

Upper St. Clair Band Parents Association By-Laws
(revisions as of March 29, 2006)

Article I - Name

The name of this Association is the Upper St. Clair Band Parents Association.

Article II - Purpose

The purpose of this Association shall be to stimulate greater interest and support of all instrumental (Bands, Band Auxiliaries and Orchestra) music activities at Upper St. Clair High School, and to foster closer student, parent, educator and community involvement.

Article III - Basic Policies

The basic policies of the Association are:

1. The program of the Association shall abide by the educational and administrative policies of the high school.
2. The Association shall be noncommercial, non-sectarian and nonpartisan.
3. The name of the Association, or the names of any members in their official capacities shall not be used in any connection with a commercial concern, or with any political interest, or for any purpose not appropriately related to promotion of the objectives of the Association.
4. Funds of the Association shall not be used to purchase items or materials that normally can be provided by the school's administration from School District funds.
5. The Association shall not discriminate on the basis of race, color, religion, disability, national origin, age, sex or marital status in its activities or membership status.
6. No part of the net earnings of the organization shall accrue to the benefit of or be distributed to its members, directors, officers or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
7. Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities prohibited to an organization exempt from Federal Income tax under Section 501(c)(3) of the Internal Revenue Code, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code

Article IV - Membership and Dues

- Section 1. Any person interested in furthering the objectives of the Association shall become a member upon payment of annual dues.
- a. Only those Association members who are parents or guardians of students active in the Upper St. Clair High School Instrumental Music Program (Bands, Band Auxiliaries and Orchestra) shall have voting rights and are eligible to hold office.
 - b. Only members of the Association may travel with the Association on trips.

- c. The instructional staff of the Upper St. Clair High School Instrumental Music Program (Bands, Band Auxiliaries and Orchestra), Upper St. Clair High School Principal and the Student Presidents of the Upper St. Clair Band and Orchestra Councils are ex-officio members of the Association with no voting power and are not eligible for regular membership during their tenure as staff.
 - d. The Marching Band Director is an ex-officio member of the Association and advisor.
- Section 2. The annual dues for membership in this Association shall be set by the General Board and said dues shall be considered a family membership.
- a. The annual dues shall be payable on or before September 30.
 - b. Additional members may be accepted at any time.
 - c. Dues must be paid and current prior to participation in any Association committee activity to insure coverage by appropriate liability policies.

Article V - Officers

Section 1. The Officers of the Association shall be the President, the Vice-President, the Secretary, the Treasurer, the Ways and Means Chair and the Advisor. Two or more persons may run as co-officers for the office of President, Vice-President, Recording Secretary, Treasurer and Ways and Means Chair. All names will appear on a single line on the ballot, and for election purposes, the several persons shall be considered as a single candidate.

Section 2. The duties of the Officers shall be:

- a. The President shall preside at all meetings of the Association; shall coordinate the work of the officers and committees of the Association in order that the purposes be promoted; shall act as an ex-officio member of all committees except the nominating committee; shall assume the leadership role in all contact with school and community; and, will organize a special committee to review the By-Laws in accordance with Article XIV.
- b. The Vice-President shall assume the above duties in the absence of the President; shall serve as president-elect; shall become familiar with all aspects of the Association; shall organize Parent Salute Night; shall collect and maintain a library of reports detailing the activities of the standing and special committees; shall recruit chairpersons for standing and special committees; and shall act as Trip Chair in the event that no other person can assume the responsibility.
- c. The Secretary shall keep minutes of all meetings and shall give notice of said meetings; shall handle all general correspondence.
- d. The Treasurer shall present a projected budget for approval at the May change-over meeting; shall be charged with the collection and custody of funds of the Association and their disbursement under the direction of the General Board in accordance with the budget adopted by the Association; shall keep written accounts of receipts and expenditures and present a financial statement at each meeting of the Association; shall be prepared to open books at all times to the inspection of any member of the Executive Board; shall present to the General Membership meeting an annual report at the regular fall General Membership meeting; shall submit for audit at the end of each fiscal year to an auditor or auditing committee designated by the Executive Board; shall contract for any liability insurance required by the Association with the approval of the Executive Board; shall complete any applicable State and Federal tax forms.

- e. The Ways and Means Chair shall review and present ideas for fund raisers of the current year and shall organize and direct the Association's fundraising projects.
- f. The Advisor is the most recent Past-President of the Association and shall serve as the Chair of the nominating committee.

Section 3. All Officers shall:

- a. Perform the duties outlined in these By-Laws and those assigned from time to time.
- b. Deliver to their successors all official material and yearly reports prior to the first meeting of the incoming Board with the exception of the Treasurer, whose books shall be turned over to the new Treasurer as soon as possible after the end of the fiscal year, but not later than the first General Meeting of the new year an audit will be performed. Any inquiries arising from the audit will be the responsibility of the out-going Treasurers. A copy of each yearly report shall also be submitted to the President.

Article VI - Election of Officers

- Section 1. Nominations for Officers shall be made by a Nominating Committee chaired by the Advisor and consisting of four additional members of the voting body of the Association. This committee shall be appointed by the Executive Board no later than a January Executive Board Meeting. Before appointment of the Nominating Committee, the Executive Board will notify the general membership of the upcoming selection of the Nominating Committee. Any member of the Association may indicate interest for appointment to this committee by contacting the Executive Board. No member shall serve on the Nominating Committee for more than two consecutive years.
- Section 2. The Nominating Committee shall compile a list of nominees for each position and present it to the Association for vote at the spring General Membership Meeting. Additional nominations may be made from the floor, provided the consent of each candidate has been obtained before the name is placed in nomination. The duties of the Nominating Committee shall cease upon the election of new officers.
- Section 3. On approval of the Nominating Committee, the nominee for President shall be the current Vice-President.
- Section 4. The election of Officers shall take place annually at the spring General Membership Meeting. Election shall be by ballot from a slate prepared by the Nominating Committee. However, if there is but one nominee for any office, upon adoption of a motion from the floor, the election for that office may be by voice vote. Officers shall assume their official duties immediately following the close of the final meeting of the current school year and shall serve a term of one year or until their successors are elected. No officer shall be eligible to serve more than two consecutive terms in the same office. One who has served more than one-half term shall be credited with having served that term.
- Section 5. Only members whose dues are current to the Association shall be eligible to hold office. Only parents/guardians of students currently participating in the High School Bands, Band Auxiliaries and Orchestra programs may serve as Officers.
- Section 6. A vacancy occurring in the office of President shall be filled immediately by the Vice-President. Other vacancies shall be filled by appointment of the current Executive Board.

Article VII - The Executive Board

- Section 1. The Executive Board shall consist of the following voting members: the President, the Vice-President, the Secretary, the Treasurer, the Ways and Means Chair, the Trip Chair, the Student Database Chair, the Marching Band Director and the Advisor. The Marching Band Director is a non-voting member.
- Section 2. The Executive Board shall transact necessary business in the intervals between Association meetings and such other business as may be referred to it by the Association and shall refer to the Association such matters as require Association approval.
- Section 3. Specific duties of the Executive Board shall be:
- a. To select an auditor or auditing committee to audit the Treasurer's accounts annually.
 - b. To appoint a Nominating Committee.
 - c. To create special committees as needed.
- Section 4. The Executive Board will initiate and maintain a set of Standing Rules.
- a. Standing Rules are motions of an ongoing nature used to supplement the bylaws. They are intended to cover situations without the formal procedure of amending the bylaws.
 - b. Standing Rules continue in force until temporarily suspended, amended, or rescinded by the Executive Board. They should be reviewed at least once a year and updated as necessary. The Standing Rules may be adopted without previous notice by majority vote at an Executive Board meeting.
 - c. No Standing Rule shall be adopted that conflicts with the bylaws of the organization.
- Section 5. Meetings of the Executive Board shall be called by the President or by a majority of the Executive Board. A majority of Executive Board members shall constitute a quorum for an Executive Board meeting.
- Section 6. An Executive Board member is authorized to spend up to \$250.00 for an urgent need situation when approval by the General Board is not practical.
- Section 7. By a two-thirds vote of the Executive Board, an officer or committee Chair may be removed from office for failure to perform duties.

Article VIII - The General Board

- Section 1. The General Board shall consist of the members of the Executive Board, Standing Committee Chair and Co-Chair and the following members without vote, including Band/Orchestra Council Representatives, the High School Principal and members of the High School Bands, Band Auxiliaries and Orchestra faculty or staff and Special Committee Chairpersons.
- a. The Chair and Co-Chair of all standing and special committees shall report and present plans to the General Board for approval. No committee work shall be undertaken without such approval.
 - b. The Band Council Representatives shall act as liaison between students and the General Board; shall communicate concerns and/or questions and comments.
 - c. The High School Principal shall act as an ex-officio member.
 - d. Members of the High School Band/Orchestra faculty or staff shall communicate concerns and cooperate with the objectives of the Association.

Section 2. The General Board shall have general charge of the affairs and funds of the Association; shall approve the plans of work of the standing and special committees; shall present a report at the General Membership meetings of the Association.

Section 3. A budget shall be approved at the May changeover meeting.

Article IX - Committees

Section 1. Standing committees shall be created by the Association as may be required to promote the objectives and the interests of the Association. The term of standing committee Chairs shall be one year or until their successors are selected.

Section 2. Special committees may be appointed by the Executive Board when such committees are deemed necessary by the President, the Executive Board or the Association. Since a special committee is created and appointed for a specific purpose, it automatically goes out of existence when its work is done and its final report is accepted or adopted by the General Board.

Section 3. The Chairs and co-Chairs of all committees must be members in good standing in the Association.

Section 4. The quorum of any committee must be a majority of its members.

Section 5. The committee Chair is authorized to make expenditures within budgeted limits. Additional expenditures must be approved by the General Board.

Article X - Meetings

Section 1. The Association shall have a minimum of three General Membership meetings a year; one in the fall, one in the winter and one in the spring.

a. A quorum will exist when a minimum of fifteen voting members are present, and when a majority of the members serving on the Executive Board are present.

b. The date, time and place of these and any additional meetings shall be set by the Executive Board and properly announced to the membership by the President.

Section 2. Regular monthly meetings of the General Board shall be held during the year, the time to be fixed by the General Board at its May changeover meeting.

a. A quorum will exist when a minimum of ten voting members are present, and when a majority of the members serving on the Executive Board are present.

b. Meetings of the General Board shall be open to all members of the Association.

Section 3. Meetings of the Executive Board shall be called by the President or by a majority of the Executive Board.

a. The presence of a majority of members of the Executive Board shall constitute a quorum.

b. Minutes of the Executive Board meetings shall be available to the general membership.

Article XI - Trip

Section 1. When the Marching Band Director plans a trip for which Upper St. Clair Band Parents Association's funds will be required, the President will request a written memo from the Marching Band Director, to be presented to the Executive Board. This memo will include dates of departure and return, modes of transportation, itinerary of activities, desired lodging accommodations and meal arrangements required. Once the criteria for the trip has been established, it then is the responsibility of the Marching Band Director with the approval of the Executive Board to secure a travel agent to arrange the proposed trip.

Section 2. Duties of the Trip Chair

- a. The Trip Chair, in consultation with the Director, shall work with the travel agent to evaluate accommodations and determine trip costs, prepare itineraries for the trip activities, maintain timely communications with students and parents, enlist chaperones, collect trip deposits and other required documentation from student trip participants, see that all necessary deposits are paid, and coordinate with other committees to ensure the success of the trip as described in Article XI.
- b. A routine duty of the Trip Chair shall be to accompany the Director and the travel agent on a site visit to the locale of the proposed trip to review the hotel and recreational facilities before making a financial commitment.
- c. The Trip Chair is a member of the Executive Board and shall report regularly to the Executive Board and to the General Board on the progress of trip arrangements.
- d. The Marching Band Director, in consultation with the Executive Board, may cancel a trip due to lack of student participation or due to other serious circumstances. In such a case, the Trip Chair will arrange to recover, as much as possible, any expended funds. The Executive Board will determine the allocation of all trip funds.

Section 3. Student Incentives, Major Trip Fund

- a. Fund-raising activities shall be organized by the various committees. The Chair of each committee shall report the participation results to the Incentives Committee Chair within one week after the conclusion of the activity.
- b. Students earn credit toward trip accounts through the activities organized by the fund-raising committees. As a general rule, 20% of a student's earnings is placed in the Major Trip Fund. This fund is used to subsidize the cost of the Major Trip every fourth year. The amount of the student's subsidy is based on an average of the student's percentage of fund-raising targets raised during the years the student participated in the instrumental music programs. Fund-raising targets will be set each year and be based on each student's anticipated trip eligibility and the anticipated costs for future trips. All funds held in the Major Trip Fund and student incentive accounts will be used for student trip expenses only. The Major Trip Fund balance at the conclusion of the major trip is to be zero.
- c. Students currently in the music program, as well as incoming freshmen joining the music program in the following year, may inherit the unused portion of a sibling's trip account. This may be a graduating senior's account balance, or that of an active sibling who is not participating in the trip or has a surplus in his/her trip incentives earnings account. No trip account will be maintained for students not currently in the music program. Unused money in the incentive earnings account that cannot be allocated to a remaining sibling will revert to the Major Trip Fund.

Section 4. Subsidized trip costs.

- a. The Association will assume the cost of transportation, room, entrance fees and board as included in the standard chaperone package for the following people who choose to participate in the Spring Trip.
 1. Marching Band Director and spouse.
 2. High School Music Directors employed by the Upper St. Clair School District, the Upper St. Clair Marching Band Assistant Directors and up to two Band Auxiliaries coordinators..
 3. Trip Chair(s).
 4. Trip doctor or nurse.
- b. The following people may participate in the Spring Music Trip at a chaperone rate with the approval of the Executive Board.
 1. Additional immediate family members of the Marching Band Director.
 2. All selected trip chaperones.
- c. Partial or full payment can be provided for others at the discretion of and with approval by the Executive Board.
- d. Persons (student, staff, chaperones, etc.) participating in the trip requesting alternative transportation or accommodations must assume the additional cost unless the current Executive Board approves the additional expense to the Association as necessary to the success of the trip.

Section 5. Chaperone roles or positions are limited to members of the Band Parents Association over twenty-one years of age and within the guidelines established by the Executive Board.

Article XII - Fiscal Year

The fiscal operating year of the Association shall begin on July 1st and end on the following June 30th.

Article XIII - Parliamentary Authority

Robert's Rules of Order, revised, shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.

Article XIV - Amendments and Revisions: By-Laws

- Section 1. These By-Laws may be amended at any General Membership meeting of the Association by a two-thirds vote of the members present and voting, provided notice of the proposed change has been made prior to the meeting.
- Section 2. A special committee may be appointed by the Executive Board to submit a revised set of By-Laws as a substitute for the existing By-Laws. The requirements for adoption of a revised set of By-Laws shall be the same as in the case of an amendment.
- Section 3. The By-Laws shall be subject to review every four years by a special committee consisting of members of the Executive Board and members of the Association.
- Section 4. The revised By-Laws shall become effective at the beginning of the fiscal year following their adoption by the General Membership of the Association.

Article XV - Dissolution

In the event of dissolution of the Association, after authorized payment of all outstanding debts, the remaining monies shall be donated to the Upper St. Clair High School Instrumental Music Program. If the Upper St. Clair High School Instrumental Music Program is no longer in existence, the monies shall be donated to any Upper St. Clair High School program at the discretion of a majority vote of the Association. In the event that the Upper St. Clair Band Parents Association and Upper St. Clair High School no longer exist, any remaining funds must be turned over to another ' 501 (c) 3 ' organization.

This revision of the USCBPA By-Laws was approved at the General Membership Meeting held April 6, 2006. These amended By-Laws go into effect on July 1, 2006.