

FRIENDS OF EAST PROVIDENCE HIGH SCHOOL BAND, INC.
BYLAWS

ARTICLE I. **NAMES, OBJECTIVES, AND LOCATION**

- Section 1. The name of this organization shall be the FRIENDS OF EAST PROVIDENCE HIGH SCHOOL BAND, INC.
- Section 2. The Friends of East Providence High School Band, Inc. shall be a Non-profit organization and shall be incorporated as such according to the Rhode Island Non-Profit Corporation Act with the Office of the Secretary of State and Federal Tax Exempt papers shall be filed.
- Section 3. The purpose of the organization shall be to:
- a. Promote and encourage music education in East Providence High School.
 - b. Raise funds to be used for instrumental music programs at East Providence High School
 - c. To assist the Music Education Department in those aspects of the program related to the public relations, audience promotion, student travel and chaperonage, and as a liaison with community organizations and businesses.
- Section 4. The principal address of the organization shall be East Providence High School, 2000 Pawtucket Avenue, East Providence, RI 02914.

ARTICLE II. **MEMBERSHIP**

- Section 1. The membership of this organization shall include any persons interested in the purpose and objective of the organization, and in particular shall automatically include any parent whose child (children) are active participants in the school music program.

ARTICLE III. **OFFICERS AND DUTIES**

- Section 1. The Officers of this organization shall be: President, Vice President (may elect 2), Secretary and Treasurer. Elected Officers may seek and be eligible for re-election for consecutive terms not to exceed two consecutive terms. All Elected Officers shall be elected to serve for one year per term. All elected Officers shall be elected to serve for two year terms. The Treasurer may be elected to an additional three year term.
- Section 2. The President shall preside at all General Membership and Executive Board Meetings of the organization, appoint all committees and shall be an ex-officio member of all committees.
- Section 3. The Vice President shall assist the President and assume the duties of the President in his/her absence.

Section 4. The Secretary shall keep the records and minutes of all meetings and attend to all correspondence. Minutes will be distributed for each meeting as soon as possible following the meeting.

Section 5. The Treasurer shall keep an accurate record of all receipts and disbursement, showing each activity separately, as well as complete record of all funds. Printed reports shall be available at each meeting. All checks issued by the organization shall bear two signatures – the President and Vice President or the President and either the Treasurer or Secretary.

ARTICLE IV. THE EXECUTIVE BOARD

Section 1. The Executive Board shall be composed of the Officers of the Organization, the Music Education Faculty, the Past President of the organization and the current Student President of the High School Band. The immediate Past President and Student Band President shall act in an advisory capacity only to the Executive Board and shall not have voting privileges.

Section 2. The Executive Board shall meet prior to each general meeting to determine the business to be transacted at the general meetings.

Section 3. The Executive Board shall have general supervision of the organization.

Section 4. The Executive Board shall meet as necessary to effectively provide leadership for the support of the Music Education Department and its programs.

ARTICLE V. MEETINGS

Section 1. The meetings of this organization shall be held monthly.

Section 2. The Annual Meeting shall be the last meeting of the school year.

Section 3. Special meetings may be called by the President.

ARTICLE VI. STANDING COMMITTEES

Section 1. The President shall appoint standing committees and program chairpersons for planning, organizing and implementing specific programs and/or events.

Section 2. All standing committees and program chairpersons report directly to the Executive Board.

Section 3. The Music Education Faculty shall be ex-officio members of all committees.

ARTICLE VII. ANNUAL FINANCIAL REPORT

Section 1. The Treasurer shall be required to prepare a financial report at the close of his/her term and to file copies of this report with the Executive Board, the Music Education Department Chairperson and with such other internal or external groups or individuals as the Executive Board shall direct. The annual financial report shall become a part of the permanent records.

ARTICLE VIII. DUES

Section 1. Annual Membership dues shall be established by a majority of the members present.

ARTICLE IX. QUORUM

Section 1. A plurality of the membership present at a meeting shall constitute a quorum.

ARTICLE X. ELECTIONS

Section 1. A Nominating Committee shall be appointed by the President prior to the Annual Meeting. Nominations may be made from the floor after the report of the Nominating Committee.

Section 2. Officers are to be elected at the Annual Meeting.

ARTICLE XI. AUTHORITY

Section 1. The rules contained in the "Robert's Rules of Order, Revised" shall govern this organization in all cases in which they do not conflict with the Constitution and Bylaws of this organization.

ARTICLE XII. AMMENDAMENTS.

Section 1. The Bylaws may be amended at the Annual Meeting of the General Membership by the affirmative vote of two-thirds of the eligible members present.

Section 2. Notice of any proposed amendments shall be in writing and sent to the Executive Board at the organization's address.

Section 3. Notice of proposed amendments shall first be given in advance at a General Membership Meeting or by mail and voted upon at the next regularly or specially scheduled General Membership meeting.

Section 4. In the event of the termination of this organization, all permanent records and remaining funds shall be transferred to the Music Education Department of the East Providence High School.