

**THE CONSTITUTION & BY-LAWS OF THE  
LAUREL HIGHLANDS HIGH SCHOOL BAND PARENT ASSOCIATION**

**MISSION STATEMENT**

*It is the mission of the Laurel Highlands Band Parent Association to provide encouragement and support to all the bands, ensembles and auxiliary units at Laurel Highlands High School in ways the school district cannot. Through participation in the Band Parent Association, we strive to foster a sense of community spirit, love for music, and personal growth that will impact not only the bands to which we serve, but also the entire Laurel Highlands Community.*

**ARTICLE I. NAME**

This organization shall be known as the Laurel Highlands High School Band Parent Association.

**ARTICLE II. PURPOSE**

§ 1. *To promote and develop a closer relationship and esprit de corps between the members of this organization, the band staff, band members, community and the administration of the Laurel Highlands School District.*

§ 2. *To foster a spirit of friendliness, fellowship and cooperation between student, parent, community and friends of the bands.*

§ 3. *To assist the Director of Bands in developing a comprehensive and progressive music program which will be of musical and educational benefit to the students and community.*

§ 4. *To honor outstanding band members through privilege of membership extended as a reward for technical achievement and appreciation for the best in music.*

§ 5. *To develop and implement fundraising projects, provide and coordinate chaperones for band activities and other supportive services as required.*

**ARTICLE III. MEMBERSHIP**

§ 1. *The membership shall consist of parents or guardians of members of any of the auxiliary groups and instrumental ensembles at Laurel Highlands High School.*

§ 2. *The membership shall be responsible for final approval of all activities and major expenditures of the organization by a majority vote when the executive officers cannot reach a majority vote on expenditures.*

**ARTICLE IV. OFFICERS AND THE EXECUTIVE COMMITTEE**

*§ 1. The governing body of the Laurel Highlands High School Band Parent Association shall be composed of the President, Vice President of Fundraising, Vice President of Communications & Student Accounts, Recording Secretary, Treasurer, Parliamentarian, Historian, and Alumni Secretary. They shall be named the Executive Officers of the Laurel Highlands High School Band Parent Association. Any additional officers shall not be considered an Executive Office.*

*§ 2. The President-Elect and Treasurer-Elect will be elected in the year before the final year of the current president and treasurer to allow time for a transfer of power and to allow the new officers to become familiar with their new roles.*

*§ 3. President, Vice President of Fundraising, Vice President of Communications & Student Accounts, Recording Secretary, Treasurer, Parliamentarian, Historian, and Alumni Secretary in addition to committee chairs and President-Elect and Treasurer-Elect together form the Executive Committee.*

§ 4. All officers shall be elected at a regularly called meeting of the organization in May. The officers shall assume office on June 1<sup>st</sup>.

§ 5. The qualifications for the election to any office shall be:

- a) met the membership requirements of ARTICLE III, § 1
- b) at least one school year in the organization
- c) current ACT 34, ACT 151, ACT 114 Clearances
- d) have attended and signed into at least five (5) regular business meetings during the current year (August through April).

§ 6. A vacancy in the office of president shall be filled by automatic promotion of the vice president of fundraising to the office of president and this person will serve as president for the duration of the unexpired term.

§ 7. A vacancy in the other offices shall be filled by an election of the general membership. This election will be conducted at the next scheduled general membership meeting.

§ 8. The Executive Committee shall consist of the elected executive officers, chairpersons of the standing committees, and the Director of Bands. Each year, chairpersons of the standing committee will be nominated by the president and approved by the elected executive officers and Director of Bands. These committee members shall serve as non-voting members of the Executive Committee.

§ 9. The Director of Bands shall attend Executive Committee meetings for the purpose of advising and counseling on matters pertaining to the band program as related to the general aims, functions and responsibilities of this organization.

§ 10. Any elected officer who refuses or neglects to attend two consecutive regular meetings unless prevented by illness shall have their position declared vacant by the Executive Committee.

§ 11. The president shall call and chair Executive Committee meetings.

§ 12. Prior to commencing payment of any major expenditure by the association, the Executive Committee must approve said payment by simple majority if adequate funds are available. A major expenditure is defined as two hundred dollars (\$200.00) or more.

§ 13. No limitations shall exist regarding the officers of the Band Parent Organization. *(Please see By-Laws § 1. President & § 5).* The membership will elect officers annually during the month of May.

ARTICLE V. STANDING COMMITTEES

§ 1. The standing committees of the association shall be:

**Ways & Means Committee:**

Chair Person: Vice President of Fundraising  
Assistants: Band Parents (5)  
WVU Concessions Liaison: Band Parent or Vice President of Fundraising  
Band Festival: Band Parent (3)  
Advertising & Merchandising: Vice President of Fundraising / Band Parent(s)

**Communications Committee:**

Chair Person: Vice President of Communications & Student Accounts  
Assistant: Band Parent  
Newsletter / email: Band Parent  
Website: Band Parent / Director of Bands  
Phone Tree: Band Parent  
Publicity: Band Parent / Director of Bands

**Band Camp Committee:**

Chair Person: President  
Orders & Purchasing Blue Forms: Treasurer & VP of Communications & Student Accounts  
Water: Band Parent  
Band Equipment: Band Parents  
Picnic: President / Band Parents

**Chaperone Committee:**

Chair: President  
Assistant: Parliamentarian  
Chaperones: Band Parents (10)

**Refreshment Stand Committee:**

Chair: Parliamentarian  
Assistant: Band Parents (5 – 10)

**Historian / Social Activities Committee:**

Chair: Historian  
Assistant(s): Band Parents (5)

**Alumni Committee:**

Chair: Alumni Secretary  
Assistant(s): Parliamentarian / Band Parent(s) / Alumni

**Concert/Cookie Committee:**

Chair: Recording Secretary  
Assistant: Parliamentarian

**Uniform Committee:**

Chair: Band Parent and Executive Committee Member  
Assistants: Band Parents (3)

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§ 2. The members to each standing committee will be nominated by an executive officer and must be approved by the executive officers and the Director of Bands. The president will assist the chairs of each committee in filling its roster.

§ 3. A chairperson will be assigned to each individual fund-raising project. All fundraising committee chairpersons shall be responsible for the collection of all monies generated by their projects and the reporting there of to the Ways and Means Committee.

### **ARTICLE VI. MEETINGS**

§ 1. This organization shall meet on the second Thursday of each month at 7:00 pm in the cafeteria of the Laurel Highlands High School.

§ 2. Change of location or change in time of regular business meetings may be made by the Executive Committee. In all cases, advance notification will be given to the membership.

§ 3. Additional and special meetings of this organization may be called by the Executive Committee. In all cases, advance notification will be given to the membership.

§ 4. The newly elected officers shall meet during the early part of the month of June, at a time and place mutually suitable, for the purpose of appointing the various standing committee chairpersons, who, along with elected officers and Director of Bands, shall comprise the new Executive Committee.

§ 5. The Executive Committee shall meet during the latter part of the month of June for the purpose of planning a program and establishing a budget for the year.

### **ARTICLE VII. ADMINISTRATIVE AND FISCAL YEARS**

§ 1. It is herein specified that any and all bank accounts set up in the name of this organization be established so as to provide for the honoring of drafts or withdrawals having been duly signed and counter signed by those authorized by pre-arrangement between officials of the band or ensembles involved and the officers of this organization. In accordance with this procedure, it is further herein specified that the signature be that of the treasurer and counter signature be that of the president or vice president. Only the Executive Committee shall have the authority to set up said accounts in the name of the Laurel Highlands High School Band Parent Association. The fiscal year is defined as that period starting June 1 and ending May 31.

§ 2. It is the responsibility of the Executive Committee to meet the requirements on school board policy regarding the end of the year report.

§ 3. The balance of general fund account shall not be allowed to be depleted at the end of each year below \$4000.00 This is to ensure that the organization will have sufficient start up funds or the following year.

### **ARTICLE VIII. ANNUAL FINANCIAL AUDIT**

§ 1. It is herein provided that one (1) audit per year of the financial records of this organization shall be conducted. The president of the Band Parents shall in the regular May meeting appoint an auditing committee consisting of three members from the general membership. The audit committee shall examine any and all financial records of this organization and report the results of the audit to the general membership at the next regular meeting. This audit shall be concurrent with the termination of the administrative and fiscal year. An alternative method of audit is to use an outside accounting service.

**ARTICLE IX. QUORUM**

§ 1. The members present in any general monthly scheduled meeting shall constitute a quorum.

**ARTICLE X. PARLIAMENTARY AUTHORITY**

*§ 1. Robert's Rule of Order Revised (latest edition) shall govern this organization in all cases to which they are applicable and in which they are not inconsistent with the bylaws or the special rules of order of this organization. The offices of President, Parliamentarian and Director of Bands shall oversee all matters pertaining to rules of order.*

**ARTICLE XI. AMENDMENTS**

§ 1. Any member of the organization may make a motion to amend the constitution and by-laws at any general meeting. The motion must be second and discussed at that meeting. The proposed amendment should be presented at the next two consecutive meetings. At the third meeting the proposed amendment(s) are to be read and voted on. An amendment shall become a permanent part of this constitution or bylaws by a 2/3 majority vote of the members present.

## BY-LAWS

### ARTICLE I. POWERS AND DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

§ 1. The **president** (*min. 2 year term*) shall preside at all meetings of the organization and Executive Committee and shall enforce the provisions of the constitution and bylaws of the organization. The president shall decide all questions of order subject to an appeal of the organization. The president shall serve as chairman of the Executive Committee and a member ex-officio of all other standing committees and perform such other duties are incidental to the office of president.

§ 2. The **Vice President of Fundraising** shall:

- a) *in the absence or the inability of the president to serve, preside and perform the duties of the president and shall perform such other duties as the organization or the Executive Committee may from time to time assign.*
- b) *organize and oversee all fundraising projects the organization is involved in.*
- c) *chair the Ways & Means committee, preside over their meetings, and keep a written record of committee meeting activities and report them to the Executive Committee,*
- d) *work in conjunction with the VP of Communications & Student Accounts to ensure proper transfer of student raised funds.*

§ 3. The **Vice President of Communications & Student Accounts** shall:

- a) *in the absence or the inability of the vice president of fundraising to serve, preside and perform the duties of the president and shall perform such other duties as the organization or the Executive Committee may from time to time assign.*
- b) *organize and oversee all forms of communication within the organization.*
- c) *chair the Communications committee, preside over their meetings, and keep a written record of committee meeting activities and report them to the Executive Committee,*
- d) *work with the Recording Secretary to create and update a database of all current band/ensemble members for providing consistent communication with members.*
- e) *Create an organize and alert system for critical and important information to all members.*
- f) *Oversee publicity and communication with the community on fundraising, concerts, and other events which help promote and support the bands at Laurel Highlands.*
- a) *With the Director of Bands oversee the creation of the Mustang Motif – The monthly newsletter of the LH Band Parent Association.*
- b) *keep an individual record of each student's fundraising account.*
- c) *A report shall be presented at the monthly meeting.*
- d) *A copy of the Secretary of Student Accounts' report from each month's meeting shall be placed in the minutes for the record and also a copy in the hands of the president.*
- e) *Books will be closed at the end of each month.*
- f) *A copy will be forwarded to the treasurer to be included in the treasurer's report.*
- g) *keep an accurate record book showing all transactions*

§ 4. The **Recording Secretary** shall:

- a) *keep accurate reports in minutes of the proceedings of this organization and of the Executive Committee.*
- b) *Work with the Vice President of Communications & Student Accounts to keep an up-to-date membership database and provide for maintaining a record of members in attendance at all general meetings and Executive Committee meetings.*
- c) *The Recording Secretary shall have charge of keeping, maintaining and preserving all documents, letters, supplies and materials which belong to the organization and perform such other duties as the organization or Executive Committee may from time to time assign.*

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### § 5. The **Treasurer** shall:

- a) *receive all funds on behalf of the organization and advise the Executive Committee on all financial matters.*
- b) *keep an accurate record book showing all receipts and disbursements.*
- c) *keep the financial account of the organization, and deposit all funds in a depository as Executive Committee may designate.*
- d) *pay all bills against records for audit at the end of this fiscal year and perform such other duties as the organization or the Executive Committee may from time to time assign.*
- e) *A copy of the treasurer's report from each month's meeting shall be placed in the minutes for the record and also a copy in the hands of the president.*
- f) *Books will be closed at the end of each month.*
- g) *Work with the VP of Communications & Student Accounts and the Vice President of Fundraising to ensure accurate and up-to-date student accounts.*
- h) *Shall be bonded by the organization.*
- i) **Serve a min. 2 year term with no limit on number of terms**

### § 6. The **Parliamentarian** shall:

- a) *Act as the organization's Sergeant-At-Arms*
- b) *Make all current Constitutions available for reference during meetings.*
- c) *Provide all officers by the first meeting of the year with an electronic copy of the most current version of the constitution*
- d) *Maintain a written record of the LH Band Parent Association By-Laws, which shall be a simple catalog presentable to the organization at each scheduled meeting.*
- e) *Assist with the following committees: Chaperone, Alumni, & Concert Committees.*

### § 7. The **Historian** shall:

- a) *Maintain a written and pictorial/video record of the activities of the organization and the Laurel Highlands bands and ensembles.*
- b) *Coordinate social activities for the organization and members of the bands/ensembles*
- c) *Act as chairperson of the Historian / Social Activities Committee.*

### § 8. The **Alumni Secretary** shall be charged with:

- a) *Collecting permanent address information of alumni of the Laurel Highlands Bands/Ensembles.*
- b) *Develop and implement alumni activities such as alumni band.*
- c) *Keeping in contact with the President of the Laurel Highlands Alumni Band.*
- d) *Working with and assisting the School District Alumni Liaison.*
- e) *Sending out an alumni newsletter to each alumnus in August detailing the current events of the band program and alumni activities for homecoming.*
- f) *Acting as chairperson of the Alumni Committee.*

§ 10. Executive Committee shall supervise all of the affairs of the organization and shall have the responsibility to recommend such action or procedure as warranted, pertaining to regulations and matters not provided for in this constitution and bylaws.

§ 11. The Director of Bands is responsible for informing the Executive Committee of new school policies that would directly affect the organization. According to policy adopted by the Laurel Highlands School Board, the Director of Bands has final say on all band activities.

§ 12. Payment of incidental expenditures up to an amount not to exceed two hundred dollars (\$200.00) in any instance, shall be made on the authorization of the Executive Committee.

## ARTICLE II. DUTIES OF STANDING COMMITTEES

§ 1. The **Ways and Means Committee** shall innovate ideas for the purpose of raising funds for the operation of the band and its projects. No fundraising activity of the Laurel Highlands High School Band shall be permitted without prior approval of the Executive Committee. *This committee shall be charged with the primary responsibility of the bands two major fundraisers: Annual Band Festival & WVU Concessions.* The calendar of activities of the year should be presented to students during summer band. The elected officers, Director of Bands, and Ways and Means Committee members will meet in July to plan the above mentioned activities. All fundraising chairpersons must be appointed and approved by the Executive Committee.

§ 2. The **Communications Committee** shall be responsible for informing the organization concerning all Band Parent Association and band activities and projects. They are also responsible for notifying the organization of any announcements deemed pertinent by the Executive Committee by developing an emergency contact plan. The newsletter, website, email database and emergency contact plan will all fall under the charge of this committee.

§ 3. The **Band Camp Committee** shall be responsible for organizing, distributing, and collecting all forms due at the time of band camp. This will require the committee to meet in June and July to finalize preparations for all forms including medical forms, band camp order forms for both instrumentalists and auxiliary, water cups and water needs, repairs and maintenance to band equipment needed for band camp and the marching season, organizing the annual band camp picnic and organizing orders for Kennywood tickets.

§ 4. The **Chaperone Committee** shall be responsible for obtaining chaperones for various band activities. Chaperone chairperson(s) will work in conjunction with the president and Director of Bands in regards to band events. The Chaperone chairperson(s) shall assist the Director of Bands in planning and preparation of all travel of the Laurel Highlands High School Band as well as being responsible for cookies and refreshments for visiting bands. It is the responsibility of the Chaperone chairperson(s) to make sure all chaperones have Act 34, Act 151 and ACT 114 Clearances in accordance with the Laurel Highlands School District's policy.

§ 5. The **Refreshment Stand Committee** shall be responsible for ordering and purchasing supplies, scheduling of refreshment stand help, stocking the refreshment stand, cleaning up the refreshment stand after its use, preparing a profit/loss statement analyzing sales verses profits, and make decisions on items to be sold in the refreshment stand and their price.

§ 5. The **Historian / Social Activities Committee** shall be responsible for documenting all activities by the band parent organization and the bands/ensembles at Laurel Highlands High School. The committee shall also create and organize all social activities for the organization and bands/ensembles.

§ 6. The **Alumni Committee** shall be charged with creating an up to date database of band alumni, communicating with alumni on various band events and activities, organizing and implementing an alumni band at homecoming each year, and creating an alumni newsletter to be distributed electronically to all alumni within the database during the months of August and March.

§ 7. The **Concert Committee** shall be charged with providing logistical support and promotional support for all concerts and events held by the LH Bands/Ensembles. The committee shall also organize refreshments after each concert in the lobby.

§ 8. The **Uniform Committee** shall handle all band uniforms assignments, accessories for uniforms, special events and the annual procurement of band jackets. This committee is also responsible for the collection of band uniforms at a date determined by the Director of Bands. The Director of Bands must approve decisions on uniforms accessories and special event items. It shall oversee the presentation ceremony for jackets and any other awards made by this organization.

### ARTICLE III. ELECTIONS

§ 1. The Executive Committee during the regular meeting in the month of April will preparing a slate of officers to be elected for the ensuing year. The slate of officers will be officially placed in nomination during the regular meeting in the month of May, at which time additional nominations will be accepted from the floor. If no nominations are made from the floor in addition to the prepared slate, an open vote shall be conducted. In the event additional names are placed in nomination from the floor, provisions must be made for the conducting of a secret ballot. A majority vote of the members present and voting shall constitute an election. A list of eligible Band Parents to serve as an officer will be given to the nominating committee after the April meeting by the recording secretary. The recording secretary will give everyone in attendance at the May meeting a list of eligible Band Parents who can be nominated for an office. This is to be done before the meeting.

§ 2. The newly elected officers for the ensuing year shall officially assume the duties of their respective offices beginning June 1st.

### ARTICLE IV. GENERAL FUNCTIONS AND RESPONSIBILITIES

§ 1. Flowers shall be sent to the immediate family in the event of the death of a student member of the band organization or a member of his/her immediate family. In lieu of flowers, as determined by circumstances, an appropriate Memorial gift of equal monetary value will be provided as an alternate tribute. This duty will be charged to the Treasurer.

### ARTICLE V. BAND MEMBERS

§ 1. **Student Financial Participation:** Each band member will be required to participate in selected fundraisers as determined by the Ways and Means Committee and Executive Committee not to exceed five fundraisers in a school year. Each student will be required to sell a set amount as determined by the Ways and Means Committee and the Executive Committee. If the student does not sell the required amount that student must pay the equivalent amount to the general fund that should be paid by the end of that specific fundraiser. If these requirements are not met the student will not be eligible to participate in any further organization activities such as awards, letters, banquet, etc. The Director of Bands may withhold report cards, diplomas, trips and other band activities until financial obligations have been met. The band parent organization may also take legal action for accounts/fund raisers that are unpaid.

§ 2a. **Credit Determination:** *Students will receive credit from each individual fundraiser based on the profit of their sales.* On any required fundraiser any profit made over that which is due to the booster organization general fund will be deposited into the student's individual account.

§ 2b. **Credit Transfers:** During the school year credits may be transferred from one student to any other band student joining the band in the following year, only after the student has met his/her financial obligations to the band. Credit transfer must be communicated in writing indicating the donor student, recipient student, specific number of credits to be transferred and signatures of student, parent/guardian. IRS Regulations prohibit cash refunds of fundraising credits.

§ 2c. **Fundraiser Payments:** Each student must promptly collect and turn in all monies collected for each individual fundraiser. Any amounts outstanding two (2) weeks after the fundraiser starts will automatically be deducted from credit already posted. Parents will be notified by telephone of any deduction by vice president of fundraising or the fundraiser organizer. Any/all fees incurred by the Band Parent Organization due to the return of NSF checks will be paid by the person who issued the check. The Band Parent Organization may also take legal action to collect any and all funds that are due.

§ 2d. **Usage of Credits:** The student may use credits to pay for equipment, costumes, required uniform accessories, jackets and for the annual trip. The Director of Bands must approve the usage of credits.

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§ 3. **Trip Cost:** Each student participating in the annual band trip (if scheduled) will be required to pay the designated amount to cover the cost of the trip. The Band Parent Organization may also take legal action to collect any and all funds that are due.

§ 4. **Band Jackets:** Any time after the completion of the freshman or the first year of successful membership a student will be permitted to represent the band by purchasing a band letter jacket. Eligibility to purchase this jacket will be based on marching band attendance and grades in marching band. This jacket will not yet contain a letter or other decorations. Students will be presented a quote, money due date and date of measurement for their jacket. The final price of the band jacket will vary from year to year.

§ 5. **Jacket Awards:** After completion of the sophomore or second year of successful membership in the band a student will be awarded a letter by the Band Parents Association. After completion of the junior or third year of successful membership a "year of graduation patch" will be awarded by the Band Parents Association. The Director of Bands will reserve the right to award other jacket ornaments such as patches, pins etc. as deemed deserving or necessary as reward for service in this or any other Laurel Highlands music organization. The student will be responsible for having these ornaments placed on the jacket for display. In all cases for awards eligibility will be based on marching band attendance and grades in marching band.

§ 6. **Banquet.** An annual banquet shall be held each year.

§ 7. **Special Student Projects:** No band members may initiate a project without approval by the Executive Committee. If such a project is approved, the treasurer must maintain all monies. Once a project is completed, any amounts will be placed into the general fund.

§ 8. **Band Assessments:** Each member of the band is required to pay the determined assessment fee by the beginning of band camp each season. This fee can be adjusted in price depending on the needs of the band. The assessment must be paid in full by October 1<sup>st</sup> of the marching band season. Exceptions to the due date can be made on a case-by-case basis if there are financial reasons for which the said band member cannot meet their obligations. The Band Parent Organization may also take legal action to collect any and all funds that are due.

Presented to the Band Parent Association by Mr. Santore on January 12, 2012

Revised 4/11/2012