

**BY-LAWS**  
**Of the**  
**Westlake Band Booster Association**

Amended 08-09-2017

**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 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 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 (Step-off Meeting). Additional meetings will be scheduled monthly and as needed to plan and carry out the activities and programs of the band. The exact day and time shall be determined by the officers.

### **NOTICE OF MEETINGS**

Electronic notice stating the place, day, and time of any meeting shall be delivered via weekly email to each member as well as posted on the website.

### **BOARD MEETINGS**

Any additional Board meetings will be held at the discretion of the President and the Band Director

## **ARTICLE V – OFFICERS**

### **OFFICERS:**

[BAND DIRECTOR](#)

[ASSISTANT BAND DIRECTOR](#)

[COLOR GUARD ADVISOR](#)

[PRESIDENT](#)

[VP OVER LOGISTICS](#)

[VP OVER FINANCES](#)

[VP OVER FUNDRAISING](#)

[VP OVER COMMUNICATIONS](#)

[VP OVER FOOD SERVICES](#)

[VP OVER EQUIPMENT AND TRANSPORTATION](#)

[VP OVER DESIGN](#)

[VP OVER UNIFORMS](#)

[VP OVER COLOR GUARD LOGISTICS](#)

[STUDENT BAND REPRESENTATIVE\(S\)](#) as appointed by the Band director

[SECRETARY](#)

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. No compensation shall be paid to the officers, as such, for their services to this organization. Compensation for materials and expenses will be given only via ASD policy and procedures through the Finance Office. Purchase Card Requests should be submitted with approval by the President, one or more VPs, and the Director.

## **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 positions and job descriptions shall be posted on the website so that interested persons may register their desire to serve in a specific office.
- G. The Term of Service for Board members starts at Step-Off Meeting and runs through the end of the following school year or until all responsibilities for the year have been completed and turned over.

## **JOB DESCRIPTIONS**

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

**ASSISTANT BAND DIRECTOR(s)**- The Assistant Band Director will work with the Director in fulfilling responsibilities pertaining to the Band.

**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 in 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. Help to identify and prioritize the objectives that the Band Parents Association should accomplish during the year. Support the director in implementing and carrying out the activities that are necessary for a successful and healthy band program. Coordinate with committee heads and oversee organized support groups such as Color Guard Support, Band Dads, and other committees such as Food, Uniforms, and Props. In general, they shall perform all duties incident to the office of President.

**VP OVER LOGISTICS** - 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 other committees to coordinate band activities and logistics. Schedules the appropriate medical personnel for competitions, parades, and trips. Accepts assignments as delegated by the President.

**VP OVER FINANCES** - 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 periodic financial reports to

the Board and school administration. Keeps a record of individual band student fees and helps in the notification and collection of past due fees. Acts as a resource for account information for students and parents.

**VP OVER FUND-RAISING** - Strategizes an aggressive fundraising program, in consultation with the Band Director and the Booster President which will 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 as funds allow.

**VP OVER 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 primarily by weekly emails and other communications on an as-needed basis.

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.

**VP OVER FOOD SERVICE-** Works with the Director and a committee of volunteers to provide meals and snacks as needed at band activities including parades, football games, band camp, competitions, and as needed during tours and trips etc.

**VP OVER UNIFORMS-** Works with a committee of volunteers to do uniform fittings, repair, laundering, and maintenance. Attends competitions and other band events such as football games, parades, etc. to assist students as they get into and out of uniform, addresses any repairs that are needed, and works with the Director to meet any additional uniform needs.

**VP OVER DESIGN-** Works with the Director to design and build Props as needed for the Band program. Provides accurate estimates of the cost of production of necessary props. Provides maintenance and ongoing assistance with the Props throughout the year.

**VP OVER EQUIPMENT AND TRANSPORTATION-** Oversees “Band Dads” and other volunteers, and in consultation with the Band Director, he/she establishes a timetable of instrument, prop and equipment loading and unloading for all band activities. Coordinates with the driver for band events for the semi and ensures that there is a driver for the trailer when the trailer is needed throughout the year. Ensures all equipment is in working order, tires inflated, and gas tanks and cans full. Assist Props VP as needed.

**VP OVER COLOR GUARD LOGISTICS**— 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 Band Director and 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 in consultation with the VP over Fundraising and participates on the Band fundraising committee.
- Relays pertinent information to the Color Guard parents.

**STUDENT BAND REPRESENTATIVE**- Represents the students and student leadership at Booster Meetings and fulfills all other responsibilities as determined by the Band Director.

**SECRETARY** - Keeps meeting agendas and minutes of the meetings of the members and of the Board in a book provided for that purpose; sees that all notices are duly given; is custodian of the records; is prepared to forward these records to the new officer; and in general perform those duties assigned by the President or Board. Sends minutes to the Communications VP and Webmaster to be posted via email and online. This person also compiles and maintains a database for Volunteers to help throughout the year.

## **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 the Props VP in the planning, design, and construction of props.

**B. Section Parents**- Seek out a parent to volunteer from each section to be a Section Parent. Section Parents are a source of information for the other parents in their section. They provide information and communication within the section, provide social opportunities for the section and parents to get together, help organize volunteers for one football game and one competition each season, and other responsibilities as needed throughout the season.

**C. Uniforms** - 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, gloves, 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. 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.

**D. Food** –The Food Committee assists with the food needs for the band throughout the year:

- **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 taking into consideration 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.
- **Parade and Competition Food-** Coordinates meals that will be served at competitions and volunteers to cook and serve them. (Popsicles, fruit, or other appropriate snacks can also be used at the conclusion of parades and competitions).
- **Water--** This person(s) coordinates the availability of ice water and cups (or hot chocolate as needed) at the various activities.
- **Trips—**Works with Trips Committee to provide food on trips as needed.

**E. Trips** - In coordination with the band director, this person is responsible for all the physical needs of band-related tours. They should, as needed, 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.

**F. 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.

**G. Social** - Helps to plan and organize social functions to maintain the morale and pride in the band. Such functions may include Family Night and other activities as determined by the Band Director.

## **ARTICLE VIII - BY-LAWS**

### **BY-LAWS**

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

## **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.

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.

The bylaws have been amended and are to be approved by a majority of the vote at the meeting 8/9/17.

The bylaw Amendments were approved unanimously in Booster Meeting on 8/9/17.

## **ARTICLE X - FISCAL YEAR**

### **FISCAL YEAR**

The fiscal year of the Association shall go from July 1 to June 30 of the next year to follow the ASD Fiscal Calendar.