

# DIDSBURY SCHOOLS BAND SOCIETY

## Constitution

- A. The name of this Society shall be “Didsbury Schools Band Society”.
- B. Purposes:
  - 1. To support and assist the Didsbury High School Bands in providing the best possible musical environment for the students.
  - 2. To facilitate the exchange of information among Band Director, parents/guardians of students enrolled in the band program, students enrolled in the band program, and the community, and band members.
  - 3. To promote community awareness of the Didsbury High School Bands.
  - 4. To assist the Band Programs and their students in acquiring funds for program activities and equipment.
  - 5. To encourage the growth of musical excellence through increased parental awareness, communication and involvement.

## Bylaws

### Article 1: Membership

- A. Membership fee, if any, in the Society shall be determined, from time to time, by the members at a General Meeting.
- B. The term of an Annual Membership shall be from the first day of school in any school year to the day before the first day of school of the following school year.
- C. Automatic Members of the Society (free membership) shall be:
  - 1. all parents and guardians of students & band members enrolled in the Didsbury High School Band Program,
  - 2. the Band Director at Didsbury High School, and
  - 3. individuals and businesses identified as Sponsors of the Society and with approval of the executive.
- D. Individuals of the community at large shall become a member of the Society upon payment of the annual membership fee and approval of the executive.

### Article 2: Executive

- A. The executive shall consist of:
  - 1. President
  - 2. Vice-President (May be Co-Presidents)
  - 3. Secretary
  - 4. Treasurer
  - 5. Band Director
  - 6. Immediate Past President
- B. Executive may appoint committees on an ad hoc basis in the following: fundraising, communications, publicity, and gaming.

- C. The remaining Executive shall have the power to fill any vacancy that occurs between Annual General Meetings.
- D. Any member of the Society shall be eligible to stand for an executive position.

Article 3: Duties of the Executive

- A. The President shall:
  - 1. Call and preside over all Society and Executive meetings.
  - 2. Be primary spokesperson for the Society.
- B. The Vice-President shall:
  - 1. Carry out the duties of the President in his/her absence.
  - 2. Assist the President as required.
  - 3. Be responsible for up-dating, collecting and distributing job descriptions annually.
- C. The Secretary shall:
  - 1. Keep minutes of all meetings of the Society and Executive.
  - 2. Prepare agendas
  - 3. Handle correspondence of the Society.
- D. The Treasurer shall:
  - 1. Administer the finances of the Society.
  - 2. Keep accurate financial records.
  - 3. Render monthly financial statements for the Society at all General Meetings of the Society.
  - 4. Prepare and present an annual budget in consultation with the Band Director for approval at the school year end.
  - 5. Ensure that financial records are audited annually.
- E. The Immediate Past President shall:
  - 1. Assist as required.

Article 3A: Duties of Committees

- A. The Fundraising Coordinator shall:
  - 1. Be responsible for organization and operation of all fundraising activities, the delegation of such.
  - 2. Forward all profits and accounting statements to the Treasurer.
- B. The Communications Coordinator shall:
  - 1. Organize phoning committee.
  - 2. Communicate messages to Society members.
  - 3. Administer the Society's website.
  - 4. Assemble, edit, and distribute newsletters.
- C. The Publicity Coordinator shall:
  - 1. Publicize major concerts, selected fund-raising events and other events (performances, festivals, tours, etc.)
  - 2. Distribute invitations to events.
- D. The Gaming Coordinator shall:
  - 1. Be responsible for communications with the Bingo Hall and Casino managers.
  - 2. Be responsible for scheduling Bingo and Casino volunteers.
  - 3. Be responsible for assigning Bingo and Casino volunteers to their jobs at the Hall.
  - 4. Report all news about schedules and proceeds, from Bingos and Casinos to the Treasurer and the Society.

Article 4: Meetings

- A. Regular General Meetings of the Society shall be held monthly during the school year, on a date set by the members, as required and shall be open to all members of the Society. A minimum of eight (8) Regular General Meetings must be held each school year.
- B. Executive meetings may be called as needed by the President for planning.
- C. A quorum at any meeting, Regular General or Executive, of the Society shall be 2/3 of the Executive.
- D. Meetings shall be restricted to one and one-half (1 ½) hours in length. To carry on after that time, a motion shall be passed by a majority vote of the members at the meeting.

Article 5: Annual General Meeting

- A. The Annual General Meeting of the Society shall be held prior to October 31st. All members of the Society shall be notified of this meeting time, date, and place, a minimum of one week prior to the meeting.
- B. Election of the Executive shall take place at the Annual General Meeting.
- C. A quorum of the Annual General Meeting shall be six (6) members, two (2) of whom shall be elected executive.
- D. If only one candidate is standing for election to an office, the candidate shall be elected by acclamation.
- E. A motion may be passed by a simple majority vote of attending members at an Annual General Meeting.

Article 6: Amendments

The Constitution and Bylaws may be amended by a two-thirds (2/3) majority vote of attending members at a general meeting. Any amendments, along with a written notice of a motion to amend, must be submitted in writing to the President and circulated to the membership at least ten days prior to the vote.

Article 7: Dissolution

- A. If the Executive wishes to dissolve the Didsbury Schools Band Society, all members of the Society shall be given two weeks written notice of the time, date and place of a general meeting to discuss and vote on the dissolution of the Society and the disbursement of monies held by the Society.
- B. A two-thirds majority vote of the members in attendance will be required to dissolve the Society.
- C. Upon dissolution of the Didsbury Schools Band Society, any assets remaining, after paying debts and liabilities will be:
  1. Dispersed to eligible charities or religious groups or purposes; or
  2. Transferred in trust to a municipality until the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Executive.

Article 8: Inspection of Records

- A. The signing authorities of the Society shall be two (2) of the following: Treasurer, Band Director, President or Secretary.
- B. The books and records of the Society shall, upon reasonable notice to the President, be open to the inspection of members of the Society.
- C. The financial records shall be audited annually by an independent accountant or two (2) members of the Society who do not have signing authority.

Article 9: Rules of Order

Meetings shall be run according to basic meeting standards and procedures based on The New Robert's Rules of Order.

Article 10: Notification

Notification to members of the Society may be carried out by newsletter, phone, mail, e-mail, fax, posting or notices.