

**WOODLAND HILLS HIGH SCHOOL
BAND PARENT ORGANIZATION
BY-LAWS**

ARTICLE I

NAME

The name of the organization shall be “**Woodland Hills High School Band Parents Organization.**”

ARTICLE II

OBJECT

The object of this group shall be encouragement and support for Woodland Hills High School Marching Band and Auxiliary Units.

ARTICLE III

MEMBERSHIP

Membership in this organization shall be granted to any past, present, or future parent or guardian of a member of Woodland Hills High School Band and Auxiliary Units (such as Images, Majorettes, Color Guards, Drill Team, Winter Guard, Pitt, and Managers). “Future” parent members will have a student enrolled in the Woodland Hills instrumental program. Members wishing to be eligible to vote on policies or hold office must pay an annual fee of **\$3.00** by the second regular meeting of the new school year.

ARTICLE IV

OFFICERS, ELECTIONS, AND DUTIES

Section 1. The officers of this organization shall be President, Vice President, Secretary, Treasurer, and Financial Secretary. Officers shall be nominated from the membership at the March meeting and elected by ballot at the April meeting whenever possible. The term of office shall be two years, which will run concurrent with the school year. An officer has the option of stepping down at the end of one year.

Section 2. No officer shall hold more than one office at a time.

Section 3. Nominees for any of the offices must be a member in good standing, active for at least one year and have a student currently enrolled in the High School Band or Auxiliary program. A member in good standing is one who has paid their dues and attended a majority of the meetings.

ARTICLE V

THE BOARD

The five elected officers, chairpersons of the standing committees, and the band director shall constitute the Board and shall meet as often as the presiding president deems necessary. To transact the business of the organization between meetings, a quorum consisting of one more than half of the

board members must be present. The Board shall select the depository of the organization funds upon recommendation of the Treasurer and Financial Secretary.

ARTICLE VI

MEETINGS

Section 1. The regular meeting of the organization shall be held monthly August through May inclusive, at a designated location.

Section 2. The regulating laws of the **Woodland Hills High School Band Parents Organization** and “Roberts Rules of Order” shall be the authority on all questions of procedure.

Section 3. Special meetings may be called by the President. The call will state the objective of the meeting and no other business shall be transacted.

Section 4. A quorum at a general meeting shall consist of a majority of those members present.

ARTICLE VII

FINANCIAL OPERATIONS (added Feb 1990)

The Woodland Hills High School Band Parents Organization will have 4 (four) funds, namely the General Fund, the Student Fund, the Friends-of-the-Band Fund, and the Instrument Account Fund. All operational needs will be itemized in a budget.

Budget: The budget will itemize all general operational needs. Budget to be reviewed yearly, so that the proper amount is carried from one year to the next to cover summer and early fall expenses.

General Fund: The General Fund will be funded by profits from the refreshment stand, membership dues, and any other fundraiser that are determined by the Board to be needed to supply the necessary funds. A percentage of student fundraisers may be directed to the General Fund.

General Fund items:

- Bonding for Treasurer
- Mailings (stamps, paper, envelopes, labels, etc.)
- Starting money for the following year
- Drum Major Camp fee
- Half-time refreshments for both bands
- Replacement of refreshment stand equipment
- Banquet (dinner costs for students, faculty, invited guests)
- Senior gifts
- Ads in football and musical programs
- Additional Band needs determined by Band Director
- Scholarship/Endowment Fund

Student Fund: The Student Fund is individual student accounts. These accounts are kept for each student in preparation for a Band trip. Money for the student’s account is earned through “Student Fund” fundraisers. The percentage of the profit from each sale going into each account is determined by the Parent Organization Board.

Student Fund money is not refundable. It may be transferred to another family member coming into the high school band. If the student leaves the Band for any reason prior to a trip, the money in the account goes into the ???General Fund???.

Personal money put in the Student Fund is refundable. (On a trip year, no money is refundable after the financial commitment is made for the trip. The date will be announced.)

Friends-of-the-Band Fund: Monies remaining in senior accounts, or from students that fundraise and then leave the Band before a trip, is placed in the Friends-of-the-Band Fund. This Fund helps to provide financial assistance to those that cannot fundraise the entire cost of a trip. The Board may also transfer money from the General Fund to the Friends-of-the-Band Fund or visa versa as necessary.

Instrument Account Fund: This account is used to purchase new or quality used musical instruments for use by our students. It is funded through separate corporate and personal donations or specific fundraisers as authorized by the Board. This Fund is controlled by the Band Director, with the Woodland Hills High School Band Parents Organization retaining ownership of the instruments.

The Point System is used primarily for distribution of General Fund money in preparation for a trip.

Points = Number of rehearsals (off school time) and performances attended. The amount of General Fund money to be used for points is determined by the Board.

Example: 35 events x 160 students = 5600 points. General Fund money available \$10,000.00.
\$10,000 divided by 5600 = \$1.77 per point.

Operation Guidelines

Money Collection: To avoid confusion, follow this procedure:

- Checks made payable to WHHS BPO (Woodland Hills High School Band Parents Organization)
- Place money or checks in a sealed envelope with the Band member's name, name of the fundraiser, and amount enclosed written on the envelope. If cash is turned in, make sure envelope is large enough to accommodate the amount
- If a personal deposit is made, please list separately.

District Regulations: No student will miss a trip due to the lack of money. Needed funds will be provided by the Band Parents Organization. Arrangements will be made in a private manner by the Band Director and the President.

All fundraisers must be approved. The requests will be submitted through the High School Principal on the proper forms. There are two forms, one for the request to do the fundraiser and the other to request the use of any school facility.

ARTICLE VIII

AMENDMENTS

These by-laws may be amended at any regular meeting of the organization by a two thirds vote of those members (in good standing) present, provided the proposed amendment has been read at the previous meeting.

ARTICLE IX

DISSOLUTION

In case of dissolution of this organization, any funds or assets remaining in the treasury, after payment of all obligations, shall be used in the best interest of this organization.