

**BYLAWS
OF THE
SUNSET APOLLO MARCHING BAND
AND AUXILIARY
PARENTS CLUB, INC.**

Revised June, 2020

1. NAME

The name of this organization shall be the Sunset Apollo Marching Band and Auxiliary Parents Club, Inc. (also known as SAMBA Parents Club) (Herein called the "Club").

2. OBJECTIVES

The objectives of the Club shall be:

- a. To promote education, communication, and understanding among the students, parents, faculty, and community of Sunset High School and the Beaverton School District.
- b. To supply parental and community aid to the school's and district's marching band and auxiliary program and music program.
- c. To aid the school and the district in projects and public information as it relates to the school's and district's marching band and auxiliary program and music program.

3. POLICIES

- a. The programs of the Club shall be education, fundraising, and social activities, which shall be developed through conferences, committees, and projects.
- b. The club shall be noncommercial, nonsectarian, and nonpartisan. Neither the name of the Club nor the names of its officers in their official capacities shall be used in connection with any commercial concern or any partisan interest for any purpose other than the regular work of the Club.
- c. The Club shall not seek to direct the administrative activities of the school or to control its policies.
- d. The Club may cooperate with other agencies and organizations active in child welfare such as conference groups or coordination councils, provided that no commitments shall bind the Club beyond the current year.
- e. No substantial part of the activities of the Club will include electioneering in connection with ballot measures, and under no circumstances shall the Club engage in political activity either for or against any candidate for public office.

4. MEMBERSHIP

- a. The membership of the Club shall consist of those persons who are enrolled as members on the membership roll maintained by the Secretary, and who have paid their prescribed annual dues.
- b. Any person interested in the objectives of the Club may become a member.
- c. The membership year shall be from July 1 through June 30. An annual enrollment of members shall be conducted at the beginning of the school year, and additional members shall be accepted at any time.

5. BOARD OF DIRECTORS, OFFICERS AND ELECTIONS

- a. The Board of Directors shall consist of the Officers of the Club, which shall be the President, Vice-President, Secretary and Treasurer and they shall be elected by the membership as follows:
 - i. Annual elections shall be held the first week in May, at a meeting of the general membership and not later than June 15.

- ii. Officers shall serve for a term of one year from July 1 through June 30. No elected officer shall serve more than two consecutive terms in the same office.
- b. A vacancy occurring in an office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board. In case a vacancy occurs in the office of President, the presidency will be assumed by the Vice-President and a new Vice-President shall assume the duties of Vice-President for the remainder of the unexpired term.
- c. An officer of the board can be removed by a majority vote of the remaining officers.

6. DUTIES OF OFFICERS AND FACULTY REPRESENTATIVE

- a. The President shall preside at all meetings of the Club. The President (or Treasurer) shall sign all checks drawn from the Club account. The President shall be the official representative of the Club to the Administration of Sunset High School. The President shall prepare an agenda for each regularly scheduled club meeting.
- b. The Vice-President shall assist the President and shall perform the duties of the President in the absence of that officer. The Vice-President shall also be in charge of all fundraising efforts of the Club, although the Vice-President shall delegate the actual fundraising to appropriate committees per 8 below. The Vice-President shall be a member ex-officio of all fundraising committees.
- c. The Secretary shall keep an accurate record of the members of the Club and all business transacted at each meeting of the Club and shall have on hand for reference at each meeting, a copy of the Bylaws, the minutes of the previous meeting, and a list of all standing committees and their responsibilities. The Secretary may be aided in membership duties by a Membership committee (see 8.a. below). The secretary shall be responsible for the mailing of notices and newsletters to the membership as provided in the Bylaws and as directed by the Executive Committee. The Secretary may be aided in these mailings and newsletter duties by a Newsletter Committee (see 8.a. below).
- d. The Treasurer shall receive all moneys of the Club, provide for payment of bills, keep an accurate record of receipts and expenditures, prepare financial reports to be available at all meetings of the board and the membership, and prepare an annual budget. All funds of the Club shall be maintained in a bank or savings and loan association insured deposit account. All checks drawn on the account shall be signed by either the Treasurer or the President of the Club. The treasurer shall be responsible for the filing of all annual reports to the Internal Revenue Service and other government bodies as required by law. **The treasurer of the club shall be bonded for an amount equal to one half of the previous year's revenue.**
- e. The Faculty Representative shall act as a liaison between the faculty and the Club, shall aid in coordinating school and Club activities, and shall be a faculty voice for activities promoted by the Club. The Faculty Representative shall be the Band Director at Sunset High School or someone designated by the band director at Sunset High School.

7. COMMITTEES

- 1. Standing committees shall be created or dissolved by the President and the Executive Committee as necessary. Standing committee chairmen shall be approved by the Executive Board and their terms shall extend from the time of appointment to June 30th.
- 2. Special committees may be created at the direction of the Executive Committee, the President, or the membership at a general business meeting to satisfy a specific short-term objective.

9. BUSINESS MEETING

- a. General club meetings will be held monthly with notice to all members at least 10 days in advance.
- b. Board meetings can be called by the President or a majority of the Board in cases of critical issues.
- c. The members present at a duly called membership meeting shall constitute a quorum.
- d. All notices required to be given to members shall be given via e-mail or social media.

10. EXPENDITURE AND ACCOUNTING OF FUNDS

- a. A proposed budget shall be prepared annually by the Treasurer and approved by the Board.
- b. Commitments for unbudgeted expenditures of up to \$500 must be approved by the President, or in lieu of the availability of the President, any two elected SAMBA officers. All approvals of unbudgeted expenditures up to \$500 must be reported at the next SAMBA executive committee meeting. Commitments for unbudgeted expenditures in excess of \$500 must be approved by the Board or the general membership.
- c. Appropriate documentation for all expenditures is required.
- d. All receipts and expenditures of funds must be identified for accounting purposes according to fundraising event or budget item.
- e. All funds received are to be submitted to the treasurer and deposited within seven days of receipt.

11. PARLIAMENTARY AUTHORITY

The rules of procedure, as to matters not expressly governed by these bylaws or the Articles of Incorporation, shall be those prescribed in Roberts Rules of Order, revised.

12. FISCAL YEAR

The fiscal and corporate year of the Club shall be July 1 through June 30.

13. AMENDMENTS

These bylaws must be amended at any general business meeting by the majority vote of the members present providing there has been one month notification of the proposed amendment to all members.

Revision History:

September 2003:

Change 1: Adds a Winter Percussion Parent Representative to the SAMBA Executive committee by changing the following wording:

- a. The Executive Committee shall consist of the Board of Directors, the Faculty Representative, who will be the Band Director at Sunset High School or his/her designate, a Parent Representative from the Auxiliary, a Parent Representative from the Winter Percussion, and a Parent Representative from the Band.

Executive committee members shall serve for a period of one year from July 1 through June 30, or until they resign or are unable to serve.

(former wording: the President or designate of the President of the Auxiliary Parent group, and the Parent Representative of the Band Parent group.)

Change 2: Allows board members to remove a member of the board by adding the following section:

- d. An officer of the board can be removed by a majority vote of the remaining officers.

Change 3: Allows notification by email (rather than just by mail) by adding the following underlined phrases:

c. All notices required to be given to members shall be given by mail or e-mail, with the exception of specially called Executive Committee meetings, which notice can be given by telephone or email

August 1999: Added "The treasurer of the club shall be bonded for an amount equal to one half of the previous year's revenue." to the end of section 7d, and changed some articles of section 10.