

**THE BYLAWS
OF THE
TIGER MARCHING BAND PARENTS ASSOCIATION**

ARTICLE ONE - NAME

The name of this organization shall be the Tiger Marching Band Parents Association and shall be referred to herein as the “Association”.

ARTICLE TWO – PRINCIPLE OFFICE

The principle office of the Association shall be located at Wheaton Warrenville South High School, Wheaton, Illinois, and its address shall be 1993 Tiger Trail, Wheaton, Illinois 60189.

ARTICLE THREE - PURPOSE

The purposes of this organization shall be:

1. to support, promote and encourage student involvement in the Wheaton Warrenville South High School Marching Band (the “Marching Band”);
2. to support and work with the Marching Band Director and staff; and
3. to do anything deemed necessary and proper for the accomplishment of any purposes set forth herein.

ARTICLE FOUR - POWERS

In furtherance of the objective described above, but not limited to these, the Association shall have the power, insofar as such power is conferred, or is not limited, by law, to make and perform contracts for any lawful purpose, to engage in various funding and fund-raising activities, and to acquire, hold, operate and maintain such property as to effectuate its purposes.

ARTICLE FIVE - MEMBERSHIP

- Section 1. Parents and legal guardians of students who are members of the Tiger Marching Band, Winter Guard, or any similar group organized by or under the supervision of the Marching Band Director shall be members of the Association without regard to race, religion, creed, sex, or national origin upon payment of the student’s annual dues (or alternate financial arrangements as outlined in the Tiger Marching Band Handbook).
- Section 2. The Association’s Budget Development Committee shall work with the Marching Band Director and Assistant Principal of Fine Arts to review and set annual

student dues for Marching Band, Winter Guard, and any similar group organized under the supervision of the Marching Band Director. The amount of those dues shall be documented in the Standing Rules of the Association.

- Section 3. The Association shall have only one class of member with equal rights, interests, and privileges. Membership in the Association entitles the family of each member of the Tiger Marching Band to one vote.
- Section 4. No member can profit from their association with the Tiger Marching Band Parent Association.
- Section 5. The Tiger Marching Band roster, which includes name, phone number, and email information, is intended solely for the use of TMB staff, parents/guardians, and students. Any solicitation or sale of the roster information is prohibited and will be reported to the local authorities.

ARTICLE SIX – FISCAL YEAR

The fiscal year of the Association shall begin on June 1st and end on May 31st of each year.

ARTICLE SEVEN – OFFICERS AND BOARD

- Section 1: The powers of the Association shall be exercised by and its property controlled by a Board of Directors. It shall be the duty of the Board of Directors to carry out the purposes of the Association subject to the Bylaws.
- Section 2: The Officers of the Association shall consist of a duly elected President (or Co-Presidents), Vice President, Secretary, and Finance Coordinator.
- Section 3: The Association shall have five Team Directors covering the areas of Communications, Operations, Equipment, Finance, and Membership.
- Section 4: The Board of Directors shall be composed of the four Officers and the five Team Directors. In the event that an office is held by two persons, such as in the case of Co-Presidents, that office is still only permitted a single vote.
- Section 5: The Marching Band Director and Wheaton Warrenville South Assistant Principal for Fine Arts shall be non-voting members of the Board of Directors.
- Section 6: Officers of the Association shall serve a one year term and may succeed themselves one time. Team Directors shall serve a one year term and may succeed themselves two times. Any individual may be both an Officer and a Team Director.

- Section 7: Officers shall be elected by majority vote of the Association members present and voting at the Association's Annual Meeting in November. No absentee or proxy votes shall be allowed. Terms shall begin on January 1 and end on December 31 of each year.
- Section 8: Team Directors shall be appointed by the President of the Association.
- Section 9: Vacancies of an Officer of the Association occurring during the year may be filled by majority vote of the remaining Board of Directors members.
- Section 10: Any Board of Directors member who misses three consecutive regularly scheduled meetings of the Board without notifying the Secretary or President in advance may be removed from the Board of Directors membership by a majority vote of the remaining Board of Directors members.
- Section 11: If any member of the Board of Directors should vacate their position and be replaced during the year, the partial year of service for the new Board member will not be counted in the maximum term limit for the office.

ARTICLE EIGHT- DUTIES OF OFFICERS

- Section 1: The President (or Co-Presidents) shall:
- a. preside at all regular and special meetings of the Association and of the Board of Directors
 - b. appoint the Team Directors
 - c. form the Nominating Committee
 - d. perform additional duties as assigned by the Board of Directors
 - e. act as the official representative of the Association.
- Section 2: The Vice-President shall:
- a. perform all duties of the President in the event the President is absent or unable to perform his/her duties
 - b. act as Chairperson of the annual Budget Development Team
 - c. perform any additional duties as assigned by the President.
- Section 3: The Finance Coordinator shall:
- a. receive all funds due the Association and make a written record of these funds before being forwarded to the Wheaton Warrenville South High School Treasurer for deposit to the Marching Band Account
 - b. review and approve of all reimbursements that will be paid on behalf of the Marching Band by the Wheaton Warrenville South High School Treasurer
 - c. maintain an accurate record of all receipts and disbursements

- d. present a written year-to-date financial report at all monthly Board of Directors meetings
- e. present a written annual financial report within 30 days of the close of the fiscal year
- f. perform any additional duties assigned by the President or the Board of Directors

Section 4: The Secretary shall:

- a. set meeting dates and reserve meeting space for the year
- b. issue notices with an appropriate agenda for all Board of Directors meetings
- c. issue notices of all Association general membership meetings
- d. record attendance at all Board of Directors meetings
- e. record and publish the minutes of all regular, monthly meetings of the Board of Directors
- f. bring a copy of the current bylaws, standing rules, and membership list to each meeting
- g. conduct the Association correspondence
- h. work in collaboration with the Registration and Database/Roster committees to maintain a current roster of members
- i. be the custodian of all Association records
- j. perform any additional duties assigned by the President or the Board of Directors

ARTICLE NINE - MEETINGS

Section 1: There shall be at least three general meetings of the Association each year, the first in May at the beginning of the marching band season, the second in August and the third in November following the conclusion of the Marching Band season.

Section 2: The May meeting shall include:

- a. Presentation of the Marching Band Director's plans for band activities during the forthcoming school year
- b. Plans of the Association for the forthcoming school year
- c. Other such matters as the Board of Directors and general membership wish to discuss

Section 3: The November meeting shall be considered the Annual Meeting. The Annual Meeting agenda shall include but not be limited to the following:

- a. Annual report by the President
- b. Report by the Nominating Team and presentation of candidates
- c. Election of Officers

- Section 4: The Nominating Team shall present candidates for all Officers, however additional nominations may be made by Association members present during the Annual Meeting.
- Section 5: The Board of Directors shall meet on a monthly basis during the year. The regular monthly meeting day will be determined by the President and documented in the Standing Rules.
- Section 6: Special Meetings of the Board of Directors may be called by the President as needed to conduct the business of the Association. The President must call a special Board of Directors meeting within five days of the written request for such a meeting by any five Association members.
- Section 7: At any Board of Directors meeting the presence of a simple majority of voting Board of Directors members present shall constitute a quorum to conduct business.
- Section 8: All monthly Board of Directors meetings are open to the full membership of the Association.

ARTICLE TEN – STANDING COMMITTEES

- Section 1: The Association will maintain a number of Standing Committees which work on behalf of the organization. The list of committees currently operating on behalf of the Association may be found in the Standing Rules of the Association.
- Section 2: Each of the five Team Directors shall oversee a team of committees. The list of current committee responsibilities for the Team Directors is found in the Standing Rules of the Association. The reporting structure will be reviewed annually by the officers.
- Section 3: Each Committee Chairperson shall:
- a. be a member of the Association
 - b. enjoy a term of one year with no term limits
 - c. work within their approved budget
 - d. communicate with their committee members
 - e. keep their Team Director informed of their committee's progress
 - f. maintain a folder that includes a job description for their committee, procedural information related to their committee, and current financial procedures
 - g. submit a year-end report to the Volunteer Coordinator by December 31

ARTICLE ELEVEN – SPECIAL COMMITTEES

- Section 1: The President shall appoint a Nominating Committee at the Association's general membership meeting in August. Its purpose shall be to submit a list of Officer candidates for election at the Annual Meeting in November. The Nominating Committee shall be comprised of three Association members, including one outgoing member of the Board of Directors. If no member of the Board of Directors will be leaving the Board at the end of the year, the Vice President may serve on the Nominating Committee.
- Section 2: The President shall appoint a Budget Development Committee to be chaired by the Vice-President and comprised of the Vice-President, Finance Coordinator, President and one additional Board of Directors member, all working to assist the Marching Band Director and the Assistant Principal for Fine Arts to establish an annual budget of anticipated expenditures and anticipated income. This team shall submit its proposed budget to the Board of Directors for approval prior to the new fiscal year.
- Section 3: The President shall appoint any other team as is deemed necessary to further the purposes of the Association.

ARTICLE TWELVE – DISBURSEMENT OF FUNDS

- Section 1: Bills paid directly to the provider will follow the prescribed WWSHS approval process. Documentation of the payments shall be provided to the Finance Coordinator for record keeping purposes.
- Section 2: The Finance Coordinator of this Association in conjunction with the Assistant Principal of Fine Arts shall authorize any reimbursements due to individuals and then submit these to the Wheaton Warrenville Sough High School treasurer for disbursement.
- Section 3: In the event of an unbudgeted potential expenditure an individual should seek approval from the Financial Coordinator of this Association prior to spending money for which they intend to be reimbursed. For unbudgeted expenses of \$100 or less, the Finance Coordinator shall respond within two days. The Finance Coordinator will confer with the Board of Directors at his or her discretion and has the authority to approve unbudgeted expenditures up to \$100. Unbudgeted expenditures exceeding \$100 must be approved by majority vote of the Board of Directors at a regular or special Board of Directors meeting. The Association is not obligated to reimburse for unauthorized expenditures.
- Section 4: Budgeted line items not spent during the Association's fiscal year do not roll over to the next fiscal year. Line item expenses not spent during a fiscal year must be resubmitted for consideration in the next fiscal year's budget.

Section 5: Expense budgets for instruments and supplies (new instruments, instrument repairs, marching equipment, and instrument supplies) shall be capped at an amount to be noted in the Standing Rules.

ARTICLE THIRTEEN – BYLAWS AND STANDING RULES

Section 1: The current Association Bylaws and Standing Rules shall be posted on the Tiger Marching Band website.

Section 2: These Bylaws of the Association shall be reviewed in order to reflect current policies and procedures beginning in May of even-numbered calendar years by a committee appointed by the President. Standing Rules shall be reviewed annually by a committee appointed by the President.

Section 3: The Bylaws of the Association may be amended by a two-thirds majority vote of the Board of Directors at any regular or special Board of Directors meeting provided the proposed changes have been published and made available to Board of Directors members at least ten (10) days prior to the meeting at which a vote is to be taken.

Section 4: Amendments to these Bylaws may be proposed by any Association member at any regular meeting and shall be submitted in writing to the Secretary. The proposed amendment shall then be published at least ten (10) days prior to the meeting at which a vote is to be taken. A two-thirds vote of the Association members present, provided there is a quorum present, shall be necessary to pass an amendment.

Section 5: Standing Rules of the Association may be adopted, amended, or repealed by a two-thirds majority vote of the Board of Directors at any regular or special Board of Directors meeting, provided there is a quorum present. Standing Rules may be voted upon at the meeting at which the motion is made. They do not require a written submission or ten-day posting prior to a vote.

ARTICLE FOURTEEN – DISSOLUTION

Section 1: In the event that an Association is no longer required to carry out the purposes set forth in Article Three of these Bylaws, the Association may be dissolved by a two-thirds majority vote of the Board of Directors at a regular or special Board of Directors meeting, provided a quorum is present.

Section 2: Upon a vote to dissolve the Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets in the Tiger Marching Band Activity Fund, maintained by Wheaton Warrenville South High School, shall be dispersed at the discretion of the Assistant Principal of Fine Arts.

Date Approved: _____

_____ President

_____ Secretary