

2018 AMENDED BYLAWS

Passed 2/5/18

**BYLAWS OF THE
WEYMOUTH MUSIC BOOSTERS ASSOCIATION, INC.
D/B/A THE WEYMOUTH MUSIC BOOSTERS**

ARTICLE I. NAME AND MISSION

A. The name of this organization shall be called the Weymouth Music Boosters Association, Inc. (“WMBA”) d/b/a the Weymouth Music Boosters, herein called the WMBA.

B. The WMBA is intended to be a 501(c)(3) charitable organization whose purpose is to promote all aspects of music education for grade K-12 students of Weymouth Public Schools. The WMBA shall provide support to enhance the experiences of music students, and to serve as a resource to the staff and administration of the music department of Weymouth Public Schools. This support includes financial subsidies and volunteer assistance with music education activities including, but not limited to: General Music, Instrumental Ensembles, Choral Ensembles, and Marching Ensembles, including Color Guard.

C. Regarding Policy within the school, the WMBA is primarily a support body, because only school district staff can be responsible for carrying out educational policy, and only the School Committee is lawfully empowered to set policy. No one can represent the WMBA in an advocacy role without a majority vote of approval at a WMBA meeting.

ARTICLE II. MEMBERSHIP

The WMBA shall consist of Parents, Guardians and Friends of students participating in the music programs of the Weymouth Public Schools, and any other individuals interested in furthering the purpose of the WMBA. Voting is limited to registered members in attendance at meetings. Members shall register by December 31st when attending a meeting, or submitting a membership form by email to the WMBA or clerk of the Chapter. New residents in the town, or participants in the programs after January are exempt from this Rule.

ARTICLE III. STRUCTURE

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- A. The Association will be made up of 10 separate chapters. They will consist of:
1. Academy Avenue Chapter
 2. Frederick C. Murphy Chapter
 3. Lawrence W. Pingree Chapter
 4. Ralph Talbot Chapter
 5. Thomas V. Nash Jr. Chapter
 6. Thomas W. Hamilton Chapter
 7. Wessagusset Chapter
 8. William Seach Chapter
 9. Weymouth Middle School Chapter
 10. Weymouth High School Chapter

B. Each chapter will be responsible for electing their own officers once there are sufficient members in said chapter. Each chapter will manage their own funds.

C. The Weymouth Music Booster Chapters may cooperate with Weymouth Public Schools Parent Councils, or other community organizations or groups, whenever it is in the best interests of the Mission.

ARTICLE IV. OFFICERS

A. President

The President of each Chapter shall preside at all meetings of the WMBA's Chapters and Executive Committee and direct, with the advice of the Executive Committee, the work of the Chapter. He/she shall appoint all subcommittees except as otherwise provided and shall serve as a member ex-officio on all sub-committees. He/she shall employ all necessary assistance, subject to the approval of the Executive Committee, for the carrying out of the Chapter's work; and shall direct the functioning of the Chapter and direct the calling of regular meetings of the Chapter.

B. Vice-President

The Vice-President shall preside at all meetings of the WMBA's Chapters in the absence of the President and shall perform all duties and have all powers of the President in case of

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temporary absence of the President. The Vice-President(s) shall also be the Chairman of the Fundraising Committee. See Article V Section C.

C. Secretary

1. The Chapter's Secretary shall keep a written record of the proceedings of all meetings of the Association's Chapters and Executive Committee. In the absence of the Recording Secretary, a Recording Secretary Pro-Tem shall be appointed by the President.

2. The Chapter's Secretary shall also carry on the correspondence of the Association's Chapters. The Secretary shall maintain a membership list including email and phone #'s for all registered members of their Chapter. The Secretary shall notify each member in good standing, by email of the Annual Meeting at least two weeks before the date of the meeting. This notification shall include, if available, the slate of officers and Chairpersons of the various standing committees to be presented by the Nominating Committee.

3. All official Notices shall be delivered by email, and by notice through the Chapter's official website if any, Facebook site, or any other social media site used by the Chapter.

D. Treasurer

The Treasurer of each Chapter shall have custody of all funds belonging to the Chapter, pay all written orders incurred by the Chapter which have been approved by the President and/or Executive Committee and shall procure and file vouchers for such payments. The Treasurer shall submit a report to each regular meeting of the Chapter and to the President or Executive Committee at any time either shall so request. The Treasurer shall also submit his/her account for auditing prior to the Annual Meeting as provided in Article VI, Section C. The Treasurer of the WHS Chapter shall also maintain a separate account for the use of the band director/chorus director to be used at the discretion of the band director/chorus director for afterschool extra-curricular activities.

ARTICLE V. DUTIES OF CHAIRPERSON(S) AND STANDING COMMITTEES

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A. The President shall appoint the Chairpersons of the various Standing Committees. The Chairpersons may establish committees and shall appoint from the membership, persons who, in their estimation, are best qualified to execute the assignments of each committee.

B. The Publicity Committee will publicize the activities of the Chapter and maintain a calendar of events. It shall assist other committees as necessary.

C. The Fundraising Committee will formulate and execute such plans for raising funds as is necessary to meet the Chapter's objectives and as set by each Chapters' music staff.

D. The Executive Committee of the Chapters will consist of the elected officers of the WMBA's chapters, standing committee chairs, the immediate past president, the music faculty and invited guests. The board shall meet at the discretion of the president. The purpose of the Executive Committee shall be to facilitate business at general meetings. Any member of the Executive Committee failing to comply with the duties as set forth herein may be replaced by a two-thirds vote of the Executive Committee as for being notified that such an action is being considered.

E. The Nominating Committee, appointed by the President, shall submit to the regular meeting, prior to the Annual Meeting, if available, the slate of eligible Officers and Chairpersons for all standing committees for the following year. If, during the term of office, a vacancy occurs in the office of President, the Vice-President shall take his/her place. A vacancy in any of the other Offices or Chairs of such Standing Committees shall be filled by the Executive Committee.

F. The Historical Committee will be responsible for keeping a written record of activities and events of the Association.

Article VI. MEETINGS

A. Regular meetings of the Chapter shall be held monthly according to a schedule determined at the beginning of each school year.

B. All members will be notified by email if Secretary has been provided their email address and meetings will be posted through the Chapter's official website if any, Facebook site,

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or any other social media site used by the Chapter. Meetings will be open to all persons who wish to attend.

C. The May meeting shall be the Annual Meeting for each Chapter.

D. Special meetings may be called by the President with the approval of a majority of the Executive Committee.

E. Special Meetings will also be called by the President upon written request, signed by at least 7 members of the Chapter. Notice of any special meetings shall be given to all registered members of the Chapter by the Secretary at least 3 days prior to the meeting. Minutes of any special meeting shall be available to all members in attendance by the Secretary at the next scheduled meeting.

F. Robert's Rules of Order (Newly Revised) shall determine parliamentary authority within all meetings.

G. All of the Chapters will meet together at least once a year in May. Each President, or their representative, of the Primary Chapters; and each Executive Board of the Middle School Chapter and the WHS Chapter, and any WMBA's invited guests shall attend said meeting. The President of the Weymouth High School Chapter will chair the meeting. Any necessary voting shall be conducted in the same manner as in Article VIII. The purpose of the Annual Meeting is to review the past year's events, and establish goals for the following year.

ARTICLE VII. QUORUM

Five (5) members or 10% of chapter, whichever is greater, shall constitute a quorum, and a majority of those member's present and voting shall be sufficient to pass all routine business. If a Chapter consists of less than five, then a majority of those member's present and voting shall constitute a quorum and shall be sufficient to pass all routine business.

ARTICLE VIII. SCHOLARSHIP AWARDS, HIGH SCHOOL CHAPTER ONLY

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A. Scholarship awards will be made to worthy senior class students of the Weymouth High School and Vocational Technical High School who have been active in the High School's music programs(s) and who are going on to a recognized and approved college or university. Primary consideration will be given to students who plan to major in music. Students desiring to be considered for scholarship awards will submit applications on the form provided along with an essay of at least three hundred words summarizing the applicant's activities and accomplishments which he/she thinks qualifies him/her for an award. Answers to essay questions shall be in complete sentence format using proper spelling and grammar with responses to all questions totaling at least 300 words. Applications, together with a letter of recommendation from the student's public school band instructor, *teacher or* private music teacher if required, will be submitted not later than the date put forth on the application.

B. The Scholarship Committee, appointed by the President, will consider the applications submitted and select the student or students to whom scholarship awards will be made. Members of the High School music faculty may be invited to the meeting when applications are considered. In reviewing the qualifications of the applicants, the Scholarship Committee, among the other thing, will consider the following:

- i. The applicant's ability, character and activities.
- ii. The student and/or family's level of activity in the WMB.
- iii. The number of years the student was active in the music program.
- iv. The level of activity in the extracurricular music programs, both at WHS and any outside music programs.

C. The total amount of all scholarships shall be predetermined before the sub-committee goes into deliberation.

One scholarship shall be recognized as the Michael F. Quigley Memorial Scholarship.

D. After the Scholarship Committee has selected the applicant or applicants to whom awards will be made, the Treasurer, upon receipt of a copy of a bill from a recognized college or university identifying the applicant as an incoming student, will issue a check directly

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to the scholarship recipient. Copies of bills must be submitted by January 31 of the following year.

ARTICLE IX. TAX EXEMPTIONS

A. All activities of the Weymouth Music Boosters Association and its Chapters shall be limited to those specified in Section 501(c)(3) IRC, US. Department of Treasury, Internal Revenue Service.

B. No substantial part of the activities of the Association or its Chapters shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC Section 501(h), and the Association shall not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of any candidate for public office.

C. No part of the net earnings of the Association or its Chapters will inure to the benefit of any member or officer of the Chapter or WMBA, or any private individual (except that reasonable compensation may be paid for services rendered to or for the WMBA), and no member or officer of the WMBA, or any private individual shall be entitled to share in the distribution of the WMBA's assets on dissolution of the WMBA.

D. The WMBA may retain a professional to prepare any annual federal and state filings.

E. Upon dissolution of the WMBA, all remaining assets will be distributed to an organization exempt from Federal Income Tax under Section 501(c)(3) or a government unit.

F. All Chapters shall be responsible for providing annually to the WHS Chapter a copy of a completed financial package provided to the Chapters by the WHS chapter. Said package shall include information regarding all of the Chapter's income and expenses; copies of all receipts; and a detail of each fundraising activity including all monies received and monies spent. The purpose of providing this package is to allow the WHS Chapter to prepare an annual tax return for the WMB, and whatever other annual filings required of a non-profit corporation in Massachusetts. Said packages shall be due by each chapter by August 31st of each year.

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ARTICLE X. DISBURSEMENT OF FUNDS

A. Funds for the current year, July 1 to June 30, are suggested to be apportioned as follows:

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| 1. Scholarships | 20% |
| 2. Awards | 20% |
| 3. Operating Expenses | 40% |
| 4. Contingency/Carryover | 20% |

1. The actual amounts of money are determined by the total bank balance, less the known debits on June 30. Example: All monies raised from July 1, 2015 to June 30, 2016 shall be the basis for the budget during July 1, 2016 through June 30, 2017.

2. To the extent that any of the categories do not apply to a particular Chapter, they can add said distribution to another category.

B. The apportionment set forth above is subject to review by the *Chapter* at its Annual Meeting.

C. The High School Chapter shall attempt to hold a minimum of two separate fund raisers during the year which all monies, after expenses, shall be put into a fund to be used at the Band Director/Chorus Director' discretion. Additional fund raisers for this fund must be voted on by the membership.

D. Any request for expenditure, other than routine expenses, stating the amount, purpose and reason for the request which will then be submitted for review and will be voted on by the Chapter at the next month's meeting.

E. Any funding by the Chapter must be acknowledged in writing.

F. The Chapter shall have the authority to hold an emergency fundraiser to be applied to the current fiscal year and spent irrespective to the budget constraints.

G. Donations for a designated purpose to any Chapter will be accepted. They shall be labeled as such and will become an automatic liability for that cause only. The donations

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category is defined as non funded and non budget constrained. Donations for a designated purpose shall be used for that purpose only and for that Chapter only unless its designation is for the entire WMBA or for more than one Chapter if designated.

ARTICLE XI. AMENDMENTS

The Bylaws of the WMBA may be amended by a 2/3 vote at any meeting called for said purpose of all registered members of all chapters of the WMBA, provided that:

A. the proposed amendment has been presented and accepted at the previous special meeting, and;

B. written notice by email and posting on all social media and Chapter sites of the proposed change has been sent to the membership at least 2 weeks prior to the special meeting at which such change will be voted.

C. Said by-laws shall be automatically reviewed every four (4) years to coincide with each presidential election year.