

# Westborough Fine Arts Education Association, Inc.

## Bylaws

**Revised: June 2010**  
**June 2008**  
**October 2007**  
**October 2005**  
**June 2005**  
**October 2004**  
**June 2004**  
**May 2003**  
**May 2002**  
**May 1998**

## **ARTICLE 1 - NAME**

The name of this organization shall be the Westborough Fine Arts Education Association, Inc. For the purpose of identification and brevity, any mention of the Westborough Fine Arts Education Association, Inc. shall be referred to as WFAEA.

## **ARTICLE II - OBJECTIVES**

The objectives of WFAEA shall be as follows:

1. To arouse and maintain an enthusiastic interest in all programs of the Fine Arts of the Westborough Public Schools K-12.
2. To lend all possible support to the Fine Arts programs in the Westborough Public Schools and specifically to the Coordinator of Fine Arts K-12.
3. To build and maintain an organization which will help promote the enrichment activities of the Fine Arts Department of the Westborough Public Schools K-12.
4. To provide yearly scholarships to graduating Westborough High School Seniors in accordance with Article X.

## **ARTICLE III - MEMBERSHIP & APPLICATION**

### **Section 1 - Membership**

The membership of WFAEA shall not be limited. Anyone interested in the progress and development of the Fine Arts program of the Westborough Public Schools shall be eligible for membership.

### **Section 2 - Application**

Application for membership shall be made by written application to WFAEA and the payment of dues thereof.

### **Section 3 - Standing**

An individual who has submitted a written membership application and payment of dues is considered a member in good standing. Voting privileges are extended only to members who meet this criterion.

### **Section 4- Resignation**

Any member of WFAEA may resign at any time, but such resignation shall not entitle such member to a rebate of dues paid.

## **ARTICLE IV - DUES**

WFAEA annual dues shall be determined at the Annual Meeting by an affirmative vote of the general membership. The membership fee is due and payable each year by September 30th, or at the time of application.

## **ARTICLE V - MEETINGS**

### **Section 1 - Annual Meeting**

An annual meeting open to all members for the nomination and election of officers and the transaction of other business pertinent to the affairs of WFAEA shall be held as the last monthly meeting of the year. The Westborough Fine Arts Education Association shall send notice of the Annual Meeting to each family belonging to WFAEA at least ten days prior to the meeting by email.

### **Section 2 - General Meetings**

WFAEA shall hold general meetings monthly from September through May or June open to all members in good standing for the purpose of conducting the business of the organization. The September or October meeting shall be designated as the fall "kick-off" meeting for the purpose of presenting the upcoming year's planned program to the membership. The last monthly meeting of the year shall serve as the Annual Meeting. A list of the year's monthly meeting dates, times, and locations shall be distributed at the September general meeting.

### **Section 3 - Special Meetings**

Special meetings may be held at any time upon the authorization of two-thirds of the Executive Committee of WFAEA, or upon a written request submitted to the President/Co-Presidents by five of the members not on the Executive Committee. Notices of such meetings shall be provided to each member of WFAEA by the Secretary or the Secretary's designee at least ten days prior to the meeting.

### **Section 4 - Executive Committee**

The Executive Committee shall meet as deemed necessary by the President/Co-Presidents for the purpose of conducting WFAEA business.

### **Section 5 - Quorum**

1. A quorum shall be set by the Executive Officers (President, Vice President, Secretary, Treasurer) at/or before each scheduled meeting.
2. A majority of the Executive Committee membership shall constitute a quorum at any Executive Committee meeting.

### **Section 6 - Meeting Agendas**

The President/Co-Presidents shall establish meeting agendas in conjunction with the Director of Fine Arts. Any member may request that an item be placed on the agenda for discussion by contacting the President/Co-President in advance of the meeting. Any agenda item requiring a vote of the membership must be submitted in writing to the President at least five (5) business days prior to the meeting.

## **ARTICLE VI - ELECTION OF OFFICERS**

### **Section 1 - Officers**

Nominations of officers shall be presented by the Nominating Committee and accepted from the floor by the members of WFAEA at the Annual Meeting yearly.

### **Section 2 - Balloting**

Election shall be by written ballot by a majority of the members present. If there are no contests, the President/Co-Presidents shall declare the nominations closed, and the Secretary shall cast one vote for the slate as presented at the Annual Meeting yearly.

## **ARTICLE VII - OFFICERS AND EXECUTIVE COMMITTEE**

### **Section 1 - Officers**

The officers of WFAEA shall be President or Co-Presidents, Vice-President, Treasurer, and Secretary. The term of office for the officers shall be one year from July 1 to June 30 of the following year. Officers shall be eligible for reelection but shall not serve for more than two consecutive terms in the same office. The officers shall appoint Standing Committees and any other such special committee as they or the membership deem necessary. The Standing Committee shall be appointed prior to June 30. Officers shall be members of WFAEA.

### **Section 2 - Executive Committee**

The Executive Committee shall consist of the President/Co-Presidents, Vice-President, Treasurer, Secretary, and the Westborough Public Schools Coordinator of Fine Arts K-12.

### **Section 3 - Duties of the President/Co-Presidents**

The President/Co-Presidents shall be the Chief Executive Officer(s) of WFAEA. The President/Co-Presidents shall preside at all meetings of WFAEA and the Executive Committee, and shall call such meetings as specified in Article V. The President/Co-Presidents shall submit an annual report at the Annual WFAEA Meeting. It shall be the President's/Co-Presidents' duty to exercise supervision over the activities and welfare of WFAEA and keep the members of the Executive Committee informed of all matters pertaining to the affairs of WFAEA. The President /Co-Presidents may authorize spending of money up to but not to exceed \$250.00 for non-budgeted items without a vote if needed. It is the President's responsibility to ensure that Non Profit Director and Officer Liability Insurance, and Commercial General Liability Insurance coverage is maintained on a yearly basis for the organization.

### **Section 4 - Duties of the Vice-President**

The Vice-President shall, in the absence of the President/Co-Presidents, perform all duties and assume all responsibilities of the President/Co-Presidents.

**Section 5 - Duties of the Treasurer**

The Treasurer shall receive and disburse the funds of WFAEA as established by the budget and authorized by the Executive Committee. The Treasurer shall keep and preserve proper vouchers and books of account which shall be open for examination by the Executive Committee and/or the membership of WFAEA. The Treasurer shall also make the voucher records and books of account available annually for audit by an auditing committee duly appointed by the President/Co-Presidents. The Treasurer shall deposit funds of WFAEA in such banks as may be approved by the Executive Committee. All checks drawn upon the funds of WFAEA shall require the signature of the Treasurer, President, or Co-President. The Treasurer shall submit an annual report to the membership at the Annual Meeting. In addition, the Treasurer shall submit a financial report at each general meeting and shall also present other financial reports as may be requested by WFAEA. The Treasurer will prepare a proposed annual budget for the next fiscal year. Recommendations will be based on past history, committee chairs recommendations and Coordinator of Fine Arts Recommendations. The Annual Budget will be voted on at the Annual Meeting.

**Section 6- Duties of the Assistant Treasurer**

The Assistant Treasurer shall assist the Treasurer with duties as needed to become familiar with the Treasurer's responsibilities and reports. The Assistant Treasurer shall present a financial report at each WFAEA meeting at which the Treasurer will be absent. It is recommended that the Assistant Treasurer assume these responsibilities to prepare for the eventual role of Treasurer.

**Section 7- Duties of the Secretary**

The Secretary shall prepare and keep minutes of all WFAEA meetings and prepare and present necessary reports to WFAEA. The Secretary shall keep a roster of all active members and Standing Committees, issue notification of all meetings, and perform other related duties as may be assigned by the President/Co-Presidents and Executive Committee.

**Section 8-Duties of the Assistant Secretary**

The Assistant Secretary shall assist the Secretary with duties as needed to become familiar with the Secretary's responsibilities and reports. In the absence of the Secretary, the Assistant Secretary shall take minutes of WFAEA meetings. It is recommended that the Assistant Secretary assume these responsibilities to prepare for the eventual role of Secretary.

**Section 9 - Duties of the Executive Committee**

The Executive Committee at the September or October general meeting shall present for approval to the membership recommended programs and projects for the coming year. The Executive Committee shall coordinate and execute the programs and projects approved by WFAEA. The Executive Committee shall manage the affairs and funds of WFAEA acting with full powers as authorized by the membership

**Section 10- Vacancies**

Executive Committee vacancies shall be filled by appointment for the unexpired term by a majority vote of the Executive Committee.

**ARTICLE VIII - STANDING COMMITTEES AND DUTIES****Section I - Hospitality**

Hospitality shall arrange for lodging and or food for the guests associated with the programs of the Fine Arts Department of Westborough High Schools (K-12). It shall serve as a welcoming committee when requested by the Executive Committee; plan refreshments for all Fine Arts programs and concerts; and perform other related duties as requested by the Executive Committee. When the Department is hosting district events, an additional chairperson shall be appointed.

**Section 2 - Membership**

Membership shall conduct a membership drive annually, shall be responsible for active recruiting, keep an up-to-date membership list, maintain a record of all dues paid, and keep the chairperson of each committee advised of the interest of any new members.

**Section 3 - Publicity**

Publicity shall be responsible for the publicizing of all Fine Arts events and activities of WFAEA.

**Section 4- Service**

Service shall provide assistance as requested by the Coordinator of Fine Arts K-12. This includes providing refreshments for games and parades, transportation, and chaperones. Service shall include a chairperson each for Center Stage productions, Marching Band Camp, Marching Band Banquet, and Senior Music Awards Banquet.

**Section 5- Fundraising Committee**

This committee will assist the Fine Arts Coordinator in fundraising activities in the Department and within WFAEA. They will help organize sales, encourage students to sell, establish Magazine and CD sale guidelines, tally all sales and collect money, and assist in fundraising ideas and implementation within the Westborough Fine Arts Education Association.

**Section 6- Concert Management Committee**

This committee would work with the Fine Arts Coordinator and staff for concert, play, and show admission and programs. Four parents per event are needed. Two parents to sit at the admission table and collect admission fee, and check for passes (if appropriate). A list of pass purchase names should be in the box as people forget to bring them in. Two parents should coordinate the programs and distribution. WFAEA Hospitality committee coordinates the refreshments at intermission. All this is applicable to the High School plays, concerts, and shows.

### **Section 7- Uniform Committee**

This committee is responsible for distribution and collection of uniforms to all groups at the High School. A care and repair information sheet should be developed for distribution to students and parents. The Committee will maintain a log of all students and number of uniform distributed to them. This committee does not manage costumes for Center Stage Productions.

### **Section 8 - Liaisons**

A minimum of one person will serve as a liaison per music ensemble/Fine Arts instructor for Mill Pond, Gibbons and the High School. The liaisons will serve as WFAEA representatives and contacts for the Fine Arts instructors whenever parental help is needed for a performance, competition, or trip. The Fine Arts instructor should contact the liaison in advance of the activity to request assistance. In turn, the liaisons will inform WFAEA of upcoming events and request additional assistance as necessary. A student High School liaison will report concerns or feedback from the students to WFAEA and help to promote participation in WFAEA activities within the student body.

### **Section 9- Newsletter Committee**

The Newsletter Committee will send notification to the membership ten days prior to the Fall Kick Off meeting and the Annual Membership meeting at the end of the year. Notification of the newsletter may be sent via bulk mail or via email to all members.

## **ARTICLE IX - SPECIAL COMMITTEES**

### **Section 1 - Nominating Committee**

The Nominating Committee shall consist of no less than three members appointed by the President/Co-Presidents. The Secretary shall present a slate of nominees for election to the members of WFAEA at the Annual Meeting.

### **Section 2 - Budget Committee**

A committee comprised of the President/Co-Presidents, Treasurer, and Coordinator of Fine Arts K-12 shall establish the annual budget for WFAEA. The proposed budget shall be presented to the membership for approval at the annual membership meeting at the end of the year. The budget needs approval by majority vote of the membership attending the annual membership meeting.

### **Section 3 - Auditing Committee**

An independent audit shall be conducted annually. The Auditing Committee shall consist of no less than three members appointed by the President. The members of the Auditing Committee shall not be officers of WFAEA. The Auditing Committee shall be responsible for auditing the financial records of WFAEA and report back in writing to WFAEA's President/Co-President. The President/Co-President shall report the results of the audit at the September general meeting.

## **ARTICLE X - SCHOLARSHIPS**

### **Section 1 - Purpose**

In accordance with Article II, WFAEA will provide yearly scholarships to graduating Westborough High School students in recognition of participation in the Westborough High School Fine Arts programs.

### **Section 2 - Criteria for Selection**

Scholarship recipients will be determined by the Director of Fine Arts and the Fine Arts faculty based on a student's participation in Fine Arts programming as follows:

- at least one music curricular ensemble during all years of his/her attendance at Westborough High School
- all available Visual Arts curriculum courses
- all available Dance Ensemble programs
- all Theater offerings

Students must be an active participant for all of their years of attendance and must submit a standard scholarship form with the guidance department to be eligible.

### **Section 3 - Number of Scholarships and Amount**

The number of scholarships to be awarded and the amounts shall be determined yearly by the WFAEA membership in conjunction with the adoption of the WFAEA annual budget.

### **Section 4 - Special Scholarships**

WFAEA will administer memorial or special scholarships at the request of private donors. The amount and number of scholarships as well as the selection criteria shall be determined by the private donor. Scholarship recipients will be determined by the Director of Fine Arts and the Fine Arts faculty. To be eligible students must submit a standard scholarship form with the guidance department.

## **ARTICLE XI- AMENDMENTS**

Proposals for amendment to these Bylaws may be initiated by the Executive Committee or by petition of any twenty-five (25) members of WFAEA who are in good standing. Each proposed amendment must be submitted in writing to the Executive Committee who shall review the proposed amendment. After review by the Executive Committee, the Secretary shall distribute the proposed amendment in writing to all members ten days prior to the consideration of the proposed changes at a general meeting of WFAEA. An amendment shall become effective upon receiving two-thirds affirmative vote of the membership present.

## **ARTICLE XII- DISSOLUTION**

Should WFAEA enter dissolution, all monetary funds shall be transferred to a fund which provides Fine Arts scholarships to Westborough High School graduates.