

# BYLAWS OF SUMNER BAND PARENTS ASSOCIATION

Effective: October 7, 2025

## ARTICLE I

### ORGANIZATION

- I.01 The name of this corporation shall be Sumner Band Parents Association herein referred to as SBPA.
- I.02 The purpose of SBPA is to provide financial and logistical support in collaboration with the Band Director for the activities of the Sumner High School Band Program as defined by the Band Director.
- I.03 SBPA is a Washington nonprofit corporation organized under Revised Code Washington Chapter 24 Section 03A and recognized as tax exempt under Section 501(c)3 of the United States Internal Revenue Code.
- I.04 The Registered Agent shall be the elected President of SBPA.
- I.05 The business and property of SBPA shall be managed by the officers of the corporation who shall also be the Board of Directors.
- I.06 Where direction to activities of SBPA are not specified in these Bylaws, the corporation shall refer to RCW 24.03A. Where direction to activities of meetings is not otherwise stated or in conflict of voting members, Robert's Rules of Order, Revised Edition, shall take precedence.

## ARTICLE II

### MEMBERSHIP

- II.01 The membership of SBPA shall consist of all parents and/or legal guardians of students enrolled in the Sumner High School Band program. No other consideration is needed.
- II.02 Former students of the band program and their parents shall be classified as alumni members. Alumni members shall have all rights and privileges of membership, except that they may not hold elected office.

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- II.03 Current high school students are not granted membership into SBPA but may have voice at meetings of the association at the discretion of the presiding officer.
- II.04 Any member of the corporation may be removed by a majority vote of the membership of the corporation in attendance at a regular or special meeting of the membership. Notice of such proposed removal must be given to the member sought to be removed, as legally required, prior to the meeting at which the question is to be voted upon.

### ARTICLE III

#### MEETINGS OF THE MEMBERSHIP

- III.01 Meetings of the membership will be held monthly during the school year. Special meetings of the membership of the corporation may be called from time to time at the discretion of the Board of Directors of the corporation. Meetings will be scheduled by the board members in association with the band director.
- III.02 At any meeting of the membership of the corporation ten (10) members present shall constitute a quorum. Each member present shall have one vote. Voting by proxy shall not be allowed.
- 02.a A resolution in its original form may be passed by a simple majority vote of the members present.
- 02.b A resolution may be amended by a two-thirds majority vote of the members present.

### ARTICLE IV

#### OFFICERS/BOARD OF DIRECTORS

- IV.01 One member shall hold each office being Executive Director, Director of Fundraising Events, Director of Fundraising Sales, Secretary, and Treasurer. Members of the Board may not reside with any other member of the Board.
- IV.02 Nominations for Board Member positions will begin in March. Nominations will be made in writing or in person at SBPA meetings. SBPA officers shall be elected by a vote of membership at the May meeting.
- IV.03 The term of Officers of the corporation shall be for one (1) year or until their successors are elected and duly qualified.
- IV.04 Officers of SBPA shall hold regular meetings of the Board as needed (a minimum of once quarterly) in which all officers agree to attend. Officers shall be notified of any meeting at least 72 hours in advance. Three (3) members of the Officers shall constitute

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a quorum. The SBPA shall make best efforts to keep the Band Director notified of all activities of the Association.

- IV.05 Each Officer shall possess one vote in matters coming before the Board. All voting at meetings of the Officers shall be by each member in person and voting by proxy shall not be allowed. In the event of a tie vote of the Board, all matters shall be presented to the membership at the next meeting to break the tie.
- IV.06 Any Officer may be removed from office by a majority vote of the membership in attendance at any regular or special meetings of the membership of the corporation. Notice of the proposed removal of an Officer must be given to such officer as legally required prior to the date of the meeting at which such removal is to be voted upon. Such notice to the Officer must state the cause of the proposed removal.
- IV.07 If any office shall become vacant, the highest-ranking officer shall, at the earliest possible date, thereafter, order a special election for the purpose of filling such office. The member thus elected shall immediately enter upon his duties and serve during the unexpired term of the Officer whose position has become vacant. If all offices are vacant, any member may call for a special election for such purpose.

## ARTICLE V

### DUTIES OF OFFICERS

- V.01 Executive Director. The Executive Director shall supervise all activities of the corporation; execute all instruments in its behalf; preside at all meetings of the Board of Directors and of the membership of the corporation; call such meetings of the membership as shall be deemed necessary and perform such other duties usually inherent in such office. The Executive Director shall be a signer on SBPA Financial Accounts.
- V.02 Director of Fundraising Events. The Director of Fundraising Events shall act for the President in their absence, coordinate all fundraising events, and act as the Board of Directors liaison for all such events. The Director of Fundraising Events may appoint committees and committee chairs for larger events. The Director of Fundraising Events shall be a signer on SBPA Financial Accounts.
- V.03 Director Fundraising Sales. The Director of Fundraising Sales shall coordinate all fundraising sales and act as the Board of Directors liaison for all such activities. The Director of Fundraising Sales may appoint committees and committee chairs for such activities.
- V.04 Secretary. It shall be the duty of the Secretary to keep all records of the Board of Directors meetings and membership meetings and coordinate communication with the

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membership. The Secretary may appoint coordinators for various formats of SBPA communications. The Secretary will coordinate all chaperones and volunteers.

- V.05      Treasurer. The Treasurer shall receive and be accountable for all funds belonging to the corporation; pay all obligations incurred by the corporation when payment is authorized by the Board; maintain bank accounts in depositories designated by the Board; and render financial reports (including but not limited to a budget to actual report) at each membership meeting. With assistance from the Board, prepare a proposed budget for the following school year for the Annual membership meeting. The Treasurer shall be a signer on SBPA Financial Accounts. As required to maintain the records of SBPA, the Treasurer with agreement of the other members of the Board may hire a Certificated Accountant/Bookkeeper to assist with the maintenance of the financial records.
- V.06      All officers are expected to attend all meetings and support the Band Director and the best interest of the band program.
- V.07      The officers shall review these Bylaws each term and propose changes to the membership as needed.

### ARTICLE VI

#### FINANCES

- VI.01      All money received by SBPA shall be deposited into SBPA Deposit Accounts. This includes all cash, checks, money orders, and cashier checks received by SBPA. Tips received by volunteers while working SBPA events are deemed donations to SPBA.
- VI.02      All cash received during events or through the course of other business shall be counted by two members. Payments received through the official SBPA mailbox and the mailbox in the Band Director's office shall be received and accounted for by an Officer and at least one other member.
- VI.02      Electronic Transfer of funds are not allowed for any reason unless it is between designated accounts
- VI.03      All debits from SBPA accounts must be in accordance with the approved budget. All SBPA accounts require the authorization of two signing officers. Reimbursements for purchased items may be issued to members when approved by the Officers. Reimbursements may only be made for line items in the budget.
- VI.04      The Board is responsible for providing a proposed budget by the Annual Meeting. Changes to the budget must be approved by the membership. This includes creating new budget line items and reallocating funds.

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- VI.05 A limit of \$500 per year is set for unbudgeted expenditures to cover unforeseen expenses as they may occur AND as funds allow. All expenses of this nature must be in direct support of the mission of SBPA. At the next regular meeting any unbudgeted expenses must be presented to the General Membership including the reason for said expenses.
- VI.06 Contracts for outside fundraising and other activities must be signed by an Officer as approved by the Board. General Members may not enter into contracts on behalf of SBPA. Any member of SBPA who wishes to enter into contract with the association must recuse themselves from all discussion and voting on the matter.

## ARTICLE VII

### AMENDMENTS TO THE BYLAWS

- VII.01 The Board may alter, amend, and repeal from time to time these Bylaws with a majority vote of the membership. All changes shall be effective upon approval by a vote of the general membership.

The foregoing Bylaws were approved and accepted by the membership on

October 7, 2025

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Secretary Signature