

# SKYVIEW HIGH SCHOOL BAND PARENTS

## BYLAWS

Revised November 2023

### ARTICLE I – NAME & OBJECTIVE

**Section 1.** The name of this organization shall be Skyview High School Band Parents, doing business as Skyview High School Band and Dance Parents, hereinafter referred to as “Parent Group.”

**Section 2.** The objectives of this organization shall be to promote interest in, provide support for, assist and to foster music and dance education for students in the band and dance program.

**Section 3.** The Parent Group is a “non-profit, tax-exempt” organization registered with the IRS, The State of Washington, Corporations Division, and the State of Washington, Charities Program.

- a. The organizations Federal Identification Number is 91-1851020.
- b. The organization was incorporated as a non-profit corporation by the State of Washington on September 17, 1997, UBI Number 601-819-969.
- c. The IRS recognized the organization as a tax-exempt organization under Section 501(c)(3) effective September 17, 1997.
- d. Charitable – 509(a)(2)

### ARTICLE II – MEMBERSHIP

**Section 1.** All parents/guardians of students enrolled in the program shall be considered members with voting privileges at general membership meetings upon registration. In addition, alumni and parents/guardians of alumni who are listed on the current Board and Committee Positions List shall also have voting rights. There shall be no membership dues charged or collected.

### ARTICLE III – ELECTED OFFICERS, BOARD OF DIRECTORS AND ELECTIONS

**Section 1.** The Executive Board shall consist of at least seven (7) elected officers: President, three (3) Vice Presidents, Secretary, Treasurer and Assistant Treasurer. Co-officers shall be allowed and if such will be further defined in the Standing Rules. All officers must be bondable.

**Section 2.** The election of officers shall be held in December with new officers beginning a shadow term on January 1st. Current officers will continue in their position until the last day of the school year. The newly elected officers begin their active term at the end of the school year. Term of office will be two and a half years including the shadow period.

**Section 3.** The Nominating Committee shall consist of at least three members from the general membership.

**Section 4.** The Board of Directors shall consist of the Executive Officers and three (3) to five (5) Standing Committee Chairpersons.

- a. The President shall appoint the chairpersons of the Standing Committees with approval of the Executive Committee.
- b. Standing Committees of this organization shall be specified in the Standing Rules.
- c. Ad Hoc Committees of this organization, if such, shall be specified in the Standing Rules.

**Section 5.** A proposed budget shall be presented to the membership at the general meeting in May for review. In emergency situations, the Board shall have authority to reallocate funds, as necessary.

**Section 6.** A quorum must be present and a majority of all votes is necessary to elect officers. If a quorum cannot be attained by two (2) consecutive meetings, by default, the majority votes of the attending general members will be counted at the end of the 2nd meeting. This will allow a more effective decision-making ability for the organization. Voting may be by voice if only one (1) candidate is nominated for an office. Absentee or mail-in proxy ballots are not allowed. Ballot voting will be necessary if more than (1) candidate is running for the same office and will be completed by the conclusion of the general meeting.

**Section 7.** If a vacancy occurs in an office, the Board of Directors may elect an acting officer to serve until the next general membership meeting, at which time nominations shall be made from the floor with the consent of the nominee. A quorum being present, a majority of all votes cast is necessary to elect. Voting may be by voice if only one (1) candidate is nominated for office. Absentee or mail-in proxy ballots are not allowed.

**Section 8.** Any officer may be removed from office involuntarily by a majority vote at a general membership meeting, after a quorum has been established. Reasons for removal of office include but are not limited to breach of common law duties to the organization; 1) duty of obedience; 2) a duty of care; or 3) a duty of loyalty and/or breach of statutory or fiduciary duties as stated in the Revised Code of Washington.

#### **ARTICLE IV – DUTIES OF OFFICERS**

**Section 1.** General. Upon assuming office, the officers shall be empowered to honor expenditures that have been provided for in the “approved budget.” All books, funds, program assets, properties, and supplies, etc. belonging to the organization shall be relinquished to the new officers by the retiring officers immediately upon leaving office.

**Section 2.** All financial matters and binding agreements shall require two (2) signatures; only Executive Officers shall have the authority to sign.

**Section 3.** In the event two (2) or more members of the same household hold office, only one (1) shall cosign financial matters.

**Section 4.** An office shall be declared vacant if an officer is absent three (3) consecutive meetings, unless previously excused by the presiding officer.

**Section 5.** President. The President shall:

- a. Preside at all meetings.
- b. Make appointments to positions and committees as needed, with the approval of the Executive Board, within guidelines set forth in the Standing Rules.
- c. Be an ex-officio member of all committees except the Nominating Committee.
- d. Co-sign all binding agreements.
- e. Serve as liaison for the Parent Group with the band director, dance team coach and the Skyview High School Administration.

**Section 6.** Vice Presidents. The Vice Presidents shall:

- a. Attend all Executive, Board of Director, and General Membership meetings.
- b. Preside over all meetings in the absence or inability of the President to serve and shall assist the President when called upon. In the case of vacancy in the office of the President, a Vice President shall temporarily assume the duties until the vacancy is filled.
- c. May co-sign all binding agreements.
- d. Fulfill all duties as set forth in the Standing Rules.

**Section 7.** Secretary. The Secretary shall:

- a. Attend all Executive, Board and General Membership meetings and keep accurate records of all meetings.
- b. Notify the President of any unfinished business.
- c. Be responsible for correspondence as designated by the President.
- d. Keep a complete roster of the membership and of all standing and special committees.
- e. Provide each person in attendance at each Board of Directors meeting or general membership meeting with copies of the minutes of the immediately preceding Board of Directors meeting or general membership meeting.
- f. Maintain a complete and organized file of all correspondence, minutes, financial reports, budgets, Bylaws, Standing Rules, and other materials associated with the regular function of the organization.
- g. May co-sign binding agreements.

**Section 8.** Treasurer. The Treasurer shall:

- a. Attend all Executive, Board of Director, and General Membership meetings.
- b. Serve as the chair of the budget committee.
- c. Keep accurate financial records at all times.
- d. Receive monies, issue receipts, and deposit such monies promptly in an authorized account.
- e. Make disbursements according to the approved budget, including amendments, for the current year.
- f. Provide a written financial statement at each regular meeting of the Board of Directors or the general membership and at such other times as requested by the President.
- g. Make available for inspection all financial records as requested by the both the President and any other member of the Board of Directors.
- h. Close the books on June 30 and prepare a final year-end financial statement to be submitted to the incoming President within 30 days of the close of the books.
- i. File any and all applicable reports required by the state of federal governments (which may include the following forms: Form 990 filed with the Internal Revenue Service, Non-Profit Corporation Annual Reports filed with the Secretary of State for the State of Washington, 501(c)(3), Charitable solicitations 509(a)(2).
- j. Perform any other duties provided for in the Standing Rules.
- k. May co-sign all binding agreements.

**Section 9.** Assistant Treasurer. The Assistant Treasurer shall:

- a. Attend all Executive, Board of Director, and General Membership meetings.
- b. Serve as a member of the budget committee.
- c. Perform all duties of the Treasurer when that individual is unable to do so.
- d. Support Treasurer to maintain financial records.
- e. Make disbursements according to the approved budget, including amendments, for the current year.
- f. Perform any other duties provided for in the Standing Rules.
- g. May co-sign all binding agreements.

**ARTICLE V – MEETINGS**

**Section 1.** The general membership meetings of this organization shall be held monthly August through June on the day and time specified in the Standing Rules.

**Section 2.** Special meetings, as needed, may be called by the President.

**Section 3.** The Board of Directors shall meet prior to the general meeting.

**ARTICLE VI – QUORUM**

Section 1. A quorum at Board of Director meetings consists of a majority of the Board of Directors.

Section 2. A quorum at Executive Board meetings consists of a majority of the Executive Board.

Section 3. A quorum at general membership meetings consists of the majority of the Executive Board and at least 6 members of the general membership.

**ARTICLE VII – STANDING RULES**

**Section 1.** Standing Rules, which are in accordance with these Bylaws and govern this organization, shall be reviewed on an annual basis and revisions made thereto, if necessary, by and presented to the general membership at a general membership meeting for approval. Revisions to the Standing Rules may be made by a two-thirds (2/3) vote of the general membership in attendance after a quorum has been established.

**Section 2.** Standing Rules shall not be in conflict with these Bylaws.

**ARTICLE VIII – AMENDMENTS TO THE BYLAWS**

**Section 1.** Any proposed amendment must be presented in writing to the general membership prior to action being taken. These Bylaws may be amended at any general membership meeting by a two-thirds (2/3) vote of the general membership in attendance after quorum has been established.

**ARTICLE IX – EXECUTIVE AUTHORITY**

**Section 1. EXECUTIVE POWERS:** All those who serve in non-elected positions do so under the direction of the President and those elected members of the Executive Board.

**Section 2. REPLACEMENT OF APPOINTED COMMITTEE CHAIRS AND/OR NON-ELECTED SERVICE POSITIONS WITHIN THE ORGANIZATION:** Volunteers serve at the pleasure of the President and Executive Board. When a non-elected volunteer conducts themselves in a manner harmful to the organization, the President, based on concurrence with the majority of the Executive Board, at any time can dismiss or instigate a mandatory resignation of the volunteer in question, and thus return them to the general membership. **PROCEDURE:** This decision shall be effective immediately and becomes final upon verbal notification by the President to the individual. It is recommended that this be done outside the general membership meeting. The President shall be required to have in their possession a written note showing concurrence of the majority of the Executive Officers. All decisions are final and not subject to vote of the general membership, or subject to appeal.

Date of Revision: 03/29/2022

Approved by:

President: Leah Morris \_\_\_\_\_

VP Equipment: Sean Shanahan \_\_\_\_\_

VP Fundraising: Esther Jordan-Hawkins \_\_\_\_\_

VP Communication: Megan Shanahan \_\_\_\_\_

Co Communications: Kendra Bizeau \_\_\_\_\_

Treasurer: David Ollivant \_\_\_\_\_

Secretary: Janice Ernster \_\_\_\_\_