

BY LAWS OF
WEST ALLEGHENY BAND PARENTS AND BOOSTERS
Approved in Full 2/21/2024

ARTICLE I

Name

The name of the organization shall be West Allegheny Band Parents and Boosters.

ARTICLE II

Purpose

The purpose of this organization shall be to encourage interest in and provide financial support for the West Allegheny High School Marching Band.

ARTICLE III

Membership

A. Parents and guardians of West Allegheny Senior High School Marching Band members shall automatically be members of this organization.

The administration shall be considered as amended, May 19, 2023

B. honorary members.

ARTICLE IV

Officers

A. The elected officers of this Organization shall be President, Vice President, Secretary, Member-at-Large and Treasurer.

B. Elected officers must be a parent or guardian of a current member of the West Allegheny Senior High School Marching Band.

C. The term of office shall be two years.

D. No officer shall serve more than two consecutive terms in the same office, unless voted upon by the general membership.

E. In the event of a vacancy of an elected office, nominations will be accepted from the general membership for a replacement to serve the remainder of the two (2) year term of office. The elected officer(s) will be selected by a majority vote of the general membership, with voting taking place by electronic means over a 24-hour period.

Duties of the officers shall be as follows:

1. **PRESIDENT** – The President shall preside at all executive and general meetings. The president shall appoint a Chairperson of all standing committees and be an Ex- Officio member of all committees.

2. VICE-PRESIDENT – The Vice-president shall perform the duties of the President in case of absence or disability and monitor changes to the organization’s website (currently westamarchingpride.com).
3. SECRETARY – The Secretary shall:
 - a. Record the minutes of all executive and general meetings, submit general meeting minutes to Webmaster for publication; and maintain permanent records, therefore.
 - b. Shall notify Executive Board members of upcoming Executive Board meetings.
 - c. Work with the treasurer to create and maintain an accurate list of phone numbers and email addresses for all band members and guardians. This list is to be distributed to all board members following the completion of band camp.
4. TREASURER – The Treasurer shall:
 - a. Be responsible for receipt, safe-keeping, and proper and timely disbursement of all funds.
 - b. Be responsible for the preparation and safekeeping of all financial records of the organization.
 - c. Submit monthly income/expense reports at general meetings.
 - d. Submit books for annual audit at the close of the fiscal year (fiscal year shall be 6/1 through 5/31).
 - e. Issue an annual financial report.
 - f. Issue monthly ISA statements during the Marching season.
 - g. As needed, purchase a small games of chance yearly license from Allegheny County.
 - h. Meet with the accountant as needed to provide financial records and to ensure the 501c3 status is properly maintained.
 - i. Serve as Raise Right chairperson - The primary responsibility of this chairperson is to coordinate all orders and distribute cards upon arrival as well as record distributions to ISA accounts.
5. MEMBER-AT-LARGE – The Member-at-Large shall:
 - a. be elected by the organization to represent the membership at Executive Board meetings. The Member-at-Large shall be elected to a two-year term.
 - b. Serve as the contact person for the Cage Committee Chairperson(s) regarding supplies available in the storage area.

ARTICLE V

- A. The voting members of the Executive Board shall consist of the five elected officers.
- B. The primary responsibility of the elected board is the general supervision of the affairs of the West Allegheny Band Parents and Boosters. However, the Executive Board remains subject to the directives of the organization.
- C. The Executive Board shall prepare and present a proposed annual budget to the general membership at the May general membership meeting for approval. The budget process shall be

co-chaired by the President and Treasurer. The proposed budget will contain a line item for each anticipated purchasing need.

- D. The Executive Board will have the authority to authorize an expenditure, without the approval of the general membership, up to a maximum of \$1200; this action should only occur as a situation arises when it is not feasible to delay a decision until the next scheduled general membership meeting. An expenditure of this nature must be reported to the general membership at the next scheduled general membership meeting. Expenditures will be limited to twice per band fiscal year. If an expenditure is required more than twice in a band fiscal year, the Executive Board will send out an impromptu google form requesting a 24 hour general membership vote on the expenditure. After the 24 hour period, voting will close and the majority rule of the google form will stand. All members (executive board and general membership) may only vote once per google form.
- E. The Executive Board's primary responsibility is to plan and coordinate all Band Special Events.

ARTICLE VI

Chairperson duties:

1. Recruit volunteers to assist in planning and conducting the event. If required (currently Chaperone, Band Camp, Cavalcade (Host/Hostess duties only), verify with West Allegheny School District that volunteers have current clearances on file with the district.
2. Securing the date and location for the event, if appropriate.
3. Creating all email/text messages and submitting all to the executive board for review prior to sending to the band director for release.
4. Create an event budget, for use by the event committee, within the approved amount listed in the general budget. Requests for a budget overrun greater than 10% of the allotted budget, or other changes that may have a financial effect, must be submitted to the executive board for approval.
5. Acquire the tax-exempt certificate from the treasurer to be used for all purchases, including out of pocket expenses. IMPORTANT: Out of pocket expenses requiring reimbursement will not include reimbursement of sales tax if the purchaser did not acquire the tax-exempt certificate.
6. Monitor expenditures within the determined budget including the collection of all purchase receipts.
7. Monitor donations, if appropriate, and keep a complete record of all donations.
8. Collect money if appropriate. For example: ticket sales, apparel sales, candy sales, etc.
9. Submit all required records/money (organized and itemized receipts, donations, final cost of event, total monetary income, other items as needed) within 2 weeks of the end of the event.
10. Failure to follow any of these items may result in the chairperson being excluded from chairing other current or future committees.

Committees

- A. **CHAPERONE CHAIRPERSON(S)**: The primary responsibility of this chairperson is to make a chaperone schedule that provides sufficient chaperones at band events. The chairperson must verify that all volunteers have their clearances on file with the WA school district. The chairperson is also to write an email explaining basic chaperone duties and expectations as approved by the band director and Executive Board. This email is to be updated and sent out to chaperones at least 2 days prior to an event. This chairperson is also responsible for ordering, storage, and distribution of chaperone shirts. The chairperson is to provide attendance sheets on clipboards for away events.
- B. **BAND CAMP MEALS CHAIRPERSON(S)**: The primary responsibility of this chairperson shall be to coordinate, organize and prepare a band camp menu as approved by the Executive Board. This chairperson is also responsible for coordinating volunteers to help prepare and serve meals, recruiting and recording food donations needed, ordering any other needed food or supplies, keeping clear records of all purchases and donations made and submitting those to the treasurer. This chairperson must also ensure that band camp meals are prepared and served according to current school guidelines.
- C. **UNIFORM CHAIRPERSON (S)**: The primary responsibility of this chairperson is to organize, fit, and distribute marching band uniforms to all band members. The chairperson and committee are responsible for repairs to uniforms, hats and plumes as needed throughout the season. This chairperson and committee are also responsible for working with the band director to make sure uniforms are washed and ready for next season.
- D. **BAND BANQUET CHAIRPERSON(S)**: The primary responsibility of this chairperson is to organize and prepare for the annual marching band banquet. This includes, but is not limited to, securing a venue, organizing the food, purchasing decorations, securing entertainment, purchasing band member gifts, organizing banquet ticket sales and any other duty pertaining to the banquet.
- E. **CAVALCADE CHAIRPERSON(S)**: The primary responsibility of this chairperson is to oversee all committees within the Cavalcade as approved by the Executive Board. The Cavalcade Chair should look to the Cavalcade binder for all information pertaining to previous seasons as a guideline.
- F. **PURSE BASH CHAIRPERSON(S)**: The primary responsibility of this chairperson is to organize and prepare for the annual purse bash. This includes, but is not limited to securing a venue, organizing tickets, purchasing purses, organizing food, purchasing decorations, creating baskets and games for the event, and any other duty pertaining to the purse bash. This chairperson must also oversee the set up and clean-up of the event.
- G. **SENIOR NIGHT CHAIRPERSON(S)**: The primary responsibility of this chairperson is to organize and prepare for our annual Senior Night.
- H. **COOKIE WALK CHAIRPERSON(S)**: The primary responsibility of this chairperson is to organize and prepare for the annual cookie walk. This includes but is not limited to securing a venue, organizing bakers, purchasing necessary supplies, advertising event, and any other duty pertaining to the cookie walk. This chairperson must also oversee the set up and clean-up of the event.

- I. **BON CHAIRPERSON(S):** The primary responsibility of this chairperson is to organize and prepare for our annual Bon. This includes securing the location, food, decorations, and any fun. This chairperson must also oversee the set up and clean-up of the event.
- J. **ISA FUNDRAISING CHAIRPERSONS:** The primary responsibility of this chairperson is to organize, explain, and oversee a specific fundraising activity as approved by the Executive Board. These chairpersons are as follows, but are not limited to, Applelicious, Hoagies, Sarris, Sarris Candy Bar Sales, Poinsettia and Wreaths, and Epicure. These fundraisers may vary from year to year depending on availability as approved by the Executive Board.
- K. **SOCIAL MEDIA CHAIRPERSON(S):** The primary responsibility of this chairperson is to oversee the Marching Pride Social Media page(s). This includes, but is not limited to, updating the page(s) in any way such updating page pictures from current events, posting both videos and pictures that are positive in content and properly represent the West Allegheny school community and any other school community as well. Published photographs/videos will be verified to not include singularly identifiable likenesses of individuals having a “no published photographs” document on file with the school district.
- L. **SPONSORSHIP CHAIRPERSON(S):** The primary responsibility of this chairperson is to secure sponsorships throughout the season as needed for various reasons. This chairperson may be asked to work as a liaison with other event chairs as needed.
- M. **SENIOR APPRECIATION CHAIRPERSON(S):** The primary responsibility of this chairperson is to create and help distribute anything extra that may be done for Seniors throughout the season. This may include, but is not limited to, Senior Shirts and Senior Yard Signs.
- N. **CONCESSIONS CHAIRPERSON(S):** The primary responsibility of this chairperson is to organize any needed concessions throughout the season. This may include but is not limited to Cavalcade, Purse Bash, and any game concessions we are offered, including playoff games. This chairperson is responsible for but not limited to, planning menus, purchasing food, getting food to events and keeping records of items sold, their quantities and the cost for future planning.
- O. **CAGE CHAIRPERSON(S):** The primary responsibility of this chairperson is to oversee the maintenance, inventory, and cleaning of the cage. This chairperson is the primary point of contact for anyone wanting to use the items in the cage. This chairperson is also to oversee and help with the “deep” cleaning of the cage during band camp.
- P. **WEBMASTER CHAIRPERSON(S):** The primary responsibility of this chairperson is to oversee and maintain the westamarchingpride.com website as an information portal for the general membership. This chairperson must also make sure all website content is positive and properly represents the West Allegheny school community and any other school community as well.

ARTICLE VII

Meetings

- A. General Meetings shall be held monthly from September through June, unless the general membership is otherwise notified.

1. Special meetings shall be called by the President or the Executive Board upon notification of all general members.
 2. General meetings shall be held in the West Allegheny Senior High School (when available). A calendar of meetings, one per month, for the months of July through December will be publicized in the previous June of each year. A separate calendar of meetings for the months of January through June will be publicized in the previous December of each year.
 3. The Quorum shall consist of ten (10) general members.
 4. In voting, a majority is necessary for the passage of all general organizational business.
- B. Executive Board meetings shall be held monthly as required at West Allegheny Senior High School.
1. The Quorum at the Executive meetings shall consist of four (4) members of the Executive Board.

ARTICLE VIII

General Funds and ISA

- A. The depository of funds of this organization shall be appointed by the President.
1. All signatures on the depository account shall be bound.
 2. Two signatures shall be required for the disbursement of funds, that of the Treasurer, and either the President or Vice-President.
- B. Individual Student Accounts (ISA's):
1. ISAs are established by the Treasurer for each active member of the West Allegheny Marching Band.
 2. Rules for ISA Use.
 - a. ISA use and distribution are at the sole discretion of the Executive Board. Anything not included in this list must receive prior approval from the Executive Board and must be assumed not approved for use with ISA funds until determined otherwise. Once band dues are paid in full ISA funds may be used for the following:
 - b. ISA funds may be used for the following:
 1. Yearly Dues
 2. Uniform Items – Shoes, Extra black cinch sacks, Extra black socks.
 3. Trips scheduled by band director and approved by school – ie: Disney
 - a. Student Trip Costs
 - b. Chaperone Trip Costs
 4. Senior Items – Senior Yard Sign, Senior Cavalcade Ad, Football Program Ad
 5. Banquet – Band member ticket and Immediate Family Members
 6. Chaperone Shirts

- c. ISA funds may NOT be used for the following:
 - 1. School “pay to play” fee.
 - 2. Family member trip costs (not including chaperone fees)
 - 3. Spirit Wear orders
 - 4. Fundraiser Items – I.e.: Purse Bash tickets, Cavalcade tickets, Hoagie orders, etc.
 - 5. All other items not expressly stated in the list of allowed items above.
 - d. Students wishing to use ISA funds must submit an ISA Request Form to the treasurer.
- C. Transfer of funds between ISA’s: Upon written request to the Treasurer by the parent or guardian of a graduating band member, with an existing active Individual Student Account, and approval of another bounded Executive Board member, funds will be placed in “hold” for an upcoming sibling (defined as by birth, adoption, or marriage) or other family member living in the same household at the time of the request. This service is in anticipation of said family member joining the marching band. The funds will be held for no more than 4 years following the transfer request. After the four-year period has expired, all remaining funds will revert to the Student Assistance Fund and/or general fund.
- D. Disbursements of ISA’s:
- 1. Upon graduation from high school all funds covered under Article VIII, Section C, in ISA’s will revert to the Student Assistance Fund and/or general fund.
 - 2. If a band member becomes inactive, all funds in their ISA’s revert to the general fund and/or Student Assistance Fund.
- E. Past Due Funds: Funds due for the current season shall be considered delinquent if not paid in full by August 31st. All dues must be paid in full prior to using ISA funds for purchasing any other extras items (banners, ads, banquet tickets, trip tickets, etc.). Students with unpaid dues will not be permitted to attend the yearly banquet and/or trips.
- F. Student Assistance Fund (SAF)
- 1. The primary purpose of the SAF is to assist students not otherwise able to afford the cost associated with The West Allegheny Marching Pride due to financial hardship.
 - 2. The executive board will strive to secure \$2000 in the SAF at the beginning of each marching band year. The SAF will be replenished as much as possible with remaining ISA funds from graduating senior ISA’s or from band members who become inactive.
 - 3. Financial hardship will be determined through a request made to the band director and approved by the executive board.
 - 4. A band member may request use of the SAF one (1) time per season for a maximum of \$160 (or the amount of current dues). The SAF can be used only to pay band dues. To be eligible to request use of the SAF after the first year at least one family member must have participated in fundraising activities (individual fundraising or volunteering at band fundraising events) gthe previous year.
 - 5. SAF distributions can be denied at any time and is at the discretion of the band director and the Executive Board.

ARTICLE IX

AMENDMENT TO THE BY-LAWS – These bylaws may be amended by a majority vote of the general members provided the proposed amendment(s) has (have) been published online for review by the general membership, with electronic notice of the posting at least 10 days prior to the next general membership meeting where the proposed amendments will be discussed. Following this General Membership meeting, voting to approve or reject the amendment(s) will take place by the general membership through electronic means for a period of 24 hours.

ARTICLE X

These Bylaws shall be reviewed & revised as necessary, every five (5) years or at the request of the general membership.

ARTICLE XI

The corporation is incorporated under the Nonprofit Corporation Law of the Commonwealth of Pennsylvania for the following purposes:

A not-for-profit corporation operating to encourage interest in and provide financial support for the West Allegheny Senior High School Marching Band.

The corporation is organized exclusively for charitable, literary, scientific, religious, and educational purposes provided for under Section 501(c)3 of the Internal Revenue Code of 1986 and does not contemplate pecuniary gain or profit, incidental or otherwise.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the services rendered and to make payments and distributions in furtherance of its purposes.

No substantial part of the activities of the corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the preparation or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. The corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal Income Tax under Section 501(c)3 of the Internal Revenue Law or (b) by a corporation, contributions to which are deductible under Section 170(c)2 of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law.)

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)3 of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so

disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.