

**BY LAWS OF  
THE HAMILTON HIGH WEST BAND  
PARENTS CLUB INC.**

**ARTICLE I:  
FINANCE AND DUES**

**SECTION I:**

Full membership dues are ten dollars (\$10.<sup>00</sup>) per family, per year and must be paid by the December meeting of the Club. This membership enables you to participate as an officer or member of the Executive Board and gives you the right to vote for all Club decisions and activities.

Alumni membership dues are five dollars (\$5.<sup>00</sup>) per person, per year and are offered to all alumni of the Marching Band and Band Front, alumni of the Hamilton High West Band Parents Club, or friends and family of the organization. Alumni dues contribute exclusively to the music scholarship and the participation awards. There are no voting privileges or positions held at this level of membership.

**SECTION II:**

A music scholarship is awarded to a deserving senior candidate majoring in a college level music program. The deserving candidate must meet all qualifications for acceptance in a college level music program by the June meeting of the Club. The deserving candidate must be a senior participating member with a minimum of three (3) years participation in the Marching Band or Band Front.

If no senior member is eligible for the music scholarship award, the award money will be used to fund the music scholarship award for the next graduating class.

Participation awards are given to deserving senior members that have a minimum of three (3) years of participation in the Marching Band or Band Front.

A deserving senior member may be eligible for either a participation award or scholarship award but not both. The music scholarship award will be a minimum of four hundred dollars (\$400.<sup>00</sup>). The participation award to any single candidate shall not exceed the value of the music scholarship.

## **ARTICLE II: MEMBERSHIP**

### **SECTION I:**

Full membership is offered to:

- Parents or guardians of students participating in the Marching Band and Band Front units at Hamilton High School West
- Parents or guardians of 8<sup>th</sup> grade students in the Hamilton Township school district while participating in a music program and expected to attend Hamilton High West.

Full members are eligible to participate as an Officer or member of the Executive Board, and have the privilege of the right to vote for all club decisions and activities

### **SECTION II:**

Alumni membership is offered to any alumni Marching Band and Band Front student, alumni Marching Band and Band Front parent, and friends of the organization. Alumni members are active members without right to vote or eligibility to participate as an Officer or member of the Executive Board, but eligible to participate in acts of service for the Club.

### **SECTION III:**

Lifetime membership may be awarded to parents/guardians of graduating seniors. A Lifetime member shall have been a member in good standing for a minimum of 3 years. There are no dues for Lifetime membership. Lifetime membership has all the rights of Alumni Membership.

### **SECTION IV:**

Voting rights are only afforded to those that at the time of the vote are considered full members in good standing.

## **ARTICLE III: OFFICERS**

### **SECTION I:**

The president shall preside at all meetings of the Club and shall be an ex-officio member of all committees except the nominating committee and be a full member of the Club in good standing.

### **SECTION II:**

- A. The First Vice President shall be responsible for Membership and will compile and maintain the official membership records of the Club, including the current school year, will solicit membership, and will be a liaison between full and associate members and the officers and band directors. The First Vice President shall create accurate member lists including members' name, students' names, mailing addresses, and telephone number for both full and associate members. The First Vice-President shall assume the duties, in that order, of President in his absence and shall serve as a member ex-officio and superintend such committees so designated by the president. The First Vice President shall be a full member of the Club in good standing.

- B. The Second Vice President shall be responsible for Fundraising and will coordinate all activities to raise funds for students' individual accounts and the general account for the organization. The Second Vice President shall provide all monies from fundraising activities to the Directors of the Band and the Treasurer. The Second Vice-President shall assume the duties, in that order, of the President in his absence and shall serve as member ex-officio and superintend such committees so designated by the President. The Second Vice President shall be a full member of the Club in good standing.
  
- C. The Third Vice President shall be responsible for Field Crew and will coordinate, at the direction of the Directors of the Band and Band Front, all transportation and staging activities for field performances, events, parades, and trips. The Third Vice-President shall assume the duties, in that order, of the President in his absence and shall serve as member ex-officio and superintend such committees so designated by the President. The Third Vice President shall be a full member of the Club in good standing.

**SECTION III:**

The Recording Secretary shall keep the minutes of all meetings of the Club which shall be an accurate and official record of all business transacted; shall be the custodian of all Club records pertaining to the current school year; and shall conduct all business correspondence of the Club. The Recording Secretary shall be a full member of the club in good standing.

**SECTION IV:**

The Corresponding Secretary shall conduct all personal business of the Club, such as sending cards, flowers, and etc. to members of the Club, or their immediate family, in cases of sickness, hospitalization, etc. He/she will also assist the Recording Secretary, when so designated by the President, to assume his/her duties in his/her absence. The Corresponding Secretary shall be a full member of the Club in good standing.

**SECTION V:**

The Treasurer shall receive all Club funds, which shall be deposited in a bank or repository, selected or approved by the Executive Board, and shall pay our funds only on approval of the President or Vice President. All checks shall require two signatures, one of each of any two of the following: President, First Vice President, and Treasurer. The Treasurer shall present a report of receipts and disbursements at each meeting. The Treasurer's accounts shall be audited annually by the Audit Committee, which shall submit its audit report at the first regular meeting of the Club, at the beginning of the school year. The Treasurer shall be a full member of the Club in good standing.

**SECTION VI:**

The Sergeant-at-Arms will maintain order at all times and be responsible for security at Club functions and be a full member of the Club in good standing.

**ARTICLE IV:  
EXECUTIVE COMMITTEE**

**SECTION I:**

The Executive Committee shall consist of such individuals as provided by the Constitution.

**SECTION II:**

Should the Office of the President become vacant for any reason the First Vice President shall assume his office for the unexpired term. In the event any other office becomes vacant, the committee shall fill the said office by a majority vote of those parents, providing a quorum exists.

**SECTION III:**

Quorum exists of a majority of the Executive Committee, in office, are present.

**SECTION IV:**

The Executive Committee shall have all the power to govern and manage this Club with the majority affirmative vote from the Committee.

- A. The Executive Committee has the authorization to approve, for emergency measures, monies needed for the betterment of the Club, by a quorum vote, obtained either by a vote Executive Committee session or a poll of the Executive Committee members.

## **ARTICLE V: MEETINGS**

### **SECTION I:**

The regular monthly meeting of the Hamilton High West Band Parents Club shall meet the 1<sup>st</sup> Monday of each month during the school year whenever practical. In the event the meeting cannot be held on the 1<sup>st</sup> Monday, the meeting shall be held at the call of the President.

### **SECTION II:**

Special meeting may be held in the following manner:

- A. At the call of the President.
- B. At the call of the Recording Secretary upon receipt of a written request of any ten (10) members in good standing of full membership addressed to the Executive Committee.

## **ARTICLE VI: ELECTIONS**

### **SECTION I:**

All active paid up full members in the Band and Band Front are eligible to vote for officers defined under Article III.

### **SECTION II:**

The Nominating Committee shall be selected by the President with the approval of the Directors of the Band and shall consist of at least five (5) members.

- A. The names of the nominees shall be submitted at the regular monthly meeting in May having been announced in the monthly Newsletter prior to that meeting.

### **SECTION III:**

Nominations may be made and seconded from the floor by full members in good standing and will be accepted providing the nominee accepts the nomination.

### **SECTION IV:**

Elections will proceed immediately after the close of all nominations with the new officers assuming their duties.

### **SECTION V:**

Any member shall be eligible to become elected the Executive Board providing he/she is a full member in good standing.