

BY-LAWS

WILLIAMSTOWN BAND PARENTS ASSOCIATION

Amended June 13, 2014

These By-Laws supersede all By-Laws previously published

ARTICLE I

NAME

1. The name of this organization shall be Williamstown Band Parents Association.
2. Throughout these by laws, the term "BPA" and the name Williamstown Band Parents Association are one in the same.

ARTICLE II

POLICIES

1. The BPA will function at the direction of the WHS Director of Bands.
2. To arouse and maintain an enthusiastic interest in various phases of the Williamstown High School Band Program which included, but not limited to Concert Band, Indoor Percussion, Jazz Band, the Marching Band and Wind Ensemble.
3. To lend all possible support, both moral and financial, to the program.
4. To build and maintain an organization of interested citizens who will help promote the general activities of the Williamstown High School Band Program.
5. To cooperate with and accept the support from the Band Director and Assistant, the High School Principal and the Board of Education to the extent of the highest degree of efficiency.

6. The BPA, at all times, will follow School Policy set forth by the Monroe Township Board of Education, the Principal of Williamstown High School and the Director of Bands and will seek advice and direction accordingly.

ARTICLE III

PURPOSE

1. The BPA shall be operated as a nonprofit organization, independent of school funding, exclusively for the support of the Music Department.
2. To stimulate and sustain an enthusiastic interest among parents, band members, student body and members of the community.
3. To provide moral and logistical support to the members of the Marching Band, Indoor Percussion Ensemble, Wind Ensemble, Concert and Jazz when traveling to competitions, appearances and athletic events.
4. To provide financial support to the Band Program through fundraising programs, concessions during school/athletic events and corporate sponsorship when offered or solicited.
5. To accept, hold and enjoin donations, devices, bequests, grants, objects and trusts for the use and benefit of the Band Program.

ARTICLE IV

MEMBERSHIP

1. Membership is open to any parent or legal guardian of a student who is active in the Marching Band, Indoor Percussion Ensemble, Color Guard, Concert Band, Jazz Band, Wind Ensemble or any other activity associated in the Instrumental portion of the Music Department.

2. Membership is also open to any Alumni of the Band who has graduated in good standing and is approved by the Band Director.
3. Previous members may volunteer their services as needed or offered and may attend meetings at their discretion.
4. Only members who have student currently active in the program may vote on BPA activities.
5. Membership is neither automatic nor permanent. Any member may be removed by the Administration and/or the Director. A letter to show cause for removal will be requested by the Executive Board.

ARTICLE V

EXECUTIVE BOARD

1. Requirement: A member of the Executive Board must have a student who attends the Monroe Township Public Schools and is an active member in the Marching Band, Indoor Percussion Ensemble, Wind Ensemble, Concert or Jazz Band. Any member that is employed as a full time employee of the District or is related to any Administrator or Director is ineligible to hold an Executive Board seat.
2. The Executive Board of the BPA shall consist of the following Officers:
 - President
 - Vice President
 - Treasurer
 - Recording Secretary
 - Correspondence Secretary (optional)
3. Each Officer shall be elected to serve a term of two years and may be re-elected at the end of each term. Each Officer is required to be active at least 50% of all activities and must attend at least 50% of all meetings in any calendar year.

4. Nominations for office are to be announced in May and a vote for nominees will commence in June. Nominees must be present when announced and will have the option, which will be recorded, to accept or decline. Terms will begin once elected and are immediately assigned. All nominees and elections will be recorded by the recording secretary.
5. Should an Officer not be able to fulfill the term, the Board shall meet and appoint a member in good standing to fill the position to the end of the existing term.

ARTICLE VI

DUTIES OF THE EXECUTIVE BOARD

President

1. Call and preside at all meetings of the general membership.
2. Appoint Chairperson of all committees.
3. Oversee committees and progress.

Vice President

1. Preside at any meeting where the President would normally preside in the absence of the President.
2. Carry out duties assigned by the President.
3. Notify all Executive Board members monthly to remind them about meetings.
4. Reserve facilities for events as identified by the calendar.
5. Inform members of School Policy and rules of Membership.

Treasurer

1. Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds.
2. All checking accounts will have authorized signature cards.
3. Any check will require two authorized signatures.
4. Treasurer's records shall be audited at the Board's discretion.
5. Shall provide and treasurer's report at every meeting.
6. Maintain records pertaining to exempt tax status for the organization.

Recording Secretary

1. Take minutes of the Executive Board and general membership meetings and distribute to the membership.

Correspondence Secretary

1. Attend to all correspondence relating to this organization and its activities.

ARTICLE VII

RULES OF MEMBERSHIP

1. Regular meetings will be held at the first Tuesday evening of each month with the exception of July. When the first Tuesday is a holiday or when school is closed, the next available Tuesday will be scheduled.
2. The Executive Board shall meet, when applicable, prior to all scheduled meetings.
3. Meeting will be conducted according to Robert's Rules of Order.
4. No member may attend, speak or issue correspondence to any function identifying themselves as a BPA Member without knowledge and approval of the BPA President and Vice President.
5. The BPA will function under the Director of Bands.