. Notice of the proposed changes shall be given to the voting membership as defined in Article II, Section 2, 10 calendar days prior to the general meeting at which they will be voted upon.

**Article VIII
GENERAL RULES**

The Waukee Band Parents’ Organization is organized exclusively for charitable and educational purposes, including the making of distributions to the Waukee Schools, which qualifies as an exempt organization under Section 501 (c) (3) of the Internal Revenue Code.

No part of the net earnings of the organization shall be used to the benefit of, or be distributable to, its members, officers or other persons, except to make the payment in furtherance of its objectives. The organization shall not participate or intervene in any political campaign or attempt to influence legislation. Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted by an organization exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code. Under dissolution of the organization, its assets shall be equally divided among the instrumental music programs of the Waukee Elementary, Middle and High Schools to be used for one or more of the exempt purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code.

This organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise or political candidate shall be endorsed. Neither the name of the organization nor the names of its members in any official capacity shall be used in any commercial or partisan concern or for any purpose not directly connected to the objectives of the organization.