

CREMONA SCHOOL BAND SOCIETY BYLAWS

1.0 NAME

1.1 Name of the Organization

1.1.1 The name of this organization is Cremona School Band Society, which may also be known or referred to as CSBS or the Society.

2.0 OBJECTIVES OF THE SOCIETY

2.1 Purposes:

2.1.1 To support and assist the Cremona School Band in providing the best possible musical environment for the students.

2.1.2 To facilitate the exchange of information among Band Director, parents/guardians of students enrolled in the band program, students enrolled in the band program, Cremona School Principal and Vice Principal, and the community, as required.

2.1.3 To enhance the education of music for students attending Cremona School through the provision and maintenance of books, equipment, musical instruments, and educational aids.

2.1.4 To assist the Cremona School Band and their students in acquiring funds for the program, activities, and experiences.

2.1.5 To encourage the growth of musical excellence through increased parental awareness, communication, and involvement.

3.0 MEMBERSHIP

3.1 No membership fee shall be applied.

3.2 The term of an annual membership shall be from the first day of school in any school year to the day before the first day of school of the following school year.

3.3 Automatic Members of the CSBS shall be:

3.3.1 all parents and guardians of students & band members enrolled in the Cremona School Band Program

3.3.2 the Band Director at Cremona School,

3.3.3 individuals holding active Executive positions within the Society,

3.3.4 the Cremona School Principal & Vice Principal, and

3.3.5 individuals and businesses identified as Sponsors of CSBS and with approval of the Executive.

4.0 EXECUTIVE

4.1 The Executive Committee, Executive, Board of Directors, or Board, shall consist of:

4.1.1 President

4.1.2 Vice-President

4.1.3 Secretary

4.1.4 Treasurer

4.1.5 Band Director (Non-Voting position)

- 4.2 Executive may appoint committees on an ad hoc basis, such as:
 - 4.2.1 Fundraising
 - 4.2.2 Communications
 - 4.2.3 Gaming/Casino Director
- 4.3 The Executive shall, subject to the bylaws or directions given by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Society.
- 4.4 If there is a mid-term vacancy on the Executive, the remaining Executive shall have the power to fill any vacancy that occurs between Annual General Meetings.
- 4.5 Executive positions are on a two-year term, however standing Executive may put themselves forward for re-election at the end of their term, for a maximum of six years in a specific position.
- 4.6 Only one Executive is allowed per family.
- 4.7 Any member of the Society shall be eligible to stand for an Executive position.

5.0 DUTIES OF THE EXECUTIVE

- 5.1 The President shall:
 - 5.1.1 Call all Board meetings, prepare agendas, and preside over all Society and Executive meetings.
 - 5.1.2 Be the primary spokesperson for the Society.
- 5.2 The Vice-President shall:
 - 5.2.1 Carry out the duties of the President in his/her absence.
 - 5.2.2 Assist the President as required.
- 5.3 The Secretary shall:
 - 5.3.1 Keep minutes of all meetings of the Society and Executive.
 - 5.3.2 Handle correspondence of the Society.
 - 5.3.3 Maintain permanent records as may be necessary.
- 5.4 The Treasurer shall:
 - 5.4.1 Administer the finances of the Society.
 - 5.4.2 Keep accurate financial records.
 - 5.4.3 Render financial statements for the Society at General Meetings and Annual General Meeting.
 - 5.4.4 Ensure that financial records are audited annually.
- 5.5 The Band Director shall:
 - 5.5.1 Remain a non-voting position.
 - 5.5.2 Exercise final authority in all musical matters, including but not limited to instrument assignments, repertoire selection, and musical competence of members.
 - 5.5.3 Assist with setting performance schedules.
 - 5.5.4 Provide timely communication with the Board.
 - 5.5.5 Lead in the planning of program activities and experiences, including the preparation of trip budgets for review.
 - 5.5.6 Ensure the Cremona School Band Program is run in compliance with the CSBS Bylaws.

6.0 DUTIES OF COMMITTEES

- 6.1 The Fundraising Coordinator shall:
 - 6.1.1 Be responsible for organization and operation of all fundraising activities and the delegation of such.
 - 6.1.2 Forward all profits and accounting statements to the Treasurer.
- 6.2 The Communications Coordinator shall:
 - 6.2.1 Communicate messages to Society members.
 - 6.2.2 Administer the Society's website (may require working with School Administration).
- 6.3 The Gaming Coordinator / Casino Director shall:
 - 6.3.1 Be responsible for communications with AGLC and Casino Advisor.
 - 6.3.2 Be responsible for scheduling/assigning casino volunteers to the required jobs at organized casinos.
 - 6.3.3 Obtain licencing through AGLC for any 50/50 draws to be held.
 - 6.3.4 Submit any required reports to AGLC.
 - 6.3.5 Report all news about schedules and proceeds from casinos and 50/50's to the Treasurer and the Society.
- 6.4 The above committees (in Sections 6.1 through 6.3) include the usual committees filled by the CSBS. Notwithstanding, new committees may be formed, or the above committee functions may be modified, if determined necessary and voted upon by the Executive. New committees or modification of committee functions will be captured in minutes and do not require amendment of the bylaws.

7.0 MEETINGS

- 7.1 Meeting Procedures
 - 7.1.1 A quorum at any meeting (including General, Special, or Annual General Meeting) constitutes a minimum of 5 members in good standing, of which must include 50 percent of the Executive.
 - 7.1.2 If there is no quorum, the President, or Vice President adjourns the meeting to the next scheduled Board Meeting, or may reschedule the meeting, if warranted.
 - 7.1.3 Any member who has not withdrawn from membership has the right to vote at any meeting of the Society. Such votes must be made in person (which may include virtual meetings) and not by proxy or otherwise.
 - 7.1.4 A motion will be passed if the majority of members present are in favor. In the event of a tie, the Band Director, who is usually a non-voting member, will provide the tie-breaking vote.
 - 7.1.5 If approvals (financial or otherwise) must be made between General Meetings, a motion can be made to the Executive by email or other written communication. If all Executive are in favor, the motion will be considered approved. Such motions and approvals shall be documented on the next General or Special Meeting minutes.
 - 7.1.6 [Robert's Rules of Order](#) may be referenced and provide guidance on how to effectively run meetings.

- 7.2 General and Special Meetings
 - 7.2.1 General Meetings of the Society should aim to be held monthly during the school year, on a date set by the members, and shall be open to all members of the Society. A minimum of five (5) general meetings must be held each school year.
 - 7.2.2 A Special Meeting may be called by the President or Secretary upon receipt of a request by a member, setting forth the reasons for calling such meeting.
 - 7.2.3 No less than 5 days' notice will be given to members for General or Special Meetings.

8.0 ANNUAL GENERAL MEETING (AGM)

- 8.1 AGM Procedure
 - 8.1.1 The Annual General Meeting of the Society shall be held on or prior to October 31st of each year.
 - 8.1.2 All members of the Society shall be notified of this meeting time, date, and place, a minimum of one week prior to the meeting.
 - 8.1.3 Agenda for the AGM:
 - 8.1.3.1 Adopting the agenda
 - 8.1.3.2 Adopting the minutes of the last Annual General Meeting
 - 8.1.3.3 President's report
 - 8.1.3.4 Reviewing of financial statements setting out the Society's income, disbursements, assets and liabilities, and the auditor's report
 - 8.1.3.5 Band Director's report
 - 8.1.3.6 Reports from active committees
 - 8.1.3.7 Election of the Executive
 - 8.1.3.8 Any other matters appropriate for discussion.
 - 8.1.4 Candidates standing for election may be self-nominated or nominated by others (provided they accept), prior to or during the meeting.
 - 8.1.5 If only one candidate is standing for election to a named position, the candidate shall be elected by acclamation.

9.0 FINANCE AND MANAGEMENT MATTERS

- 9.1 Fiscal Year
 - 9.1.1 The fiscal year of the Society ends on August 31 of each year.
- 9.2 Banking
 - 9.2.1 President, Treasurer, and Secretary shall have signing authority on the bank account(s) of the Society. Two signatures are required on payments.
- 9.3 Outstanding Payments for Elective Trips
 - 9.3.1 An elective trip is defined as a non-mandatory (optional) trip, requiring payment to participate.

- 9.3.2 No student shall board onto transportation for a scheduled elective trip who has not met payment obligations, or formalized a payment plan with the Band Director, Treasurer, and/or school administration, in advance of the trip departure date.
- 9.4 Refunds
 - 9.4.1 If a student is unable to attend a trip, the non-refundable deposit will not be returned, and refunds beyond the deposit amount will be reviewed on a case-by-case basis. Principally, a student may be refunded for costs that will no longer be incurred due to their absence.
 - 9.4.2 In the event a student must leave part way through a band trip (ie. illness or breach of conduct), no refunds will be given.
- 9.5 Student Accounts in Arrears
 - 9.5.1 If an outstanding balance exists in a student account, all monies raised by the member's family through CSBS fundraising will go toward the balance owing.
 - 9.5.2 Students with accounts in arrears will not be able to participate in elective trips, until monies owed are paid in full, or a formalized payment plan is in place, as per 9.3.2.
- 9.6 Allocation of Unused Funds in Student/Family Account
 - 9.6.1 In the case of a student/family leaving the Cremona School Band with a balance in their student account, no cash payment will be provided. The family may choose to gift/transfer the balance to another student/family in the program or transfer the funds into the CSBS General Account.
 - 9.6.2 If a student/family is leaving Cremona School, and no such election is made (as per 9.6.1), funds will automatically be transferred into the CSBS General Account.

10.0 INSPECTION OF RECORDS

- 10.1 Audit
 - 10.1.1 Within reason, the books and records of the Society shall, upon reasonable notice to the President and Treasurer, be open to the inspection of members of the Society.
 - 10.1.2 The financial records shall be audited annually by an independent accountant or two (2) members of the Society, who do not have signing authority.

11.0 BORROWING POWERS

- 11.1 The Society shall not borrow money or be indebted for any purpose.

12.0 REMUNERATION

- 12.1 Unless authorized at any meeting, no officer, director, or member of the Society shall receive any remuneration for his/her services.
- 12.2 Notwithstanding the above, an honorarium (money or gifts in kind) for services related to musical direction or conducting of the Band may be authorized by the Executive.

13.0 OPPORTUNITIES FOR VOLUNTEERING

13.1 General

13.1.1 While members are encouraged to volunteer, they must remain in compliance with the Cremona School policies for student safety, including providing a criminal record check to school administration.

13.2 Chaperones for Field Trips

13.2.1 While chaperones for field trips are necessary, requirements for chaperones shall be made and communicated well in advance, allowing a minimum of three days for people to express interest.

13.2.2 If the number of volunteers exceeds the number of chaperones required, chaperone positions should be preferentially assigned to those who have not had a chance to volunteer for such opportunities within the given school year. Selection of the chaperones will be the responsibility of the Band Director, in consultation with the Principal and/or Vice Principal.

13.2.3 Principally, chaperones must cover reasonable costs for their involvement in field trips.

14.0 INSTRUMENTS

14.1 Unless a student independently owns or otherwise procures their instrument, instruments assigned to students are the property of CSBS.

14.2 An annual fee will be assigned to students who borrow an instrument owed by CSBS, to cover general use and maintenance.

14.3 Instruments bought with casino funds cannot be sold, as stipulated by the AGLC regarding use of proceeds.

15.0 UNIFORMS

15.1 Uniforms will be owned and retained by the CSBS and lent out on an as-needed basis.

15.2 Uniforms will remain the property of CSBS.

16.0 COMMUNICATION

16.1 Notifications and communication to members of the Society may be carried out by school newsletter, phone, mail, email, fax, posting of notices.

17.0 RESIGNATION OF MEMBER

17.1 Any member, including an Executive or Committee Member, wishing to withdraw from their role, or CSBS membership, may do so upon a notice in writing to the Executive.

17.2 Anyone resigning from an Executive or Committee position is encouraged to support a proper handover and transition.

17.3 Any member who has withdrawn from membership no longer has the right to vote at any meeting of the Society.

18.0 BYLAWS

18.1 Amendment

18.1.1 The Bylaws may be rescinded, altered, or added to by a majority vote of attending members at a General Meeting. Any amendments, along with a written notice of a motion to amend, must be submitted in writing to the President and circulated to the membership at least ten days prior to the vote.

19.0 DISSOLUTION

19.1 Dissolution of the Society

19.1.1 If the Executive wishes to dissolve Cremona School Band Society, all members of the Society shall be given two weeks written notice of the time, date, and place of a General Meeting to discuss and vote on the dissolution of the Society and the disbursement of monies held by the Society.

19.1.2 A majority vote of the members in attendance will be required to dissolve the Society.

19.1.3 Upon dissolution of the Society, any assets remaining, after paying debts and liabilities will be:

19.1.3.1 Transferred to the Cremona School, or

19.1.3.2 Dispersed to an eligible charity or not-for-profit organization,
or

19.1.3.3 Transferred in trust to a municipality until the assets can be transferred from the municipality to an eligible charity or not-for-profit organization.

20.0 INDEMNIFICATION

20.1 No Liability

20.1.1 A director, Executive, or member of the Society shall not be personally liable for monetary damages for any action taken, or any failure to take any action, unless he/she has breached or failed to perform the duties of his/her office and the breach or failure to perform constitutes willful misconduct or recklessness.