

**HAMILTON HIGH SCHOOL WEST  
BYLAWS  
(Revised in 2023)**

**ARTICLE I: OBJECTIVE**

**SECTION I:** The objective of the HHWBPI shall be to promote the educational and musical goals of the Hamilton High School Band and its individual members without, at any time or in any manner, interposing itself in the direction, management or administration of said Band or of Hamilton High School West or any of their activities. The band program at Hamilton High School West is defined as any band, band front, musical pit, or band ensemble.

**SECTION II:** This HHWBPI shall, with the approval of the Directors of the Hamilton High School Band, and the Principal of Hamilton High School, achieve this objective by one, or several of the following means:

- A. Initiating and conducting enterprises to the end that they shall produce revenues, which, together with any other revenues received from any other source, shall be employed solely to implement the objective of the HHWBPI in a manner approved by the Directors of the Band and the Principal of Hamilton High School.
- B. Initiating, conducting and assisting in conducting educational, musical and social activities of the Hamilton High School Band which are not normally a regular part of the school program.
- C. Establishing a scholarship or scholarship programs for the benefit of worthy members of the Band in their pursuit of careers in music.
- D. Doing any other act or engaging in any other work or activity designed to attain the objective of the HHWBPI.

**ARTICLE II: MEMBERSHIP**

**SECTION I:** Full membership is provided to a maximum of two (2) household members per band family. A band family is defined as parents or guardians of students in the Hamilton High West Band programs. This membership enables you to participate as an officer or member of the Executive Board and gives you the right to vote on HHWBPI business.

**SECTION II:** Lifetime membership may be awarded by the Executive Board to parents/guardians of graduating seniors. Lifetime membership is awarded in recognition for contributions to the Hamilton High West Band programs and does not include the right to vote.

**SECTION III: Diversity & Non-discrimination**

Executive Board, committee members, volunteers, and all other representatives of HHWBPI, shall be drawn from the community without regard to race, gender, national origin, ethnicity, sexual orientation, religion, disability, citizenship status, or any other demographic classification. No representative of HHWBPI shall impinge upon another's legal or civil rights in the name of the organization.

**ARTICLE III: SCHOLARSHIPS AND AWARDS**

**SECTION I: SCHOLARSHIPS**

A music scholarship is awarded to a deserving senior candidate who is majoring in a college level music program or is a student that has consistently exhibited superior musical talent while participating in the band program. The deserving candidate must meet all qualifications for acceptance in college by the June meeting

of the HHWBPI. The deserving candidate must be a senior participating member with a minimum of three (3) years participation in the band program. The scholarship recipient will be selected by the Hamilton High West High School Scholarship Committee. Since the funds are provided by the HHWBPI, the amount of the scholarship will be determined by the Executive Board during the February meeting of the Executive Board and announced at the February general meeting.

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.

## **SECTION II: AWARDS**

A monetary award for Music Community Service is given to a deserving senior member who has participated in the band program. A deserving candidate must be a senior participating member who shall exhibit dedication to improving the band, the school, and their fellow classmates through service, support, school spirit, and demonstrate a goal of lifting up and improving the program and its members. To be considered for this award, the candidate will need to submit an essay and/or application that identifies contribution to the program. The award recipient will be selected by a committee of 5 individuals, consisting of: the band director(s) and other faculty members of the Hamilton High West Fine and Performing Arts Department. Since the funds are provided by the HHWBPI, the amount of the award will be determined by the Executive Board during the February meeting of the Executive Board and announced at the February general meeting. The amount of the award shall not exceed the amount of the music scholarship during the same academic year.

A deserving senior member may be eligible for either a community service award or a scholarship award, but not both.

## **ARTICLE IV: VOLUNTEERS**

**SECTION I:** HHWBPI welcomes volunteers to assist in achieving our mission. Volunteers may be: full members of the HHWBPI, extended family members of students in the band program, alumni, or alumni family members of the band program.

**SECTION II:** Volunteers are to conduct themselves in accordance with Hamilton Township District Policy 9180.

**SECTION III:** Voting rights are only afforded to those that at the time of the vote are considered full members. Volunteers who are not full members are welcome to attend general HHWBPI meetings as guests.

## **ARTICLE V: OFFICERS**

**SECTION I:** The President shall preside at all meetings of the HHWBPI and shall be an ex-officio member of all committees except for the nominating committee.

**SECTION II:** The Vice-President shall assist the President in such capacity as requested by the President, and shall assume the duties of President in their absence. The Vice President shall serve as a member ex-officio of any committees so designated by the President.

**SECTION III:** The Recording Secretary shall keep the minutes of all meetings of the HHWBPI which shall be an accurate and official record of all business transacted; shall be the custodian of all HHWBPI records pertaining to the current school year; and shall conduct all correspondence of the HHWBPI

**SECTION IV:** The Treasurer shall receive all HHWBPI 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.

## **ARTICLE VI: EXECUTIVE BOARD**

**SECTION I:** The Executive Board shall consist of such individuals as provided by the Constitution. Only one member from each band family is able to serve as an Executive Board member at the same time.

**SECTION II:** Should the Office of the President become vacant for any reason the First Vice President shall assume the office until the vacancy can be filled. Vacancies occurring among the members of the Executive Board shall be filled, for the unexpired term only, by nomination by the Executive Board and upon approval by the majority of the members present at the next regular meeting of the HHWBPI.

**SECTION III:** Quorum exists if a majority of the Executive Board, in office, are present.

**SECTION IV:** The Executive Board shall have all the power to govern and manage the HHWBPI with the majority affirmative vote from the Executive Board.

- A. The Executive Board has the authorization to approve, for emergency measures, monies needed for the betterment of the HHWBPI, by a quorum vote, obtained either by a vote during Executive Board session or a poll of the Executive Board Members.
- B. The Executive Board may vote to assign duties to a special committee or another volunteer as needed. Special committees shall be dissolved when their original purpose has been completed or the Board votes to dissolve it. A simple majority is required to create or dissolve a special committee.

### **SECTION V:**

- A. No officer may serve more than 2 consecutive terms for the same position.
- B. To ensure the smooth transition from year to year, the following officers should be voted as follows:
  - a. President and Recording Secretary for odd number years
  - b. Vice President and Treasurer for even number years
  - c. In cases where an officer cannot complete a full term, a new officer shall be elected for a year as an interim Executive Board officer.
- C. Upon the successful completion of the term of President he/she shall attain the office of Past President for the following year and may serve in an advisory capacity with an honorary position on the Executive Board. This honorary position does not include voting privileges on the Executive Board.

**SECTION VI:** The Executive Board may consist of up to fifteen members, and must be an odd number of members in total. These members may be appointed by the Executive Board officers from among the active members of the HHWBPI. These at large members, and the Directors of the Band, together with the officers named in Article III, shall constitute the Executive Board and shall meet to formulate plans and propose all purposes and procedures of the HHWBPI. The at large members shall serve for up to one year. The term of office ends with the election of new members.

### **SECTION VII: Conflicts of Interest**

Whenever an Executive Board member or officer has a financial interest in any matter coming before the Board the affected individual shall a) disclose the nature of the interest and b) abstain from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of impartial Executive Board members and officers determine that it is in the best interest of

the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosures, abstentions, and rationales for approval.

**SECTION VIII: Removal**

At the discretion of a majority of the Executive Board, a board member or officer may be removed from their position for conduct unbecoming of a HHWBPI officer. Examples of such unwanted behaviors include, but are not limited to, egregious, dangerous, illegal, or repeated and unchanged patterns of inappropriate behaviors.

**ARTICLE VII:MEETINGS**

**SECTION I:** The regular monthly meeting of the HHWBPI shall be held the 1st Monday of each month during the year whenever practical. In the event the meeting cannot be held on the 1st Monday, the meeting shall be held at the call of the President.

**SECTION II:** The meeting style is based on Robert's Rules of Order, but not bound by them.

**SECTION III:** Special meetings 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) full members addressed to the Executive Board.

**ARTICLE VIII:FINANCES**

**SECTION I:** The President and Treasurer shall both be named as authorized signatories on the HHWBPI bank account. Both the President and Treasurer shall have full access to any electronic payment platform approved by the Executive Board. 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 Executive Board meeting of the HHWBPI of the year (in July).

**SECTION II:** Budget

- A. A preliminary budget shall be available by the June meeting of the Executive Board. This budget shall include definitions of known, set expenses (show fees, instructor fees, etc.).
- B. The final budget shall be voted upon at the August Executive Board meeting and must pass with a majority vote of the Executive Board. The budget shall then be made available to the general membership on request.

**SECTION III:** Annual Audit Procedures

- A. An Audit Committee shall be established, consisting of at least three participants, none of whom may be on the Executive Board and none of whom shall have received reimbursements from the HHWBPI. ANY other adult may be a member of the Audit Committee, though members from the same family are discouraged.

## **ARTICLE IX: ELECTIONS**

**SECTION I:** All full members of the HHWBPI are eligible to vote for officers defined under Article V.

**SECTION II:** The Nominating Committee shall be selected by the Executive Board and shall consist of at least three (3) members.

- A. The Nominating Committee shall provide the Band Directors with an announcement to send out information about open positions and requests for nominees by no later than the April meeting.
- B. The names of the nominees shall be submitted at the regular monthly meeting in May having been announced prior to that meeting. These names shall be provided to the Band Directors to announce the nominees running for election.

**SECTION III:** Last minute nominations may be made from the floor prior to the election at the June meeting, as long as the nominee accepts the nomination.

**SECTION IV:** Elections will occur in June with the new officers assuming their duties in July.

## **ARTICLE X: PROBITY**

No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, Executive Board members, band directors, officers, or other private persons, 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 purposes described in section 501(c)(3). 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 articles, 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, or the corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Executive Board and committee members should also avoid the appearance of receiving personal financial benefit from their positions. Therefore, personal gifts in excess of \$50 received as part of their duties should be graciously refused or, barring that, used to benefit the organization in a concrete manner. This may include selling the gift and donating the proceeds to the general organizational fund or raffling off the gift with the proceeds again going to the general organizational fund. Alternatively, such gifts may be donated to another 501(c)(3) organization which promotes the marching arts.

## **ARTICLE XI: DISSOLUTION**

Upon the dissolution of the corporation (HHWBPI), assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized

and operated exclusively for such purposes. Preference should be given to distribution to another 501(c)(3) organization which promotes the Hamilton High School West band program.

## **ARTICLE XII: AMENDMENTS**

**SECTION I:** The Bylaws or any part thereof may be amended as in the Constitution except only one (1) meeting of the General Membership is needed. The process would follow the steps as outlined in Article VII in the Constitution, except that: the discussion of the proposed amendment or repeal and the vote would take place at the same meeting, and the quorum would be reduced to 25% of membership.

**SECTION II:** Operating documents, including, but not limited to, the Constitution and Bylaws of the HHWBPI will be made publicly available.

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Elizabeth Carmichael (President)

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Frances Carroll (Committee Chair)

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Davon Wheeler (Parliamentarian)

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Sukhpreet Singh (Recording Secretary)

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John Linkowsky

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Rob Diaz

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Peter Certo (Director)

Date of Review/Amendment: 3/20/23