

**BY LAWS
OF
WEST ALLEGHENY BAND PARENTS AND BOOSTERS**

ARTICLE I

Name The name of this 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.

 B. The Administration shall be considered honorary members.

ARTICLE IV

Officers A. The elected officers of this Organization shall be a 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 case of a vacancy in an elected office, the remaining officers shall vote to appoint a replacement.

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 shall co-chair the Cavalcade committee.

3. **SECRETARY** – The Secretary shall:

- a. Record the minutes of all executive and general meetings; and maintain permanent records therefore.
- b. Shall notify Executive Board members of upcoming Executive Board meetings.
- c. Maintain accurate list of all members to include telephone numbers and addresses.
- d. and maintain band website.
- e. Send any emails to band parents pertaining to the boosters.

4. **TREASURER**

- a. Be responsible for receipt, safe-keeping, and proper and timely disbursements of all funds.
- b. Be responsible for 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 June 1st through May 31st).
- e. Issue an annual financial report.
- f. Issue monthly ISA statements during the Marching season.

5. **MEMBER-AT-LARGE**

- a. Member-at-Large shall 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.

ARTICLE V

A. The voting members of the Executive Board shall consist of the Five elected officers.

B. The primary responsibility of the Executive 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 an annual budget to the general membership. The budget process shall be co-chaired by the President and Treasurer. All budget proposals from the director and membership are to be made to the Executive Board by the **March** membership meeting.

D. The Executive Board will have the authority to authorize an expenditure, without the approval of the general membership, up to a

maximum of \$850.00; 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.

E. The Executive Board's primary responsibility is to plan and coordinate all Band Special Events.

ARTICLE VI

Committees

A. SCRIP 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 for treasurer.

B. CHAPERONE CHAIRPERSON: The primary responsibility of this chairperson is to provide sufficient chaperones at band events and informing them of their duties and responsibilities. Provide sign in sheets and clipboards and keep medical bag up to date. They are also responsible for inventory of snacks and water for games.

C. SUMMER BAND CAMP CHAIRPERSON: The primary responsibility of this chairperson shall be to coordinate summer band camp as approved by the Executive Board.

D. UNIFORM CHAIRPERSON/PERSONS: The primary responsibility of this committee is the distribution, supervision, and care of the uniforms, under the direction of the Chairperson.

E. HOAGIE CHAIRPERSON: The primary responsibility of this chairperson is to collect and place orders retained from the website, and to distribute hoagies and collect monies upon delivery.

F. CAVALCADE CHAIRPERSON: Primary responsibility is to organize and oversee all committees within the Cavalcade.

G. POLAR EXPRESS CHAIRPERSON: Primary responsibility is to organize and oversee all committees with Polar Express.

H. TRANSPORTATION: Primary responsibility is to arrange the rig for the trailer each week. Maintain upkeep on the trailer.

I. CANDY CHAIRPERSON: The primary responsibility of this person is to order, distribute and collect monies for candy sales for individual student accounts

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 on the second Wednesday of each month beginning at 8:00 p.m. during band camp and 7:00 p.m. off season.
3. 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. Quorum at the Executive meetings shall consist of five (5) 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 bounded.
 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. ISA's are established by the Treasurer for each active member of the West Allegheny Marching Band.
 2. The funds in the ISA are to be used to pay each student's annual assessment.
 3. Once the student's assessment is paid in full, any remaining funds in a student's ISA may be used for the following items:
 - a. Educational West Allegheny Band field trips, as arranged for and approved by the Band Director.
 - b. Uniform items, as designated and approved by the Executive Board.
 - c. Educational band seminars or classes, approved by the Band Director and Executive Board.
- C. Transfer of funds between ISA's: Upon written request to the Treasurer by the parent or guardian of said band member, (active members=current member or incoming member for upcoming school year) with existing active Individual Student Accounts, and approval of another bounded Executive Board member, funds will be

transferred as specified between two ISA accounts as long as the band members are immediate family. (per school district rules)

D. Disbursements of ISA's:

1. Upon graduation from high school all funds in ISA's will revert to the general fund.
2. If a band member becomes inactive, all funds in their ISA's revert to the general fund.

E. Past Due Funds: Funds due for the current assessment shall be considered delinquent if not paid in full by August 31st. In the event an account does not get paid in full the student will not be able to attend the Booster sponsored banquet.

F. Dissolution of Marching Pride Boosters

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or 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.

ARTICLE IX

AMENDMENT TO THE BY-LAWS – The Bylaws can be amended at any general meeting of the West Allegheny Band Parents and by a majority vote provided the amendment has been submitted in writing and read at two (2) consecutive general membership meetings.

ARTICLE X

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