

WEST KINGS BAND PARENTS ASSOCIATION

CONSTITUTION

NAME

This organization shall be known as the West Kings Band Parents Association.

OBJECTIVES

Its primary purpose shall be to provide and support the activities of the West Kings School Band program. This shall consist of financial and other support, instruments, transportation, and other requirements which are not otherwise available; encouraging and assisting young instrumentalists in their goals and objectives.

MEMBERSHIP

A member of this association shall be any parent/guardian of a boy or girl in the bands in West Kings District High School.

OFFICERS

Elected officers of the association shall consist of a President, a Vice-President, Secretary, Treasurer, and Chairpersons of standing committees.

The Executive Committee shall consist of the above people, plus the Instrumental Director, and a School Administrative Representative.

DUTIES OF OFFICERS

- 1) The President shall preside at all meetings and sign all official documents. He/She shall be a member ex-officio of all committees.
- 2) The Vice-President shall exercise, in the absence of the President, the rights of and perform the duties of the President.
- 3) The Secretary shall keep an accurate record of the proceedings of all meetings and preserve the records. He/She shall conduct the correspondence of this association. He/She shall notify the members of the association of a meeting.
- 4) The Treasurer shall receive all revenue and keep same deposited in a Chartered Bank approved by the Executive. The Treasurer shall make such disbursements as the Executive shall order, keeping a correct account of same. He/She shall keep all accounts of the association and submit the same whenever required to the Executive and the Auditors. He/She shall submit an annual financial statement to the meeting held each May. The Treasurer must be one of the signing officers of this association.

ELECTION OF OFFICERS

When vacant positions arise, a Nominating Committee consisting of three members from the floor shall be formed at a General Meeting.

At the annual spring meeting, the President shall call for a report from the nominating committee and subsequent to receiving its recommendations, and any further nominations, an executive will be elected. This executive shall consist of a President, a Vice-President, Secretary, Treasurer, and Chairpersons of Committees.

An external audit by a qualified person shall be conducted annually.

MEETINGS

General meetings shall be held September to May on the third Tuesday of each month excluding December, or as deemed necessary by a majority vote of the members present at a regular meeting. Executive meetings shall be held as deemed necessary by the executive.

QUORUM

Ten members shall constitute a quorum, including at least two members of the executive.

AMENDING FORMULA

The constitution may be amended by a majority vote of the members present at any regular meeting provided that the amendments have been proposed at a previous regular meeting held at least two months prior to the meeting when the amendments are brought up for final action.

Amendments proposed: March 18, 2003

Amendments accepted: May 21, 2003