



# Woodland Hills High School Band Parents Organization



## BYLAWS

*(last amended May 21, 2008)*

*These By-Laws and Standing Rules were previously voted on and approved  
at the following meetings of the Woodland Hills High School Band Parents Organization:  
Jul. 14, 1987; Feb. 8, 1994; Apr. 11, 1995; Mar. 12, 1996; Feb. 11, 2003; Mar. 14, 2007.*

### ARTICLE I

#### NAME

The name of the organization shall be the “**Woodland Hills High School Band Parents Organization.**” (WHHS BPO, or BPO)

### ARTICLE II

#### OBJECT

The object of this group, as a non-profit organization, shall be encouragement and support for the Woodland Hills High School Marching Band and Images Ensemble (the Band), including other auxiliary units that may be formed, as well as the Woodland Hills High School Winterguard junior and senior units. *(edited May 2008)*

### 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 Images Ensemble, including auxiliary units (such as Majorettes, Color Guards, Drill Team, Winterguard, Percussion Pit, and Managers). “Future” parent members will have a student enrolled in the Woodland Hills instrumental program. Individuals wishing to be considered members in good standing and be eligible to vote on policies or hold office must purchase a membership card for an annual fee, as established by the Board, by the second General Membership meeting of the new school year. Parents or guardians of mid-year transfer students may purchase membership cards later in the school year. BPO family members and friends of BPO Members may participate in fundraising events under the auspices of the Organization. *(edited May 2008)*

### 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.

1. Starting with the end of the 2007-2008 school year, the following with all even-numbered school years, the positions of Vice-President, Secretary, and Financial Secretary shall be elected to two-year terms. The positions of President and Treasurer shall be elected to two-year terms at the end of all odd-numbered school years beginning with the 2008-2009 school years. The terms of the President and Treasurer elected at the end of the 2005-2006 school year shall be extended one year to initialize these staggered terms. *(added March 2007)*

**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.

**Section 4.** Should an officer resign or be unable to fulfill their responsibilities for any reason, the vacated position shall be filled by a Band Parent Organization member in good standing appointed by the Board to serve for the remainder of the resigning officer's term.  
*(added March 2007)*

## ARTICLE V

### THE BOARD

The five elected officers, chairpersons of the standing committees, and the Band Director shall constitute the Board, which 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 General Membership meeting of the organization shall be held monthly August through May inclusive, at a designated location.

**Section 2.** The Bylaws of the Woodland Hills High School Band Parents Organization and "Roberts Rules of Order" shall be the authorities on all questions of procedure. *(edited May 2008)*

**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, formatted, edited and expanded May 2008)*

**Section 1.** Funds: The Woodland Hills High School Band Parents Organization will have five (5) funds, namely the General Fund, the Student Fund, the Friends-of-the-Band Fund, the Instrument Fund, and the Winterguard Fund. All operational needs will be itemized in a budget. *(edited May 2008)*

These funds may be managed by separate or combined accounts, along with auxiliary accounts to segregate large cash flow accounts (e.g. Concessions, Lottery Calendars), as may be recommended by the Treasurer and approved by the Board. *(added May 2008)*

**Section 2.** 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.

**Section 3.** General Fund: The General Fund will be funded by profits from the concession stands, membership dues, and any other fundraisers 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 to cover expenses that may include but are not limited to the following: *(edited May 2008)*

Contributions to offset Band members' trip expenses *(added May 2008)*

Bonding for Board of Directors *(edited May 2008)*

Mailings (stamps, paper, envelopes, labels, etc.)

Starting money for the following year

Drum Major Camp fee

Half-time refreshments for both bands

Maintenance of concession stand operating accessories *(edited May 2008)*

Banquet (dinner costs for students and staff) *(edited May 2008)*

*(deleted May 2008)*

Ads in football and musical programs

Additional Band needs determined by Band Director

*(deleted May 2008)*

**Section 4.** Student Fund:

1. The Student Fund is comprised of 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.
2. Student Fund money earned through fundraising is not refundable, and belongs to the BPO for the purpose of facilitating Band members' participation in major Band trips. If a student leaves the Band for any reason prior to a trip, the money in his or her account is transferred into the General Fund, unless a sibling is in the Band, into whose account then, the fundraised money will be transferred. *(edited May 2008)*
3. In extreme financial circumstances, if recommended by the Board as a last resort, an equitable portion of all excess fundraised monies (above that needed for students' trip expense) may be utilized to ensure that all Band members are financially able to participate on a major trip. *(added May 2008)*

4. Personal money put in the Student Fund is refundable. However in a trip year, no money is refundable to students dropping their participation after the student's financial commitment is made for the trip. The date of the commitment deadline will be announced. Personal money paid into a student's account in excess of that required for their trip expenses will be refunded after the trip. *(edited May 2008)*

**Section 5.** Friends-of-the-Band Fund: Monies remaining in senior accounts, or from students that fundraise and then leave the Band before a trip, are to be placed in the Friends-of-the-Band Fund. This Fund helps to provide financial assistance to Band members that cannot fundraise or pay for 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. *(edited May 2008)*

**Section 6.** Instrument Account Fund: This account is used to purchase new or quality used musical instruments and equipment 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 School District retaining ownership of the instruments. *(edited May 2008)*

**Section 7.** Winterguard Fund: Monies raised by the junior and senior Winterguard units at their home competition and other fundraising efforts are to be placed in a separate account, from which all Winterguard expenses are to be paid. *(added May 2008)*

**Section 8.** General Funds Disbursement to Students: A Point System may be used for distribution of General Fund money to offset Band members' trip expenses. The amount of General Fund money that may be dispersed by the Point System (if any) is determined by the Board. *(edited May 2008)*

Points are awarded to each Band member for the number of rehearsals (not on school time) and performances they have attended that year, and then that total is used to proportionately distribute the allocated general funds. *(edited May 2008)*

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

**Section 9.** Money Collection: *(Section edited May 2008)*

Checks are preferred over cash, and are to be made payable to WHHS BPO (Woodland Hills High School Band Parents Organization). The student's name whose account is to be credited must be placed on the memo line of the check. If a check is returned for non-sufficient funds, all bank fees incurred by the BPO shall be reimbursed by the student, along with the original amount of the check, in cash.

Payments are to be placed in an adequately-sized sealed envelope with the Band member's name, name of the fundraiser, and amount enclosed, written on the envelope.

A separate envelope is to be used for personal money turned in to the BPO Treasurer for deposit into individual Student Fund accounts.

**Section 10. School District Regulations:** As a top priority, the BPO will endeavor to provide financial support to assist students who are not able to attend a major Band trip due to financial difficulties. Needed funds will be provided from the Band Parents Organization's Friends-of-the-Band Fund. Grants and loans will be made in a private manner at the discretion of the Band Director, in consultation with the BPO Financial Secretary, Treasurer, and President. *(edited May 2008)*

All fundraisers must be approved by the School District. Fundraiser approval requests are to be submitted by the BPO Ways and Means Chairperson on the District's proper forms, as well as requests for permission to utilize school facilities, as may be necessary. *(edited May 2008)*

**Section 11. Operational Guidelines (Standing Rules):**  
*(original Standing Rules, revised Feb. 2003, incorporated herein and edited May 2008)*

1. Fundraising is credited to individual accounts whenever possible.
2. The BPO shall operate the concession stands at all home football games, in conjunction with the Woodland Hills Football Boosters Assoc., sharing profits equally. This opportunity may include regular-season or post season games held at the Wolvarena between non-Woodland Hills teams, as allowed by the School District. *(edited May 2008)*
3. The BPO shall organize and fund an Annual Band Banquet, which every student in good standing and staff member with the Band may attend at no charge. *(edited May 2008)*  
*(deleted May 2008)*
4. Fundraising chairpersons shall submit a report within fourteen (14) calendar days to the Ways and Means Chairperson and Financial Secretary and Treasurer at the conclusion of each sale or activity period. *(edited May 2008)*
5. Extra money earned through fundraising by a student for a trip, may be applied to trip expenses for a non-Band-member sibling or a parent or guardian who is going on the trip, once the Band member's trip expense is met. All extra fundraising monies in freshmen's, sophomores' and juniors' Student Fund accounts will be transferred to the General Fund after all expenses have been paid for a major trip. Extra fundraising monies remaining in seniors' accounts after a major trip will be transferred to the Friends-of-the-Band Fund. After a senior trip, extra fundraising monies in senior's accounts may be transferred to the account of a current Band member sibling or a sibling coming into the ninth grade, or will otherwise be transferred into the Friends-of-the-Band Fund. (see Article VII, Section 5) *(edited May 2008)*
6. Students who do not earn or pay sufficient money for a trip, may be permitted by the Band Director to participate on the trip, but will have an obligation to repay the balance of all funds loaned to them from the BPO. These funds, if available, shall be temporarily drawn from the Friends-of-the Band Fund. If it is determined that a student has an outstanding financial obligation to the BPO after a trip, that obligation must be repaid before the end of that school year. If the outstanding balance has not been fulfilled by this time, it will be reported by the Financial Secretary to the Band Director, and it may become a senior financial school obligation, subject to all terms and conditions set forth by the Woodland Hills High School policies. A BPO financial obligation is not to be carried over to a Band member's sibling's student account. *(added May 2008)*  
*(relocated May 2008)*
7. A staff member who fundraises for a trip may carry forward a balance after a major trip year.

8. Personal money payments made to a student's account which are in excess of the amount needed for the trip after their fundraising efforts, will be refunded after the trip. *(edited May 2008)*
9. Upon written request from the Band Director, the BPO may commit a sum of money to be used to pay a stipend, no more than once a year, to non-extra duty remuneration (non-EDR) school staff or for equipment used to improve the Band. This commitment of money must be voted on and passed by the BPO, in accordance with Paragraph 12 of this Section. *(edited May 2008)*
10. The amount each student pays for a trip shall take into consideration all costs of the trip. However, the costs associated with transportation of equipment trailer(s), including, but not limited to truck rentals, fuel, tolls, drivers' travel expenses, etc., as well as trip costs for some staff and chaperones, may be picked up by the BPO General Fund, if funds are available. (see Paragraph 11 of this Section). *(edited May 2008)*  
*(deleted May 2008)*
11. Funding for Staff Trip Expenses from General Fund:  
The BPO General Fund will pay the total trip package cost for extra duty remuneration (EDR) staff up to seven (7) positions, with any free director packages negotiated with travel agencies reducing this amount.  
  
Chaperones will pay their own cost on trips. However, this amount can be reduced by any other package discounts offered by the travel agency.  
  
Special requests from staff for financial assistance for a trip will be decided on by the Board on a case-by-case basis. For Band members or staff that require financial assistance for a trip, the Friends-of-the-Band Fund exists to make a donation anonymously.
12. Any non-routine expenditure from the General Fund exceeding \$1000.00 requires approval by simple majority of BPO members in good standing present at a General Membership meeting. Such a motion may only be made by a member of the Board, after the expenditure has been approved at a regular or emergency Board Meeting. No repeated motions for the same expenditure may be made at any General Membership Meeting. *(edited May 2008)*

## ARTICLE VIII

### AMENDMENTS

These by-laws may be amended at any General Membership 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 the object of this organization, as defined herein. *(edited May 2008)*