

**CARLYNTON MARCHING BAND  
PARENTS ASSOCIATION, INC.  
BY-LAWS**

Revised: July 21, 2020

**ARTICLE I      NAME**

- Section 1.      The name of the association shall be the Carlynton Marching Band Parents Association, Inc (CBPA).
- Section 2.      Hereafter, references to the band shall include Musicians, Majorettes, Cougarettes, Color Guard, and Student Band Managers, except where noted.

**ARTICLE II      PURPOSE**

- Section 1.      The purpose of this association shall be to promote interest, give moral, social, financial, educational, and supplementary support to the marching band.

**ARTICLE III      POLICIES**

- Section 1.      This association shall not at any time or in any manner encroach upon the activities, duties, or policies of the School Board, Administration or the faculty of the Carlynton School District.
- Section 2.      The general schedule for the association shall be the following:  
1<sup>st</sup> Tuesday of the month — Executive Board meeting followed by General Meeting
- Section 3.      Important dates include the following:
- The fiscal year will begin on July 1<sup>st</sup> and will end on June 30<sup>th</sup>
  - Officers will serve from June 1<sup>st</sup> through May 31<sup>st</sup>.
- Section 4.      The President, in conjunction with another officer, may approve any expenditure, \$100 and under in order to expedite financial matters.
- Section 5.      General fund cannot go below \$25,000 at the fiscal year end.

**ARTICLE IV      MEMBERSHIP**

- Section 1.      Any Carlynton Band parent or guardian whose child is a current Marching Band member in good standing who is willing to abide by its policies and bylaws is considered a member of the association and will abide by its policies and bylaws.
- Section 2.      Membership shall begin with the acceptance of your child in marching band.
- Section 3.      Members are required to provide a valid email address for all correspondence.

**ARTICLE V                      MEETINGS**

- Section 1.            The Executive Board meeting will occur an hour preceding the general meeting, and will only be attended by the officers (see Article VI, section 1) and band director.
  
- Section 2.            The regular meeting shall be held the first Tuesday of every month at 7:00 PM or as close to that date as possible depending on the availability of the school, special events, and holidays.
  
- Section 3.            A quorum shall consist of eight (8) members for a general meeting and five (5) members for an executive board meeting.
  
- Section 4.            Students are not permitted to attend either the general meetings or the executive board meetings unless specifically invited for a designated purpose. (i.e., instructions given for a trip or event.)

**ARTICLE VI                      OFFICERS AND THEIR ELECTION**

- Section 1.            The officers of this association shall be President, Vice President, Treasurer, Secretary, and the four Standing Committee Chairpersons (Parliamentarian/ByLaws, Fundraising, Information Director, and Uniform Chairperson). Together these officers and committee chairpersons shall constitute the Executive Board.
  
- Section 2.            The Nominating Committee (see Article IX, Section 2) will consist of three (3) members from the membership at large. The Nominating Committee Chairperson shall select two (2) members. The nominating committee shall contact all band parents before the April meeting to assess their desire to run for an office. The nominating committee shall explain the duties of each office. Nominees, as many as possible for each office, shall be presented at the April meeting.
  
- Section 3.            All Officers shall serve alternating two (2) year terms. If a senior band parent wants to run for office, excluding treasurer (with the exception of a sitting treasurer, who may run to extend their term for one year), the term will be one year as will the following term so that alternating year elections will continue. See the chart below for an explanation.

Election explanation from 2020 to 2022

President –  
2020 - 2 year term  
2021 - no election  
2022 - 2 year term

Vice President –  
2020 - no election  
2021 - 2 year term  
2022 - no election

Secretary –  
2020 - no election  
2021 - 2 year term  
2022 - no election

Treasurer –  
2020 - 3 year term  
2021 - no election  
2022 - no election  
2023 - 3 year term

Section 4. Officers shall be nominated in April. At the April meeting additional names of nominees will be accepted from the floor. The election will be held in May and officers will assume office June 1<sup>st</sup> .

Section 5. When a vacancy occurs in an office in the middle of a year, the Executive Board shall present a nominee, to be approved by a voice vote at a general meeting of the Association.

## **ARTICLE VII DUTIES OF THE OFFICERS**

### Section 1. PRESIDENT

1. Preside at all meetings of the Association and the Executive Board.
2. Appoint the chairpersons of each committee.
3. Be a member, ex officio, of all committees except the Nominating Committee.
4. Call special meetings. (At these meetings, no business shall be transacted other than that for which the meeting is called.)

### Section 2. VICE PRESIDENT

1. Preside in the absence of the President.
2. Serve as chairperson of the Band Banquet including the preparation of the awards.
3. Assist the President in his/her duties.
4. Oversee the publishing of the Band Festival Program.

### Section 3. SECRETARY

1. Record attendance and minutes of all meetings.
2. Keep and maintain the record of all meeting minutes.
3. Arrange for the posting of regular meeting minutes on the band website and distribute to members.
4. Manage the CBPA email account, including all documents.
5. Manage all correspondence via CBPA email account.
6. Maintain all members' contact information.
7. Assists band director in updating band website and calendar.

### Section 4. TREASURER

1. Receive all monies of the association.
2. Will work with the Director to determine member cost for band trips, and arrange payment schedules for travel agents and band members.
3. Keep detailed records of all receipts and expenditures and provide account balances regularly to members.
4. Pay bills as authorized by the association.
5. All checks shall be signed by two (2) of the four (4) elected officers.
6. Submit books to the auditing committee upon request. The auditing committee shall be made up of treasurer, two (2) other officers, and one (1) member at large.
7. Work with the executive board and band director to determine a yearly budget and assessment.
8. Will present the treasurer's report at each general meeting.

**ARTICLE VIII EXECUTIVE BOARD**

- Section 1.        1. The Executive Board meetings shall include the officers of the association, the chairperson of the five standing committees, the band director, and optionally the assistant band director(s).
2. Other chairpersons will be invited to attend the Executive Board meetings as required by their positions. (For example: the Band Festival Chairperson will attend meetings leading up to the festival.)
- Section 2.        Duties of the Board shall be to transact business for the duration of their elected terms.

**ARTICLE IX STANDING COMMITTEES**

- Section 1.        The following standing committee chairpersons, appointed by the association President and approved by the existing executive board, will become part of the Executive Board. The committee chairpersons will serve a term of one year. (They may be reappointed for subsequent terms.)

**PARLIAMENTARIAN / BYLAWS**

1. This chairperson will have at least 1 (1) year as part of the CBPA, and a clear understanding of the bylaws of this organization.
2. The chairperson shall appoint two (2) other members.
3. They shall work with the existing officers to recommend amendments to the bylaws. The majority of the bylaws committee must approve any recommendations.
4. Any recommended bylaw changes must be presented to the executive board. Once approved by the executive board, the bylaw changes will be made available to the entire membership for at least a two (2) week time period and voted on at the next general meeting. Any changes/revisions must have a two-thirds majority vote for approval.

**FUNDRAISING**

1. The chairperson will oversee the plans for financing the activities of the association. Any method of fundraising must be approved by the executive board.
2. The chairperson will submit all fundraising activities to the Carlynton School District public relations director for approval at the beginning of every school year.

**INFORMATION DIRECTOR**

1. Responsible for updating paperwork for the band camp packets.
2. Create medical binders with insurance information and medical consent forms to be kept in the two (2) medical bags.
3. Maintain the member roster. Provide this current roster to the secretary for maintenance in the band online drive.
4. Maintain record of required paperwork for all members.
5. In the absence of an Information Director, duties will be the responsibility of the Secretary.

## UNIFORMS CHAIRPERSON

1. Coordinate and recruit assistance to care for and maintain band uniforms, including uniform fittings, update inventory, maintain uniform repair log, and distribution.
2. Arrange dry cleanings at the appropriate facility.
3. Coordinate show shirt, summer uniforms, and member shoe orders.
4. Supervise band managers to address needed uniform repairs or changes that arise during the season.

## BAND FESTIVAL

1. Responsible for coordinating fundraisers, concessions, visiting bands and directors, parking, security, facilities reservations, ticketing and snacks/water for all bands.
2. Coordinate all volunteers and appoint volunteers to oversee each area of the festival.
3. Coordinate set up and tear down of facilities and arrange with the school district for usage permits and building access for changing, ticket booths, chairs, tables, concessions and bathrooms.

## CHAPERONES COORDINATOR

1. Confirm that ALL chaperones have provided all necessary clearances to the Band Director before the volunteer performs any chaperone duties. Maintain a record of these clearances to monitor expiration dates.
2. Coordinate the scheduling of chaperone volunteers and ensure that at least the minimum number of chaperones are scheduled to attend each applicable band event. Communicate assignments and report times for chaperones.
3. Communicate requirements and expectations to all chaperone volunteers. Provide a duty list and expectations to volunteers prior to volunteer events.
4. Keep a detailed record (names, dates, events) of all chaperone duties that were fulfilled throughout the year. Sign ding forms at the end of events to confirm attendance.

## EQUIPMENT TRUCK

1. Confirms reservation of rental truck with band director.
2. Coordinate return of rental truck with the band director for each event.
3. Coordinates volunteers to ensure that there is a driver and helper for each event.
4. Coordinate movement and set up of drum major stands at all events.
5. Coordinate loading and unloading of the truck at all events, ensuring safe handling and transport of all items including instruments, uniforms and additional equipment.

Section 2. The president of the organization shall appoint any additional committee chairpersons, not mentioned above, as approved by the executive board. These committees along with duties associated with them should be listed separately and distributed to all members for their consideration.

**ARTICLE X BANQUET AND AWARDS**

Section 1. The marching band banquet will be held each year after Memorial Day parades (Carnegie/Crafton), coordinated by the Vice-President. Traditional awards provided by the school district – letters, service bars, certificates – will be given to band members at that time. Students in good standing will receive a paid banquet ticket. All other guests must pay for a banquet ticket. Budget for the banquet and price of tickets will be determined and approved by the executive board.

Section 2. AWARD LIST

1. Year 1 — Letter and a service bar (A service bar will be given each year that a member is in the band).
2. Senior Night (during the football season) — All senior band members will receive a gift to be given during Senior Night festivities. The band portion of this event will be coordinated by a Junior parent committee.

**ARTICLE XI MEMBER ACCOUNTS**

Section 1. Member accounts will be established to hold all money earned by the band member through the various fundraisers throughout the year. The money in these accounts may be used to pay assessments, band camp fees, band trip fees, other band-sponsored activities costs and marching band-related costs. Current student account balances may be obtained at any time by request from the band treasurer.

Section 2. Band Jacket – Members who have served for 3 years may purchase a letterman jacket from the approved vendor. Upon providing a receipt of purchase, refund can be paid back to the member or deposited into the member account.

Section 3. When a band member leaves the band for any reason, the money in their account will be dispersed at the end of the school year as defined below. No account may be held open for a possible future band member.

1. The member may have the money transferred to another band member's account prior to July 1<sup>st</sup>.
2. Any monies paid into member's account, not earned through fundraising, is eligible to be refunded upon written request, prior to July 1<sup>st</sup>.
3. Any undesignated account monies will be deposited into the Linda Beck Scholarship Fund on July 1<sup>st</sup> and used for scholarships awarded by the fund.

Section 4. Student Band Managers will be treated like other band members with the exception that Student Band Managers will not be required to pay an annual assessment fee, therefore *Student Band Managers do not qualify for a band jacket reimbursement*. They are entitled to a senior gift and a paid banquet ticket. In order to remain in good standing as a Student Band Manager, the student must attend all Marching Band Season Events and carry out duties as assigned by the Band Director and staff. The number of Student Band Managers will not exceed six (6).