

**BYLAWS of
The Walt Whitman Band Parents Association
Revised July 20, 2015**

ARTICLE I

Name

The name of this organization shall be the Walt Whitman Wildcat Band Parents Association, Inc., herein after to be referred to as WWBPA or BPA.

The name of the band proper is called The Walt Whitman High School Marching Band.

ARTICLE II

Definition of the Band

The band herein shall be referred to as The Walt Whitman High School Marching Band. It shall include all Walt Whitman High School students and Stimson Middle School eighth grade students who are active participants in good standing. The Marching Band consists of the following components:

- Marching Band Proper
- Color Guard
- Drum Major(s)
- Section Leaders
- Any future additions or deletions to the marching unit.

ARTICLE III

Marching Band Parents Association Vision and Mission Statement

To maintain the support structure necessary to assist the Marching Band in achieving its highest level of musical accomplishment.

To seek to provide opportunities for fundraising to enable the Marching Band members to experience opportunities, which would not otherwise be available to them due to school budgetary constraints.

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ARTICLE IV

Membership

The WWBPA membership shall be composed of parents/guardians of students participating in Marching Band activities (see Article II).

Only WWBPA members in good standing (see Article XII, section 2) with participating students in the Marching Band can vote on band issues as determined by the board (i.e. election of Executive Board, adoption of bylaws, etc.).

There is one vote per paid family membership.

ARTICLE V

Officers – Duties and Responsibilities

Section 1

This organization shall have the following positions of the Executive Board: Two Co-Presidents, Treasurer, Secretary, and Historian. Each Executive Board member must be willing to devote adequate time to responsibilities involved:

- Must support the purposes and basic policies of the WWBPA.
- Should have knowledge of the WWBPA and its role in the school and community.
- To the best of their ability should be willing to give the WWBPA priority and commitment, including attendance at meetings.
- Must be fair, objective, and concerned for the well-being and best interest of the WWBPA.
- Must understand the importance of effective teamwork.
- Officers and committee chairpersons shall receive **no** wages for holding an elected or appointed office.
- There shall be committees of membership, fundraising, entertainment and events, and any other committee as deemed necessary by the board.
- Officers must be parents/guardians in good standing and have a student in the Walt Whitman High School Marching Band. The student must currently be attending Walt Whitman High School or Stimson Middle School in order for the parent to serve on the Board. If a situation arises that calls for a student to leave the band and/or school district mid-year, the officer will be expected to step down on or before the student leaves the band and/or school district, whichever occurs first.
- Only one member of a family can be on the Executive Board in any fiscal year.

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Section 2

Co-Presidents

- To run for a co-president position, candidate must be a member of the BPA in good standing for a least one full school year.
- The Co-Presidents shall act in concert with one another on all major decisions affecting the WWBPA and the Marching Band.
- Neither Co-President can act unilaterally without the approval of the executive board.
- It is the intent of this document to assure that the Co-Presidents communicate regularly with one another and the remaining board members on all matters affecting the WWBPA and the Marching Band.
- It shall be the duty of the two Co-Presidents to preside at each general meeting, Executive Board meeting, and any special meeting that is called.
- The Co-Presidents shall call the meeting to order and proceed with the business of the meeting.
- The Co-Presidents are to preserve order throughout the meeting and establish a climate in which its members feel comfortable and part of the team.
- The Co-Presidents shall appoint and/or remove chairpersons for committees to assure that they are properly working committees. The Co-Presidents shall assist all committees as necessary, with the discretion of the Co-Presidents.
- In the absence of a Secretary, either or both Co-Presidents may assume the duties of documenting the minutes at all meetings and taking attendance records.

Section 3

Treasurer

Two officers shall sign all disbursement checks: the Treasurer and either of the Co-Presidents.

The Treasurer:

- Shall be the authorized custodian of all funds and investments.
- Shall deposit and disburse monies into and from the various accounts approved by the Executive Board for authorized expenditures.
- Shall maintain an accurate and detailed account of all funds of the WWBPA, including all receipts and disbursements. No funds will be disbursed without a proper receipt.
- Shall maintain the WWBPA's savings accounts and checking account and will have the most recent monthly statement at all meetings.
- Shall submit, to the Executive Board, a written report of all receipts and disbursements three times per season, or when requested by the Co-Presidents.
- Shall present a fiscal report to the Executive Board and general membership annually or upon request.
- Shall be responsible for filing annual non-profit tax return (form 990).
- Shall be responsible for keeping non-profit status of WWBPA.

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- Shall keep accurate and detailed records of all monies realized from fundraising and being credited to or distributed from students' accounts.
- Shall perform other duties as assigned by the Executive Board.

Section 4

Secretary

The Secretary:

- Shall record and maintain records of the minutes of each meeting of the general membership.
- Shall see that minutes are made available to all band parents.
- Shall assist Co-Presidents in preparing various agendas.
- Shall maintain a copy of agenda items, new and unfinished business, lists of member phone numbers and addresses, list of committees, chairpersons and association members.
- Shall keep an attendance record of general membership meetings.
- Shall act as a custodian of all records except those assigned by the Co-Presidents to others.
- Shall call a meeting to order in the absence of the Co-Presidents.
- Shall perform other duties as assigned by the Co-Presidents.
- Shall conduct all authorized WWBPA correspondence under the direction of the Co-Presidents and general membership.
- Shall send all notices of committees or general meetings.

Section 5

Historian

The Historian:

- Shall be responsible for maintaining and updating the website.
- Shall be responsible for maintaining and updating social media sites.
- Shall maintain a yearly file of all information, photographs, publicity, and media articles pertaining to the Marching Band and the WWBPA.
- Shall be responsible for taking or acquiring photographs at all band related and special events.
- Shall be responsible for taking or acquiring individual formal portraits of each member of the Marching Band and a group portrait of the entire Marching Band.
- Shall assist in taking or acquiring individual journal portraits and sectional portraits to be utilized in the Home Show journal or yearbook.

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Election and Installation of Officers

Section 1

Nominees

All nominees must be active in the WWBPA for at least the previous Marching Band season leading up to the nomination. For purposes of nominations to the Executive Board, all nominees must be a parent/guardian in good standing, as per Article XII Section 2, and must be an active member of the WWBPA. An active member is one who actively volunteers and attends a majority of the WWBPA band parent meetings.

Section 2

Nominating

Nominations will be taken from the floor or in writing, addressed to the current Executive Board prior to the nomination deadline. Nominations in writing can be via email or USPS but must be received by the board by the nomination deadline.

Any person being nominated for an Executive Board position must be present at the WWBPA nomination meeting in order to accept or decline their nomination. This meeting should be held no later than the last week in May.

Section 3

Nominations and Elections

Elections shall be held on or about the first week in June.

Uncontested nominees for any office shall be nominated and seconded from the floor by active general members in good standing.

If there is a contest for any office, the election shall be decided by closed ballot and shall be presided over by two impartial non-board members of the WWBPA.

In the event of a tie, the board shall call for a second vote. All those who voted must remain at the meeting until a revote has been done and a winner has been declared.

In order to vote for the Executive Board, members must be present at the election meeting, no absentee ballots will be allowed.

Section 4

Installation of Officers

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Newly elected officers shall be installed July 1st.

Outgoing officers shall turn over to the respective incoming officers all necessary WWBPA documents and equipment no later than July 1st or fifteen days after the election, whichever comes later. The only exception will be documents pertaining to any financial matters, treasury reports, and filing of BPA tax forms. This must be done with the old and new boards present.

When two or more signers are leaving the Executive Board, the bank accounts will be closed and the balances in the accounts will be turned over to the Treasurer via bank cashier's check.

Tenure of the officers shall commence on July 1st and terminate the following June 30th.

If for any reason any officer cannot complete his or her term of office, it shall be the duty of the remainder of the Executive Board to hold a special election with BPA members to fill the vacated position.

Section 5

Removal of Officers

In the event that any BPA member feels that any officer and/or the Executive Board is not upholding the duties of their office, as stated by the bylaws, the following procedure must be followed:

- A formal letter of concern/complaint should be presented to all officers of the Executive Board specifying the concerns/complaints with as much detail as possible.
- The Executive Board is then required to present this letter to the entire BPA at the next general meeting.
- The Executive Board is then obligated to investigate the allegations and report to the BPA members at a subsequent meeting without undue delay.
- Once the Board presents its findings to the BPA members at a meeting, the BPA members will vote whether or not to remove that officer from the board.
 - A minimum of twenty-five percent of the BPA members must be present to vote.
 - A quorum, of the BPA members present, is required in order to remove the officer from the Executive Board.

ARTICLE VI

Meetings

Section 1

WWBPA meetings shall be held as needed throughout the year as determined by the Executive Board.

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Special meetings may be called by the Executive Board.

The District Superintendent, the High School Principal, the Principal's designee, the Band Coordinator, and/or the Band Director(s) may request special meetings to be arranged by the WWBPA.

Section 2

Executive Board meetings shall be held as needed and determined by the Executive Board members.

Section 3

Names and offices of the appointed Executive Board shall be included in all meeting agendas and minutes.

Section 4

A quorum for an Executive Board meeting shall be three Executive Board members.

A quorum for a general meeting shall be nine Band parents/guardians.

ARTICLE VII

Fundraising

Section 1

General

Prior to all fundraising events, the Executive Board must specify whether the profits realized will be distributed into individual Marching Band students' accounts, the general account, or a special account.

All fundraising done through the WWBPA must be used for Marching Band expenses only.

Profits realized from any other source will be distributed at the discretion of the Executive Board.

All fundraising and special events will be communicated to the school district administration to avoid scheduling conflicts.

Parents/guardians are eligible to participate in fundraising activities on behalf of their students in the Marching Band.

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Section 2

Donation

Donations will be deposited or distributed at the discretion of the Executive Board unless specified by the person or persons making the donation.

If any student receives a corporate sponsorship/grant, those funds will be deposited into the student's account and is to be used only for Marching Band activities, i.e. band camp, championship weekend, spiritwear.

ARTICLE VIII

Association and School Relationship

Section 1

All functions and endeavors for the WWBPA shall be carried out with full consideration and recognition of the school's authority.

Section 2

All general membership and committee chairpersons shall confer with and obtain Executive Board approval before instituting any plans for fundraising or any other matter which may be relevant to the good and welfare of the Marching Band.

ARTICLE IX

Bylaws / Amendments / Standing Rules

These Bylaws provide specific rules for governing the WWBPA. Standing Rules are the rules that the WWBPA utilizes to administer its affairs under the provisions of its Bylaws.

The WWBPA shall be non-commercial, non-sectarian, and non-political.

Commencing four years from the date of the adoption of these Bylaws, and minimally every four years thereafter, a review shall be made to the Bylaws for possible amendment or revisions.

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Section 1

Proposed amendments and revisions to these Bylaws shall be made by the Executive Board of the WWBPA. They shall be presented to the entire BPA membership for review and acceptance by majority vote.

Section 2

WWBPA fiscal year is from July 1st to the following June 30th.

ARTICLE X

Other

Section 1

Music Director and/or Band Director

The Band Coordinator / Director(s) or their designee(s) can request to make reports at general meetings of the WWBPA pertaining to the general functions of the band, or any other matters of concern.

The Band Coordinator / Director(s) can make suggestions or recommendations to the Executive Board.

The Executive Board can request a presentation by the Band Coordinator / Director(s) at any general meeting as deemed necessary.

ARTICLE XI

Dissolution of the Organization

Section 1

The WWBPA shall be dissolved if:

A special meeting solely for the purpose of dissolution is called by the Executive Board. Only the Executive Board and eligible members in good standing of this organization may act to effect voluntary dissolution.

All members are provided notice in writing of said meeting 30 days prior to the date upon which the meeting is held.

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Must specify in writing, no less than five reasons why the dissolution of affairs of the WWBPA is deemed advisable.

Three-fourths (3/4) of members in good standing must be present at the dissolution meeting. Of that number of members present, the vote must be seventy-five percent (75%) in favor of dissolution.

Section 2

Upon vote of dissolution, the Executive Officers shall:

Utilize the WWBPA's monetary assets for the payment of all obligations and liabilities.

Sell all physical assets owned by the Association by whatever means decided upon by the Executive Board at the business meeting not less than forty-five (45) days prior to dissolution.

Use remaining monetary assets to purchase items for the Marching Band use as mutually agreed upon by the Executive Board and the Marching Band current administration.

Donate all remaining unsold physical assets to the South Huntington Union Free School District Music Department so as to qualify as an exempt organization under section 501(c)(3) of the Internal Revenue Code.

ARTICLE XII

Section 1

Standing Rules of the Walt Whitman Wildcat Band Parents Association

All equipment purchased by the WWBPA shall be used exclusively for Walt Whitman Marching Band purposes, unless approved by the Executive Board.

Equipment / instruments donated to the Walt Whitman Marching Band by the WWBPA become the property of the South Huntington Union Free School District, upon the donation for the specific use by the Walt Whitman Marching Band. Any decision on donating property is strictly the decision of the Executive Board.

Profits realized from fundraising sales will be credited to students' individual accounts and/or the general BPA account as designated by the Executive Board.

Students may use the funds in their individual account for Marching Band related activities or supplies only; not for spending money at competitions.

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All monies in an individual student's account are not transferable, unless requested in writing and signed by a parent/guardian and the student member and must be approved by the Executive Board.

If a student leave the WWHS Marching Band program during the Marching Band season and returns for the next Marching Band season, the student will maintain the balance of monies left in their individual student's account when they left. If the student does not return to the WWHS Marching Band program within one year, the monies in the individual student's account will be moved to the WWBPA general account and become property of the BPA.

There are no payouts of unused student account funds.

Unresolved student fund account discrepancies shall be settled by the Executive Board.

Profits realized from any other sources will be distributed at the discretion of the Executive Board.

No officer or member of the WWBPA shall enter into a loan agreement on behalf of the WWBPA.

Membership dues must be paid by September 30th.

Section 2

Student Members in Good Standing

A member in good standing is defined in the Marching Band Handbook.

Parent/Guardian Members in Good Standing

The parent/guardian:

- Must have current membership dues paid in full by September 30th of the current Marching Band season.
- Must encourage and promote the WWBPA Vision and Mission Statement.
- Cannot have any outstanding debts to the WWBPA. All debts must be paid in full by May 1st of the current Marching Band season.

Requests to consider any mitigating circumstances with regard to monies owed will be reviewed and considered by the BPA Executive Board, whose determination will be final.

If debts are not paid in full by May 1st of the current Marching Band season, payment options will be discussed with all parties involved and a payment schedule will be agreed upon.

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ARTICLE XIII

Student Recognition

Section 1

Banquet

At the annual Marching Band banquet, each student member shall receive the following in recognition of their years of service:

- One year of participation – music pin
- Two years of participation – medallion with ribbon pin
- Three years of participation – Whitman “W”
- Junior with four years of participation – trophy
- Senior with four years participation – four year plaque
- Senior with five years participation – five year plaque

Also at the annual banquet, those students who have achieved a 90% or better average for the first marking period will earn the Minds on the March award. To be handed out with the individual year awards.

Section 2

Scholarships

Scholarships to graduating seniors will be determined by an application process. A three person scholarship committee will be formed by the Executive Board to make the decision as to who will receive the scholarship(s). Each application will go through an anonymous review process.

The number of scholarships, and the dollar amount of each scholarship, awarded each year will be determined by the Executive Board. The scholarships will be awarded at the senior awards night. The scholarship(s) are paid after graduating from Walt Whitman High School. Other awards and/or gifts may be awarded upon the discretion of the Executive Board.

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On the _____ day of _____ in the year _____ before me the undersigned personally appeared

(names) and proved to me the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and executed the same.

These Bylaws of the Walt Whitman Band Parents Association have been revised and adopted on July 15, 2015.

Michele Reilly, Co-President

Sharon White, Secretary

Catherine Gray, Co-President

Geri Ann Clark, Treasurer

Karen Riha, Historian