

BY-LAWS
Of
Westlake Band Booster Association

Amended 05-23-2013

ARTICLE I - NAME AND PURPOSE

NAME

The name of this organization shall be the Westlake Band Boosters Association.

PURPOSE

The purpose of this organization shall be:

- A. To provide a service organization dedicated to the promotion and welfare of the band.
- B. To promote the entire band program of Westlake High School and to assist the directors and school authorities in the development and expansion of an outstanding band program.
- C. To foster Community spirit and unity concerning band programs and activities.
- D. To encourage and render financial assistance to the Westlake High School Band and Color Guard, whether during the school year or during summer vacation. And to further the activities and travel of said band or bands.
- E. To seek, cultivate and obtain revenues to be used for developing and expanding the entire band program.
- F. To create a broad-based interest in music study and band activities.
- G. To assist in the band functions when requested by any of the directors.
- H. To conduct its business within the guidelines of the Alpine School District policies.

ARTICLE II - ORGANIZATION

This organization shall be affiliated with the Westlake High School and will uphold all ideals and regulations as set forth in the constitution of this school.

This group shall also uphold the rules and regulations as set by the Alpine School District.

ARTICLE III - MEMBERS

REGULAR MEMBERSHIP

Regular membership constitutes of those parents or guardians who currently have children participating in the band or corps.

ALUMNI MEMBERSHIP

Alumni membership consists of those persons who have graduated from the band or color guard.

SUSTAINING MEMBERSHIP

Sustaining membership consists of those persons not qualifying for regular or alumni membership. Membership in this organization shall be open to all who wish to show support for the marching, symphonic, jazz bands and color guard affiliated with Westlake High School.

ARTICLE IV - MEETINGS

ANNUAL MEETING

An annual meeting of the members shall be held during the spring. Additional meetings will be scheduled as necessary for the notification of its members as to the activities and programs of the band. The exact

day and month shall be determined by the officers.

NOTICE OF MEETINGS

Written or printed notice stating the place, day and time of any meeting shall be delivered, either personally or by email and/or mail, to each member.

BOARD MEETING

Board meetings will be held monthly at the discretion of the President and Band Director.

ARTICLE V - OFFICERS

OFFICERS:

BAND DIRECTOR
COLOR GUARD ADVISOR
PRESIDENT
VICE PRESIDENT OF SUPPORT
SECRETARY
TREASURER
COLOR GUARD REPRESENTATIVE
STUDENT BAND REPRESENTATIVE(S) as appointed by the Band director
EXECUTIVE FUNDRAISING
EXECUTIVE COMMUNICATIONS

These officers or a majority thereof shall manage the business and affairs of this Association. These officers shall in all cases act as a Board and they may adopt such rules and regulations for the conduct of their meetings and the management of the Association, as they may deem proper, not inconsistent. No compensation shall be paid to the officers, as such, for their services to this organization. Compensation for materials will be given upon approval by a majority of the Board. In the event of an emergency, the President, Vice Presidents, and Treasurer may give approval.

ARTICLE VI - APPOINTMENT OF BOARD MEMBERS

APPOINTMENT OF BOARD MEMBERS:

- A. The initial officers of this organization shall be as aforementioned.
- B. Additional personnel can, by the determination of the President, be called to assist where needed.
- C. The director with consultation of the current president shall appoint a president.
- D. The newly appointed President with consultation of the director shall seek out and appoint members to fill the board positions.
- E. Those board members appointed, shall serve for a term of one year or until their successors are prepared to assume responsibilities.
- F. A list of board job descriptions shall be circulated at the annual meeting so that interested persons may register their desire to serve in a specific office.

JOB DESCRIPTIONS

BAND DIRECTOR - The director with his staff, is responsible to coordinate and provide leadership to all aspects of the band program.

COLOR GUARD ADVISOR - shall have the responsibility for conducting the activities of the color guard, including matters regarding selection of personnel, and all other matters relating to the direction, discipline and conduct of the color guard. The advisor will work with the Band Director on coordination with the color guard and Band as regards to competitions and programs.

PRESIDENT - shall serve as liaison between the Association and the Band Director, and shall be the principle administrative officer of the Association, and shall in general supervise and control all of the business and affairs of this organization. Preside at all meetings of the members and of the Board. Sign, with any other properly authorized officer, any legal instruments which the officers have authorized to be executed. Helps to identify and prioritize the objectives that the Band Parents Association should accomplish during the year. Supports the director in implementing and carrying out the activities that are necessary for a successful and healthy band program. In general, they shall perform all duties incident to the office of President. The President also coordinates and oversees Band Dads In consultation with the Band Director, he/she works closely with the Band Dad Chairman in establishing a timetable of instrument, prop and equipment loading for all band activities.

VICE PRESIDENT OF SUPPORT - Coordinates and oversees organized support groups such as: Color Guard Support, and Jr. High Boosters. Assists the Booster Association President in maintaining a well run program through timely advice and help as needed. Assumes the duties of the President in the temporary absence of the President. During band activities, this person would also confer with those chairpersons who manage the Uniform Support, Sectional Support and Health and Safety groups to coordinate all band activities and logistics.

SECRETARY - shall keep the minutes of the meetings of the members and of the Board in a book provided for that purpose; see that all notices are duly given; be custodian of the records; be prepared to forward these records to the new officer; and in general perform those duties assigned by the President or Board. This person also compiles and maintains a database for Volunteers to help throughout the year.

TREASURER - Manages the finances and budget of the Association within the guidelines that are compliant with the Alpine School District Policy concerning booster groups. Recommends adjustments or action when appropriate. Monitors expenditures and provides monthly financial reports to the Board and school administration. Collects individual band student fees and manages them appropriately. Works with the Director in establishing a yearly operating budget for the band program. Acts as a resource for account information to students and parents.

COLOR GUARD REPRESENTATIVE - Organizes a Color Guard support committee responsible to provide preparation and continuing support for all Color Guard and Winter Guard activities. Works under the direction of the Color Guard Advisor. This committee is responsible for the following:

- Sewing and constructing flags, props and uniforms as needed.
- Maintains care and repair for all Guard equipment.
- Helps guard members with personal preparation, uniforms, etc. prior to competitions.
- Assists in the preparation and implementation of tours and extended activities of the Guard.
- Coordinates Fund-raising activities of the Guard with consultation of the Association Fund-raising chairperson.
- Relays pertinent information to the Color Guard parents.

EXECUTIVE FUND-RAISING - Strategizes an aggressive fundraising program, in consultation with The Band Director and the booster president which would provide Monies for the Booster Association. These efforts may, at times, be the means of producing a “Corporate Sponsor” (if necessary) to help defray tour costs to the students. This person also: Targets local and state businesses for smaller contributions to raise necessary funds in any particular year. Develops a business package that could be used to facilitate such contributions and acknowledges business support through posters, plaques, awards, and media coverage. Considers the possibility of providing student scholarships for the current school year based upon excellence in music and conduct within the band program.

EXECUTIVE COMMUNICATIONS - Works with Executive board members to send information to band parents. Including all pertinent information concerning the bands, its members, calendar items, and fees or responsibilities required of the students. Mainly by emails weekly and on an as-needed basis. Finds chair persons as needed which may include:

- Parent Advocates - A parent from each band section to be available to mentor new parents or those who have questions.
- Historian. - Prepares a procedure to collect, maintain, and document the participation and achievements of the band students for the information and interest of future generations. Such procedures might incorporate the use of scrapbooks containing News-related articles, pictures, awards, and other memorabilia that would be appropriate. Correlates efforts to create the band video and the video taping of the various performances throughout the year.
- Newsletters: collects and prints Mails the newsletter in a timely fashion to all band student households, Board members, Administration, and other “Boosters” on the mailing list to ensure adequate dispersing of information. Assures that such mailings are compliant with Postal regulations in regards to the correct use of staples, the elimination of staples, and having a minimum of 200 pieces to mail to acquire the “Bulk Rate.” Complies all such newsletters for the current year into one notebook to be turned back to the band director at the conclusion of that school year.
- Publicity - Plans and carries out an assertive publicity and public-communications program throughout the school year utilizing both city and state media operations. Disburses pertinent band-oriented information to the proper sources and is prompt in meeting those media deadlines. Such information should be focused at increasing the public awareness of band-related activities, publicly recognizing the achievements of the band and its members, and soliciting support from the general public and business community.

ARTICLE VII - STANDING COMMITTEES

Each Standing Committee shall consist of a chair and the members. The chair appoints members as needed to conduct the business of the Committee. The President with the advice and consent of the band director shall appoint each Chair.

The Standing Committees and their duties shall include:

A. Band Dads - Seek out prospective band dads through the volunteer form. Organizes a Band Dad Support Group that is responsible for the transportation of the equipment and the set-up at events and activities of the band and color guard programs. Has training sessions for prospective and willing band dads to help familiarize them with their duties. Instruct band dads in the care and movement of equipment. Helps to identify needs in the maintenance of instruments, equipment, trailers, and props. Makes the necessary arrangements for the repair and up-keep of these items. Helps in the planning, design, and construction of props.

B. Uniform - is responsible for coordinating with the band director in the ordering and purchase of uniform-related items, and the management and care of marching band uniforms. He/She: coordinates efforts for the proper fitting of marching band uniforms, shoes, and hats. Is responsible for the issuance of these items at the beginning and the collection of said items at the conclusion of the marching band season. Oversees the minor alterations of uniforms that require immediate attention at performance. Provides band member preparation assistance (pinning and or netting hair, repairing hats, mending or making minor alterations of uniforms, touching up shoes) at all parades, competitions, and special events of the marching band. Manages the sale of band-promotional apparel. Maintains the organization of the uniform room. Stocks the “Black box” to see that the last minute touch-ups for marching band members prior to a performance.

C. Band Camp - The band camp specialists are in charge of planning and preparing all of the meals, snacks, and water breaks required for the students, staff, and boosters who attend during the stay. Such meals are to be planned through evaluations of the previous year and with the approval of the band director. The band camp specialists are also in charge of coordinating the help needed from the boosters to clean the facilities prior to the first meal, preparing and serving meals on time to accommodate the band field show practice schedule, cleaning up after each meal, and general clean-up of the facilities at the conclusion of the camp.

D. Trips - In coordination with the band director, this person is responsible for all the physical needs of band-related tours. They should set up chair persons over the various aspects which might include: itinerary, lodging, food, transportation, chaperones and ticketing for the various activities while on tour.

E. Concerts - Coordinates with the band director to help with any needs they may have at each of the concerts held during the year which may include:
Band Bash, Christmas Concert, Solo Ensemble, Regional Solo Ensemble, Pre-festival Concert, Regional Festivals, State Solo Ensemble - (A “congratulation” card and treat is given to each student who qualifies!), Spring Concert.

F. Parade and Competition Food - This person coordinates the availability of ice water and cups (or hot chocolate as needed) at the various activities. (Popsicles, fruit, or other appropriate snacks can also be used at the conclusion of parades or competitions.) Coordinates meals that will be served at competitions and volunteers to cook and serve them. This person would also schedule the appropriate medical personnel for competitions, parades, and trips.

G. Football Games - Makes sure all equipment, stands, music, etc. that is needed is taken out to the stadium. Makes sure water and cups are available. Coordinates volunteers as needed.

H. Social - Helps to plan and organize social functions to maintain the morale and pride in the band. Such functions may include Family Night and Senior Recognition Banquet.

ARTICLE VIII - BY-LAWS

BY-LAWS

These by-laws are to be approved by the existing officers and a majority of the vote by the membership at the December 2009, meeting.

The by-laws have been amended and are to be approved by a majority of the vote at a meeting in May 2013.

The bylaw Amendments were approved May 23, 2013.

ARTICLE IX - AMENDMENTS

AMENDMENTS

These by-laws may be altered, embedded or repealed and the by-laws may be adopted by a majority vote of those attending an annual meeting of the Westlake High School Band Booster Association, or at any special meeting when the proposed amendment(s) have been set out in the notice of such a meeting.

ARTICLE X - FISCAL YEAR

FISCAL YEAR

The fiscal year of the Association shall go from May 31 to May 31 of the next year. An independent audit of the records and finances shall be conducted yearly.