

GUIDELINES OF ST. KATHARINE DREXEL SCHOOL BAND GUILD

Article I

Section 1: The name of this organization shall be St. Katharine Drexel School Band Guild. St. Katharine Drexel Band Guild is a subcommittee of the "St. Katharine Drexel School Advisory Commission." The purpose of these Guidelines is to give us the standing as to how we are affiliated.

Section 2: The President of the Band Guild shall act as liaison to the School Advisory Committee.

Article II

The object of this organization shall be to create and maintain an enthusiastic interest in the various phases of the Band Guild; to lend all possible support, both moral and financial, to the band music program in the school; to cooperate with those in charge of the Band Guild and the school authorities to the end that this Guild be brought to and kept at the highest degree of efficiency; and to build and maintain an organization that will help promote the general activities of the Band.

Article III Membership

Section 1: The membership of this Guild shall not be limited. Anyone interested in the progress and development of the Band Guild is eligible for membership. Parents of students in the band are active members, including parents of students in the Banner Unit and Flag Corps.

Section 2: The band members are those school students currently in grades 5 through 8 of St. Katharine Drexel School who participate in the band program. Grade 4 students become part of the band in May when the marching season begins.

Article IV

Section 1: The Executive Board of the Guild shall be comprised of a President, Vice President, a Recording Secretary, a Treasurer, and two (2) at-Large Directors, the first four of which shall serve as the officers of the Guild. All shall be elected by the Guild at the spring meeting of each year for a term of one (1) year and until successors are duly elected. Individuals may serve consecutive terms in the same position on the Executive Board. They will begin office on July 1. The majority vote of a Guild quorum (consisting of ten (10) members) shall be necessary for the election of officers.

Section 2: Nominations of candidates for the offices to be filled at the regular spring meeting may be made from the floor.

Section 3: The President will preside at all meetings of the Guild and Executive Board, appoint all committees, be an ex-officio member to all committees and all executive board meetings whenever necessary.

Section 4: The Vice-President shall assume all duties of the President in his/her absence.

Section 5: The Secretary shall maintain a written record of all acts of all regular and executive board meetings, and attend to any correspondence, and perform such other duties usually vested the office of Secretary.

Section 6: The Treasurer shall monitor receipts and disbursements as recorded by the parish's bookkeeper,, regularly update the Guild's Executive Committee on its financial condition, attend all regular and executive meetings, submit a draft budget to the Executive Board annually in May, and a final budget for adoption at the first fall meeting, support an annual audit report of the Guild's books to the Executive Committee and, in turn, the School Advisory Committee, and complete other financial management tasks as required.

Section 6a: All funds received by the Guild will be initially deposited into St. Katharine Drexel's retained earnings account. Each deposit made and check written for the Band Guild by St. Katharine Drexel School will be allocated to each respective committee assignment by the Treasurer.

Section 6b: The school's financial secretary shall keep an accurate record of all student and family accounts, send out statements as directed by the Board, and promptly turn all records of money received over to the Treasurer.

Section 6c: A reserve of \$30,000 shall be permanently maintained by the St. Katharine Drexel Parish-School Band Guild for payment of any outstanding financial obligations in the event of dissolution of the Band Guild.

This St. Katharine Drexel School Band Guild investment account, including the \$30,000 reserve and any additional principal, interest, share growth and earnings accumulated therein are restricted for use by the St. Katharine Drexel School Band or Band Guild as funds donated thereto included that specific, restricted purpose.

In the event of the dissolution of the Band Guild, any monies remaining after the payment of any outstanding bills would revert to the St. Katharine Drexel School.

Section 7: The Executive Board shall have the authority to make any necessary policy and have general supervision of the affairs of the Guild between its regular meetings. None of its acts shall conflict with action taken by the Guild or by its Guidelines and shall not conflict with school policy. Voting may take place in person, digitally or via video conference and recorded by the Band Guild Recording Secretary.

Section 8: Roberts Rules of Order, Revised, shall govern all meetings, except when conflicting with this Bylaw.

Article V Meetings

Section 1: Regular meetings shall be held a minimum of three times each year, preferably in September, January, and in April.

Section 2: Special meetings may be called by the President, a petition of three (3) members of the Executive Board, or by the petition of any ten (10) members who shall express their purpose in writing.

Section 3: Four (4) members of the Guild shall constitute a quorum for a regular meeting.

Section 4: Four (4) members of the Executive Board shall constitute a quorum for Board meetings.

Section 5: The fiscal year runs from July 1 to June 30.

Article VI Committees

Section 1: An Audit Committee may be appointed by the President whose duty it shall be to audit the Treasurer's accounts at the close of the fiscal year.

Section 2: A Uniform Committee shall be appointed by the President to take care of all uniform distribution, collection, cleaning, maintenance, or replacement.

Section 3: A Parade Committee Chairperson shall be appointed by the President by the February meeting to make all arrangements for bussing, chaperones, and any other details of the parades for that year.

Section 4: The President shall appoint chairpersons to organize activities that benefit and/or reward students. These committees include but are not limited to Summer Picnic, Festival of Music, and Parade of Bands.

Section 5 The President shall appoint chairpersons for fundraising committees. These committees include but are not limited to: Business Solicitation of Funds, Silent Auction, and Pancake Breakfast with possibilities of cookie dough and Culvers Fat Tuesday event.

Article VII Amendment of Guidelines

These Guidelines may be amended by majority vote of the membership present at any regular meeting. The amendments must have been presented at a preceding meeting of the Guild.

Article VIII

The Band Director's salary and benefits for the following fiscal year shall follow the salary scale established by the St. Katharine Drexel Parish. Percentages of the salary/benefits contract are established through negotiations between the Guild Executive Committee and the St. Katharine Drexel Parish.

Article IX

In the event of the band director's resignation, the Band Guild President will be notified by email or phone the day the resignation occurs.