

# WCHSBPA

West Covina High School Band Parent Association

## By-Laws

February 2008 revision

### ARTICLE I – NAME

The name of this organization shall be the West Covina High School Band Parents Association, Inc., a non-profit corporation chartered by the Secretary of State of the State of California.

Any reference herein after to the West Covina High School Band includes the members of the Marching Band, Symphonic Band, Colorguard, Drumline, Jazz Ensemble and any other auxiliary under the direction of the WCHS Instrumental Music Director.

### ARTICLE II – PURPOSE

The purpose of this Association shall be educational. The Association shall not seek to direct the technical activities of the School, the Music Department or to control policy of the Department. The Association will support the Instrumental Music Program in a manner satisfactory to the Band Director, School Site Administration, the West Covina Unified School District and the Office of California's Secretary of State.

### ARTICLE III - THE OBJECTIVES OF THIS ASSOCIATION

1. To enrich the lives of the young people and further their musical interest through the Instrumental Music Department of West Covina High School. The safety and welfare of the students shall be of importance when travel is involved or at any school function, away from school, or outside regular school hours, in which the Instrumental Music Department is participating.
2. To bring into clear relationship the home and the school, that parents and teachers may cooperate intelligently in the social and musical development of the student.
3. To develop between educator and general public such united efforts as will secure for every child who is interested in instrumental music or the instrumental department's programs/groups the highest advantages that can be offered.
4. To provide funding for the West Covina High School Band for items which are beyond the resources of the West Covina Unified School District.
5. In the event that this Association may be dissolved at some time, all monies accruing, to this Association shall be deposited with the West Covina High School Associated Student Body in the Band account. Further, all material items accruing to this Association shall be dedicated to the West Covina High School Band. Dissolving of this Association may only be accomplished by a 2/3 vote of the complete membership.

## ARTICLE IV – AFFILIATIONS

**Section 1:** The Association shall be non-profit, non-sectarian, and non-partisan. No political candidate shall be endorsed by this Association. The name of the Association, or its Officers in their official capacities, shall not be used in connection with any partisan interest, or for any other interest than the regular work of the Association.

**Section 2:** The Association may enter into working relationships with parent teacher organizations or other organizations in projects relating to student welfare and education.

**Section 3:** The Association may enter into financial agreements for goods and services relating to the operation of the Band Parents Association's activities.

## ARTICLE V - MEMBERSHIP AND DUES

**Section 1:** All parents and guardians of students enrolled in the West Covina High School Band shall be eligible for Regular Membership in the Association. Interested individuals, eighteen years of age or older, shall be eligible for membership in the Association. If at such time a student is no longer enrolled as a member of the West Covina High School Band, the Executive Board may retain the membership of anyone interested in supporting the West Covina High School Band.

**Section 2:** Membership in the Association will be in good standing as long as annual Student Band Fees as described for that year are current.

## ARTICLE VI - OFFICERS AND DUTIES

**Section 1:** Offices and, Standing Committee Chairs will be held by members whose student fees are current. The elected offices of the Association shall be President, First Vice President (Membership), Second Vice President (Ways and Means), Third Vice President (Ways and Means), Recording Secretary, Treasurer, and the Executive Director. These members shall be known as the "Executive Board" of the Association. Any other members may be included as needed to complete the tasks of the Band Parents Association. The term of office for such Standing Committees, Chairpersons and Officers shall be one year or until their successors are elected or appointed. The membership year shall be from July 1 to June 30. Five (5) members, at least three (3) of whom are elected Officers, shall constitute a quorum.

**Section 2:** The Executive Board shall have the responsibility to create the Standing Committees and any other Committees it feels are necessary to complete the tasks of the Band Parents Association.

**Section 3:** The Band Parents Association shall fill all vacancies including that of the President.

**Section 4:** The Executive Board shall have the authority to make decisions regarding the regular and normal operations and projects of the Association without first bringing, such matters to a vote in front of the General Membership. The Executive Board shall have the authority to make expenditures up to two percent of the Annual Operating Budget without the meeting of the Band Parents Association.

**Section 5:** The President shall preside at all meetings of the Association and the Executive Board, he/she shall be ex officio member of all committees, and with the ratification of the Executive Board, may appoint the Chairpersons of the Standing Committees. The President may call a meeting of the Executive Board at any time deemed necessary and must call a meeting of the Executive Board upon request of three (3) members of the Executive Board. A forty-eight-hour notice must be given prior to convening, unless all the members of the Board agree to meet sooner. The President shall always keep in mind the best interests of all units of the Band and Colorguard. He/She may voice recommendations in regard to an issue to be voted upon by either the Executive Board or the General Membership and insure thorough discussion prior to the call for a vote. He/She shall work closely with the Executive Director and report findings and dealings of all committees and activities regarding the Association. The President is authorized as a check signer and must sign all vouchers for distribution of funds.

**Section 6:** The First Vice President shall act as aide to the President and shall be in charge of membership verification. In the absence of the President, they will assume the duties of the President. The First Vice President is authorized to be a check signer. He/She shall make up a list of Band Parents Association members to give to the President and Recording Secretary and develop and maintain an effective telephone calling tree. In addition, he/she will chair the By-Laws Audit Committee.

**Section 7:** The Second Vice President shall be a Band parent and shall act as the Co-Chairperson of the Ways and Means (fundraising) Committee, either conducting or overseeing all fundraising activities. He/She is third in line to act as President. He/She must not sign checks. He/She will keep an accurate record of all fundraising activities. He/She shall work with the Executive Director, Third Vice President, and the Executive Board Elect to plan the new Band Parents Association fundraising and planning calendar.

**Section 8:** The Third Vice President shall act as Co-Chairperson of the Ways and Means (fundraising) Committee. Working with the Second Vice President in either conducting or overseeing all fundraising activities for all sections of the Band and Colorguard. He/She is fourth in line to act as President. He/She must not sign checks. He/She assists in keeping of accurate records of all fundraising activities. He/She shall work with the Second Vice President, Executive Director, and the Executive Board Elect to plan the new Band Parents Association fundraising and planning calendar.

**Section 9:** The Recording Secretary shall keep accurate records of the proceedings of all meetings of the Association and Executive Board and be prepared to refer to minutes of the preceding meetings. These minutes are the legal record of the West Covina High School Band Parents Association and must contain a record of all motions and actions taken in order without personal opinion or direct discussions added. The Secretary signs all vouchers for distribution of funds after checking the minutes to assure the bill carried a motion to pay. He/She shall be responsible for all official correspondence of the Association including timely thank yous.

**Section 10:** The Treasurer shall receive all monies of the Association and deposit said monies within five banking days in a bank approved by the Executive Board. He/She shall sign all checks (along, with the President or First Vice President) and pay all bills on approval of the Executive Board by motion and after the voucher has been signed. In the absence of the Treasurer for more than three banking days, the President and First Vice President may cosign checks. The Treasurer will keep an itemized account of receipts and disbursement in accordance with standard accounting practices. A financial statement for each month dated on the day of the Executive Board meeting, including all transactions up to that date shall be prepared and submitted to the Executive Board for review at each business meeting. A quarterly statement is to be prepared and submitted to the Executive Board that will show expense and receipts versus budget projections. The financial books are to be kept in a manner which will be acceptable for audit at any time. The fiscal year is defined as July 1 to June 30. An audit shall be conducted at the end of each school year by an independent outside Auditor approved by the Band Parents Association with a report given at the September Band Parents Association meeting. The Treasurer is an authorized check signer. Corresponding, with the Secretary of State and/or the State Franchise Tax Board as well as filing of tax forms shall be the Treasurer's responsibility with assistance from the Executive Board. The Treasurer shall relinquish his/her duties only after completion of fiscal year ending audit and tax preparation.

**Section 11:** The Executive Director shall be the West Covina High School Band Director. His/her duties shall include executing the normal business of the Band and Colorguard such as helping with the preparation of the budget and purchasing items only with the approval of the Band Parents Association. He/She may also perform other duties requested of him/her by the Executive Board. He/She shall be solely responsible for the hiring, evaluation, termination, and salary recommendations of the Band and Colorguard Staff as he/she sees fit. He/She shall cast a vote only in the event of a tie and can make motions and recommendations. The Executive Director may "make motion to lay on the table" if he/she feels a motion on the floor is not in the best interest of the Instrumental Music Program. The tabled motion will then be reviewed by the School Site Administration to see if the motion is appropriate and what short term or long term effect the motion would have upon the Instrumental Music Program. The School Site Administration will mediate any differences between the Executive Director and the Band Parents Association. The School Site Administration is defined as the Associated Student Body Advisor and/or the Principal of West Covina High School. He/She need not pay membership dues.

**Section 12:** When an Officer or Chairperson fails to attend three (3) meetings without adequate excuse, the Executive Board may declare such position vacant without written resignation. The Executive Board shall have the power with a 2/3 majority vote to remove from office any elected Officer or Chairperson for non-performance of duty or conducting business not in alignment with these By-Laws. Such Officers and Chair people shall be notified of the Executive Board's actions within 48 hours by letter or phone call.

## ARTICLE VII - STANDING COMMITTEES AND DUTIES

**Section 1:** The Standing Committees may consist of Newsletter/Publicity, Uniform, Chaperon, Competition Refreshment, Competition Producer, four Section Chairpersons: Brass, Woodwinds, Percussion, Colorguard and Historian committees and any other committees deemed necessary or advisable by the Executive Board. Standing, Committee Chairpersons may be elected or appointed by the President.

**Section 2:** Competition Refreshment Chairperson shall organize the procurement and serving, of, refreshments to be served to the Band prior to or during, the day of competition in the fall season.

**Section 3:** The Newsletter/Publicity Chairperson shall be responsible for compiling, publishing, and mailing newsletters and distribution of any other material necessary to maintain effective communication within the Association. He/She is responsible for recording the work and activities of the Association and the West Covina High School Band. In Addition, he/she shall be the link between the Association and the community at large and shall be responsible for submitting all general news releases and any other material necessary to publicize to those outside the Association the work and activities of the Association and the West Covina High School Band.

**Section 4:** The Uniform Chairperson shall be responsible for fitting, issuing, and upkeep of all uniforms and accessories. He/She shall be responsible for the handling of uniforms before and after all Band functions for which the uniforms are used. He/She shall ensure the uniforms are cleaned at least once a year.

**Section 5:** The Chaperon Chairperson shall be responsible for securing and directing adults to act as chaperons for all Band functions for which chaperons are deemed necessary. He/She shall purchase and maintain such supplies as are needed to assure the safety and welfare of the students at all Band functions, for example, water and first aid supplies.

**Section 6:** The Brass, Woodwind, Percussion and Colorguard Chairpersons (Section Parents) shall act as coordinator for their section of the Band. They shall be responsible for the care of their Section's uniforms, equipment, and appearance of their Section and help to organize the normal functions of their Sections. They shall report to the Executive Board representing the interests of their Section members and parents/guardians. The Section Parent will assist all members of the Executive Board by being an advocate for the needs of their Section in fundraising, equipment, transportation and any other requests or tasks. They shall be a telephone contact person.

**Section 7:** The Historian Chairperson shall be responsible for compiling an annual book of history covering, the activities of the Band and the Association, consisting of newspaper clippings, pictures, commentary and whatever other materials are available. This permanent record shall be turned in at the end of the school year, but preferably be completed for the banquet for viewing.

**Section 8:** The Competition Producer Chairperson shall be responsible for the scheduling of required tasks and recruiting a team of workers to transport all prop and pit equipment and coordination with Competition Refreshment Chairpersons on competition days. He/She shall organize the loading and unloading of equipment while maintaining performance scheduling, timing and safety for the crew and equipment. He/She needs to supervise the upkeep on all trailers.

## ARTICLE VIII – MEETINGS

**Section 1:** The Band Parents Association meetings shall be held monthly unless otherwise ordered by the Executive Board.

**Section 2:** The Executive Board meets at least once a month to discuss matters to bring to the Band Parents Association meeting.

**Section 3:** The Band Parents Association meeting in the spring shall be the meeting at which time annual written reports of all Officers and Standing Committees shall be filed with the Recording Secretary.

## ARTICLE IX - NOMINATIONS AND ELECTIONS

**Section 1:** At the January meeting of the Band Parents Association, a nominating committee, consisting of two (2) elected Officers and two (2) active Band Parents Association members and the Executive Director, shall be appointed to nominate Officers for the ensuing year.

**Section 2:** This committee shall report at the April Band Parents Association meeting at which time nominations may be made from the floor, providing the nominees are present or have given their consent.

**Section 3:** The annual election of Officers shall be held at the April Band Parents Association meeting. Board members elected in April shall be known as the Executive Board Elect. The new Executive Board Elect are encouraged to attend Executive Board Meetings.

**Section 4:** The Officers shall be elected for one (1) year or until their successors are elected or appointed. They shall assume their duties at the regular July meeting, of the Executive Board. Activities in June or on the 4th of July shall be handled by the old or new Board as deemed best for the smooth execution of the activity by the Executive Board.

## ARTICLE X – REVISION

**Section 1:** Revisions or additions to the By-Laws of the Association may be accomplished by unanimous vote of the Executive Board. The quorum present must include the Executive Director.

Adopted (09/21/65)

Eighth Revision (09/14/98)

First Revision (02/13/67)

Ninth Revision (09/2000)

Second Revision (02/09/71)

Tenth Revision (04/2002)

Third Revision (05/01/75)

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Seventh Revision (03/14/96)