

**Traverse City West Band Parent Organization
Traverse City Area Public Schools**

Bylaws

December 3, 2014

Article I: Name

This organization shall be known as the **Traverse City West Band Parent Organization (TCWBPO)**. For the purposes of these bylaws, "Band" shall include *Marching, Concert, Jazz or* any other faculty-sponsored student ensemble. The TCWBPO is a committee of the Traverse City Music Boosters organization.

Article II: Mission

To engage students in the Traverse City West Band by supporting and enriching their musical experience, as well as promoting band and music in the community.

Article III: Limitations

TCWBPO is a support organization and operates in service to the students and staff of the TCW Band, and in a manner consistent with the goals and objectives of the TCW Band Program and the TCAPS Music Department. The TCW Senior High and TCW Middle School Band Directors set all Band policy and have final authority over decisions affecting educational activities, rehearsal schedules and performances, participation in TCAPS-sponsored events and student conduct.

Article IV: Goals

1. To cultivate student involvement in band.
2. To create avenues of engagement for students, parents, teachers and the community.
3. To continue to build a legacy of outstanding opportunities for young musicians.

Article V: Membership

1. All parents, grandparents and legal guardians of students in the TCW Band program are automatically members, as are all alumni of the TCW Band.
2. Membership is open to any interested person in the community.
3. At least two officers of the Executive Board must be parents or legal guardians of active band members.
4. The Band Directors are automatically members of the organization and of the Executive Board.

Article VI: Structure

The Executive Board consists of a President, Vice President, Secretary and Treasurer. The Band Director(s), Immediate Past President, and a representative student from band classes may assist in providing guidance for the organization. The officers will serve for a one-year term, and may serve no longer than two consecutive terms in the same office. Student members will be selected annually. A nominating committee will be formed each April with

voting to take place at the May meeting. In the event that there is only one candidate for an office, election will be by consensus of the membership. Voting shall be by voice, show of hands or written ballot. Officers will take office on June 1 each year and preside over the next scheduled meeting.

The duties of the President shall include, but not be limited to the following:

1. Call the meeting to order
2. Preside over the meeting
3. Provide the order of business, and coordinate the agenda with the Secretary prior to the meetings
4. Assist in recruiting chairpersons and members of committees as needed
5. Make temporary appointments to the offices of Vice President, Secretary, and Treasurer
6. Act as the official representative of the organization

The duties of the Vice President will be to:

1. Assume the duties of the President in the event of absence
2. Oversee the standing committees, recruit chairpersons, assist in recruiting committee members as needed
3. Assist the President in any matters pertaining to this organization
4. Serve as a liaison with the Traverse City Music Boosters organization.
5. Coordinate regular communications to the members concerning upcoming BPO and band related events and opportunities

The duties of the Secretary shall include, but are not limited to the following:

1. Record and publish (via e-mail or written) the minutes of the meetings
2. Maintain a file of approved minutes
3. Maintain files of approved Treasurer's and committee reports
4. Act as the corresponding secretary
5. Keep a list of events that were sponsored by the TCWBPO to assist in preparing a schedule for the following year
6. Maintain a current copy of the TCWBPO Bylaws

The duties of the Treasurer shall include, but are not limited to the following:

1. Act as the agent for contributions, and profits accrued from activities
2. Ensure funds are secured and stored in a manner that assures their safekeeping.
3. Act as the agent for the disbursement of funds as needed
4. Ensure all transactions involving the collection and disbursement of funds are properly recorded
5. Prepare and present a detailed Treasurer's report at regular meetings
6. Reconcile the financial records of the organization prior to the June meeting, and prior to a scheduled audit when requested
7. Manage student (family) band accounts in cooperation with the Band Director(s).

Chairpersons of the standing committees will be recruited each year and they will recruit committee members. Standing committees are listed below, and roles are defined in the document entitled Committee Descriptions. These standing committees are:

1. Website and Social Media
2. Band Camp
3. Marching Season

4. Uniforms
5. Middle School Liaison
6. Concert Season and Hospitality
7. Jazz Band
8. Senior Plaques
9. Fundraising
10. Spirit Wear
11. Database Management
12. Scrip
13. Equipment and Trailer
14. Travel

An Executive Board may be formed, consisting of the officers and the Band Director(s), to prepare agendas and reports for the general membership meetings.

All decisions shall be made by majority vote of the members in attendance at the general meetings. Should an emergency arise where a decision must be made prior to a regularly scheduled meeting, a majority vote of the elected officers shall constitute an approval. In the event of a tie, the TCW Senior High Band Director shall cast the deciding vote.

Meetings shall be held at least three times a year: in August (prior to Band Camp), January and May (Officer Elections). Additional meetings may be held with at least two weeks notice to the membership. The order of business at regular meetings shall be as follows:

1. Call to order
2. Minutes of the last regular meeting
3. Treasurer's Report
4. Band Directors' reports
5. Committee Reports
6. Old Business
7. New Business
8. Schedule next meeting
9. Adjournment

Article VII: Funds

1. TCWBPO may only sponsor fundraising events with a clearly stated intent of use of the funds, including but not limited to funding activities under the approved budget.
2. These proceeds are not to be used to supply the band with equipment, services, or supplies generally purchased through the yearly music budget, nor with items not approved by the Band Director. Proceeds may be used to support fundraising incentives, given school funds are restricted from this by State law.
3. An annual budget must be drawn up and approved at a general membership meeting, with fiscal year running from June 1st through May 31st of the following calendar year.
4. All expenditures not part of operational or committee budgets must be approved at a general membership meeting prior to making purchases or payments. The Band Director will be responsible to review and approve all expenditures. Officers and Committee Chairs will be responsible for approving expenditures within their budgets. Itemized valid receipts must be submitted to the Treasurer within two weeks of expenditure.
5. Funds raised by the organization will be deposited in a TCWBPO account; this account will be available to be audited each year by the Executive Board or other designated party.
6. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its officers, except that the organization shall be authorized and

empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the organization. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Bylaws, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

7. Student (family) accounts will be created and maintained by the Treasurer for the purpose of holding funds generated by the fundraising activities of the student and/or their respective family. The purpose of funds in the student account are to pay for band and other music program activities, including but not limited to instrument rental, purchase and/or repair; music lessons; band trips; band spirit wear or uniform supplies; and uniform cleaning.
 - a. Student accounts are available to any student enrolled in the band program at TCW Middle School or at TCW Senior High School.
 - b. A student (family) account number will be assigned to the account by the Chairperson of the Scrip committee if the family requests creation of a Scrip account. Rebates from purchases under the Scrip program will be credited to the family account on a quarterly basis. The TCW Senior High Band Director holds the sole authority to determine the appropriate percentage split of Scrip rebates between the TCWBPO and the student account.
 - c. The student / TCWBPO split for profits from other fundraising activities will be established by the TCW Senior High Band Director and communicated in advance of any fundraising activity.
 - d. Current balance of the student account can be requested from the Treasurer whenever required.
 - e. Transfers or Reimbursements for band-related expenses can be requested via the TCWBPO Reimbursement Form, which requires approval of the Band Director and the Treasurer. Copies of the reimbursement form are available on the website or from the Treasurer.
 - f. If a student has siblings in the band program, one account will be used for all family members.
 - g. When a student leaves the band program (graduates, transfers or withdraws from band), the account balance will automatically transfer to other siblings who are still enrolled in the band program.
 - h. If a student leaves the band program and there are no remaining siblings or family members to whom the account balance can transfer, the parent or guardian can request the band account to be closed and the balance reimbursed. If no request to close the account is received by December 31st of the year the student left the program, the balance will be returned to the general TCWBPO fund to be used in support of the band program.
8. Upon the dissolution of this organization, assets shall be turned over to the Traverse City West Band Program within the meaning of section 501(c)(3) of the Internal Revenue Code.

Article VIII: Amendment

Amendments to these bylaws may occur only at general membership meetings, with the approval of the Band Director(s), and require a simple majority of those present. Proposed changes should be published to the membership at least one week before the meeting.

These bylaws are presented and approved by:



Elizabeth Roth, President



Amanda Adams, Vice President



Carrie Baldwin, Secretary



Michael Foley, Treasurer

Amended: February 11, 2015
March 10, 2015
March 15, 2016
February 4, 2020