

GREENSBURG SALEM BAND PARENTS ASSOCIATION

BY-LAWS

Approved: March 2003

Revised April 2018

ARTICLE I

NAME

The name of the organization shall be the Greensburg Salem Band Parents Association (Hereinafter defined as Band Parents).

ARTICLE II

PURPOSE

Section 1: Purpose

The purpose of the organization is to assist the Band Director in promoting and supporting any school-approved activity for the betterment of the Greensburg Salem Instrumental Music Department and to improve the overall experience for the Band members of the Greensburg Salem Golden Lions Band (hereinafter defined as Band) by providing financial, moral and logistics support.

Section 2: Definition of Band and Instructional Staff

The Band is comprised of student musicians, color guard, honor guard, majorettes, dance team, and equipment managers. The Band also includes the related activities performed by the different band members, including but not limited to, marching band, concert band and jazz band.

Instructional staff for the Band consists of the Band Director, Assistant Band Director, and separate instructors for drum line, color guard, majorettes, dance team, and others as identified by the Band Director and approved by the Greensburg Salem School District School Board (hereinafter defined as School Board). The instructional staff members are employees of the Greensburg Salem School District (hereinafter defined as School District), and are therefore subject to all operating policies of the School District as well as the specific terms of their employment contracts.

Section 3: Identification of Activities Performed

The Band Parents aim to improve the Band experience by:

- Supporting musical performances identified by the Band Director and approved by the School Board. This includes, but is not limited to, performances at varsity football games, in parades, shows, band festivals and band competitions.
- Providing supplemental equipment used by the Band including but not limited to, banners, flags and podiums.
- Providing dedicated support for the fitting and maintenance of uniforms for all Band members.
- Providing commemorative T-shirts to all Band members for special events during each school year, as well as awards for participation (letters and bars).

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- Providing visible and tangible support during Band performances in the form of designated chaperones as well as refreshments.
- Providing social opportunities for Band members as well as Band Parents members such as picnics, and banquets.
- Coordinating an annual “Spring Trip” in conjunction with scheduled performance(s) thereby providing a combined cultural, musical and social experience for the Band members.

The Band Parents will accomplish its purpose through various fundraising activities undertaken throughout the year, often in conjunction with the Band’s planned social and musical events.

In general, Band Parent activities are coordinated with the Band Director. However, this in no way relieves the Band Director and/or the instructional staff of their assigned responsibilities, nor implies an oversight role for the Band Director in the activities of the Band Parents.

Section 4: Relationship with Band Director

The Band Director, or instructional staff, is responsible for identifying and scheduling all Band activities, and communicating to the Band Parents the nature and timing of any request for support. The Band Parents will determine and advise if such a request can be supported within the current resources of the organization.

ARTICLE III

MEMBERSHIP

Section 1: Membership

Any parent or legal guardian of an active Band member may become a Member of the Band Parents by registering with the Membership Committee and paying the assessed membership fee dues. Any other interested adult may become an Associate member of the Band Parents by registering with the Membership Committee and paying the assessed dues. Term of membership corresponds to the Band Parent Year which extends from June 1 through May 31 of the following calendar year (hereinafter defined as Year).

Section 2: Membership Privileges

Active Members of the Band Parents shall be permitted to offer motions, vote, hold elective office and chair committees. Active Associate Members of Band Parents shall enjoy all of the privileges of membership except for offering motions, voting, holding elective office, chair committees or any other right(s) or privilege(s) specifically ascribed to members in this document. Band Parent membership will be considered active as long as the Member’s or Associate Member’s child is active in the Band and the Member’s or Associate Member’s dues payment is current.

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ARTICLE IV

OFFICERS

Section 1: Elected Officers

The elected offices of this organization shall be President, Vice-President, Secretary and Treasurer.

Section 2: Election of Officers

1. The President shall read the slate of candidates as provided by the Nominating Committee at the March General Membership Meeting. Additional nominations may be accepted from the floor of the General Membership Meeting, prior to the election.
2. Election of Officers shall be conducted at the April General Membership Meeting. In the event the Spring Trip falls within seven (7) days of the April General Membership Meeting, the General Membership Meeting will be scheduled prior to the Spring Trip.
3. Term length for elective offices is one (1) year. Newly elected officers shall assume their duties with the beginning of the new year (June 1).
4. Election will be by closed ballot unless a candidate is uncontested. A majority of votes cast shall constitute an election.
5. Ballots will be counted by Nominating Committee members before the assembly of members, while the Treasurer and Secretary visibly lists the count after each nominee's name. Ballots will be recounted by the Treasurer and Secretary before the assembly of members while the Nominating Committee visibly lists the count after each nominee's name. In the event that the Treasurer and/or Secretary are running for re-election, the Nominating Committee will appoint substitutes for recounting as needed.
6. In the event the office of the President is vacated, the Vice President will serve out the balance of the vacated term.
7. In the event any other office is vacated in mid-term, the Executive Board shall appoint a member to serve out the balance of the vacated term.
8. No officer shall be elected to more than two (2) consecutive terms to the same office.

Section 3: Duties of the Officers

1. President
 - a. Shall preside and keep order at all Executive Board, General Membership and Special Meetings.
 - b. Shall have no vote on any motions except in event of a tie in which case the President's vote will serve as tiebreaker.
 - c. Shall relinquish the chair to speak his or her opinion.
 - d. Shall be a valid signatory, along with other Band Parent Officers, for all orders, drafts and checks jointly with the Treasurer.
 - e. Shall be an ex-officio member of all committees
 - f. Shall work closely with Band Director and keep the Band Director informed on all band-related activities involving the Band Parents.

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2. Vice President
 - a. Shall assume all duties of President in his or her absence or incapacity.
 - b. Shall be a valid signatory, along with other Band Parent Officers, for all orders, drafts and checks jointly with the Treasurer.
 - c. Shall chair the Audit Committee
 - d. Shall act as liaison between Middle School representatives and Band Parents

3. Secretary
 - a. Shall record business at all Executive, General Membership and Special Meetings.
 - b. Shall be a valid signatory, along with other Band Parent Officers, for all orders, drafts and checks jointly with the Treasurer.
 - c. Shall keep attendance records at all Executive, General Membership and Special Meetings. These records will become part of the meeting minutes.
 - d. Shall keep and maintain minutes of General Membership Meetings for a period of 5 years or turn over past minutes to the new Secretary.
 - e. Shall handle correspondence and be responsible for procuring formal Band Parents letterhead
 - f. Shall keep a copy of the current By-Laws and amendments and have them available at all meetings.
 - g. Shall record approved By-Laws amendments and incorporate approved amendments into the Band Parents By-Laws in accordance with Article VIII.
 - h. Shall keep a copy of the current edition of Roberts Rules of Order and have it available at all meetings.
 - i. Shall maintain submitted Committee reports for a period of five years.
 - j. Shall serve as Parliamentarian at all Executive, General Membership and Special Meetings.

4. Treasurer
 - a. Shall document and maintain accurate records of all financial transactions.
 - b. Shall be a valid signatory, along with other Band Parent Officers, for all orders, drafts and checks.
 - c. Shall issue all checks and pay bills appropriately documented and authorized expenditures.
 - d. Shall be appropriately bonded.
 - e. Shall receive and document all bills, statements and monies.
 - f. Shall deposit all income into the bank account within ten (10) business days of receipt by Treasurer.
 - g. Shall provide financial report(s) at each General Membership Meeting of all Band Parent accounts and balances including statement(s) of transactions that have occurred since the previously published financial statement. Such report(s) shall become part of the meeting minutes to be retained by the Secretary.

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Section 4: Removal from Office

Officers shall serve at the pleasure and discretion of the members of the GSBPA. Said body may remove an officer with cause. The criterion for removal of an officer for cause is as follows:

Any officer absent for two (2) consecutive General Membership Meetings without prior notice to the President or presiding officer, or for failure to discharge his or her duties according to these By-Laws will be relieved of his or her duties and the office shall be declared vacant. In this event, the presiding officer will immediately appoint an interim replacement. A special election to fill the vacant office will be convened as soon as practical but not longer than 60 days from the date the office is declared vacant.

OR

Misuse or abuse of power, incompetence, neglect of duty, violation of the laws of the commonwealth, or any other conduct which is not in keeping with the office or not consistent with the high standards, mission, and purpose of the GSBPA.

Any member who has been recommended for removal shall be given notice of the time and date of the meeting when such recommendation will be considered by the membership. Said officer shall be given the opportunity of hearing the reasons for the recommendation of removal, as well as the opportunity to be heard by the membership. Removals will pass by at least two-thirds (2/3) vote of the members present.

ARTICLE V

COMMITTEES

Section 1: Formation of Committees

Committees are formed from within the Band Parents to support the activities of the organization. Standing Committees are those that exist on a continuing basis, and thus have some cumulative base of experience to guide new members. Special committees are formed as needed to address specific issues or perform specific functions and may only exist for a specified period of time.

A committee chairperson is selected by each committee from the committee members. In the event that a committee fails to designate a chairperson, the chairperson of that committee will be appointed by the President.

Committee chairpersons are expected to attend the general membership meetings to report the activities of their committee or in the alternative provide a written report to the Secretary in advance of the monthly membership meeting as long as their respective committee has ongoing activities/responsibilities.

Section 2: Committee Meetings

Meetings of individual committees shall be initiated by the respective chairpersons as needed to accomplish the intended duties of the respective committees. All Committee Meetings shall be open to any member of the Band Parents interested in attending.

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Section 3: Duties of Committees

1. Committee chairpersons are charged with organizing the membership and activities of the respective committees in conjunction with the desires of the general membership and within the budgetary guidelines as established in the Band Parents approved budget.
2. Committee and/or their chairpersons are not authorized to enter into contract(s) for payment for goods and/or service(s) without review and expressed consent by the Executive Board and/or general membership as appropriate.
3. All committee chairpersons, upon completion of planned activities but no later than the May General Membership Meeting, shall submit a written report to the Secretary on the activities of their committee. The report shall be kept on file by the Secretary and shall be made available as reference material to succeeding committee chairpersons.
4. The following is a list of Standing Committees and a broad description of their responsibilities. Such descriptions are not intended to define the full scope of a committee's activities, but rather provide a general listing of the activities historically performed by each committee:

Committee	Duties
Audit	To perform an annual audit of the Band Parents' financial accounts for the immediately preceding year. To submit results of said audit along with statement at the September General Membership Meeting.
Band Festival	To coordinate all activities for Band Festival(s) with the Band Director and/or other committees as required to support this activity. Additional subcommittees may be formed to perform individual functions.
Chaperone	To recruit, train, schedule and assign chaperones for Band activities requiring such, (e.g., all football games, Band Festivals, picnics, Spring Trip, etc.) Arrange for busses and equipment transportation for all activities not covered by the School District (Kennywood, Band Competitions, etc.). Arrange for qualified medical personnel to be present at all Band functions.
Family Picnic	To plan an annual picnic in August to welcome back returning Band and Band Parent members and welcome new members and parents; coordinate food and activities. Preferably held prior to the opening of summer band camp.
Hospitality	To provide water and snacks at all band events, to provide water for the visiting band at home games, and to organize bake sales.
Kennywood Picnic	To plan a trip to Kennywood at the conclusion of Band Camp. Band Director to coordinate participation in the parade at the park. Coordinate with Chaperone Committee.
Membership	To recruit and register new members and collect dues. Record and report membership statistics at each General Membership Meeting- (this is required to determine quorum).
Nominating	To identify and recruit qualified candidates for elective offices for the subsequent year. Submit list of nominees to for elective office to the President, to be announced at the March General Membership Meeting.
Points	To collect data on points accumulated by each Band member and balance Band member accounts with the Treasurer. To communicate to the appropriate committee chairperson(s) the status of Band member points accounts.
Publicity	To inform the public on GSHS Marching Band activities using newspaper, banners and fliers and/or any other appropriate and approved media.
Spring Banquet	To plan an end-of-year banquet for Band and Band Parents members.

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Spring Trip	To act as liaison between Band Parents and the Band Director regarding the planning and support requirements of the annual spring trip. Responsible for keeping both parties informed of the status of the activities surrounding the trip and coordinated the activities of those officers and committees whose work is vital to the success of the trip. These committees include, but are not necessarily limited to Points, Chaperone, Ways & Means, Uniforms, and Publicity.
Uniforms	To issue uniforms to all Band members during band mini-camp, perform fitting and minor alterations such as hemming and buttons. Periodically inspect uniforms throughout the year to ensure that the wearing and condition of the uniforms appropriately reflect the image of the Band, Greensburg Salem High School, and the School District. Check uniforms back in after Spring trip.
Ways and Means	Responsible for the coordination of fundraising activities. Recruit members to chair individual fundraising activities/events.
Senior Night	To organize and plan activities to honor and recognize the contributions(s) of senior band members to the success of the Band. This event is held in conjunction with Senior Night activities for the GSHS Varsity Football program and as such some activities and expenses may be shared between the Band Parents, the Varsity Football Boosters Association, and/or the Cheer Boosters Association. This event has included a banquet held after the conclusion of Band participation in the Senior Night varsity football game.

ARTICLE VI

EXECUTIVE BOARD

Section 1: Executive Board Organization

1. The Executive Board shall consist of the officers of the Band Parents, the chairpersons of the Chaperone, Spring Trip, Ways and Means, and Points committees, and the Band Director.
2. All members of the Executive Board shall have one vote in matters that come before the Board, with the exception of the Band Director who will not be a voting member of the Executive Board.
3. Executive Board decisions will be determined by a simple majority vote. The President's vote shall determine the outcome in the event of a tie.
4. The President shall serve as the Chairperson of the Executive Board.
5. The Secretary shall serve as the Secretary of the Executive Board and shall take minutes of all meetings and read and/or publish such minutes at the next succeeding Executive Board Meeting.
6. Any member of the Executive Board can only hold one Executive Board position at a time.

Section 2: Executive Board Meetings

An Executive Board meeting will be held prior to the monthly general membership meeting. The Secretary will notify all board members, as appropriate and necessary.

Section 3: Executive Board Purpose

The purpose of the Executive Board is to facilitate business at the General Membership. This includes:

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1. Evaluate the plans of Committees for fundraising projects and to select appropriate options to present to the membership for approval or modifications.
2. Recommend to the general membership expenditures either for the operation of the organization or for the benefit of the Band and/or Band Parents, keeping within the approved annual budget.
3. Submit for review and approval a balanced budget for the year succeeding Year approval at the August general membership meeting.
4. To review and approve all contractual documents and obligations entered into by the Association.
5. Offer recommendation(s) for modification(s) to the approved budget as needed with the requirement that new expenditures be offset with existing and/or new income.
6. To review plans and activities of the various committees.
7. The Members shall approve all actions of the Executive Board.

Section 4: Removal from Executive Board

Given the administrative oversight responsibilities that are ascribed to the Executive Board in this document, it is important that Executive Board members attend each scheduled Executive Board meeting. Should any member of the Executive Board fail to attend two (2) consecutive Executive Board meetings without prior notification to the President, the President shall retain the right to dismiss that member and relieve him/her of their responsibilities on the Executive Board and he/she will relinquish the Chairmanship of committee to which they had been appointed.

ARTICLE VII

MEETINGS

Section 1: Meeting Date

The General Membership Meetings shall be held on the second Monday of each month, in the Band Room at Greensburg Salem High School. The exact time and place of the meeting may be changed as circumstances dictate provided that at least one week's notice of the change is provided to the general membership.

Section 2: Quorum

A Quorum for the purpose of conducting Band Parents business shall consist of twenty percent (20%) of the active members.

Section 3: Parliamentary Authority

“Roberts Rules of Order, Revised,” shall govern all Band Parents proceedings not herein provided for.

Section 4: Special Meetings

Special general meetings may be called for a specific purpose upon written request by the President or by a minimum of 10 members. The Secretary will provide at least one weeks notice in advance of the special meeting to all active members and associate members.

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ARTICLE VIII

AMENDMENTS TO THE BY-LAWS

Section 1: Introduction of Amendments

All amendments must be presented in writing to the Executive Board for approval

Section 2: Notification of Members

Amendments to the By-Laws shall be presented at the next general membership meeting following Executive Board approval. In addition, proposed amendments to the By-Laws must be reviewed by the Band Director and the School Administration prior to their presentation to the general membership. The date for voting on proposed By-Laws amendments shall be announced at the general membership meeting at which the proposed amendment(s) are presented. In addition, the language of the proposed By-Laws amendment(s) along with notification of the date, place and time of the intended vote shall be provided in writing to all active Members at least two (2) weeks in advance of the scheduled vote.

Section 3: Approval of Amendments

An amendment is adopted when two-thirds (2/3) of those active members present vote affirmatively to adopt the amendment. The amendment(s) take(s) effect immediately upon adoption and shall be incorporated into By-Laws document by the Secretary. The new revision of the By-Laws shall be uniquely identified by the date of the latest amendment approval.

Section 4: Repealer

Amendment(s) shall take effect on the date of adoption by the membership, and any By-Law provision or amendment(s) to By-Laws superseded by the latest amendment(s) are hereby repealed.

ARTICLE IX

BUDGET AND FUNDING

Section 1: Budget

The Executive Committee will develop and submit to the General Membership a proposed general budget outlining detailed income and expense requirements to support anticipated Band Parents' activities for the succeeding year. The budget will include income estimates that are assigned to fundraising activities. Band members will be responsible for funding a portion of the budget as recommended by the Executive Board and approved by the Members. The budget will be submitted for approval by the Members at the general membership meeting following Executive Board approval, but no later than the August general membership meeting.

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Section 2: Funding

1. Income for the support of Band Parent's activities shall be obtained primarily through the assessment of membership dues and through fundraising activities.
 - a. The Executive Board, upon recommendation by the Membership committee, will determine the annual dues amount.
 - b. Funding activities for both band and the band parents are identified and organized by the Ways and Means Committee and approved by the Executive Board. A list of approved fundraising activities will be distributed to the members.
 - c. It is the intention that Members of both the band and the Band Parents actively participate in fundraising activities for their mutual benefit. It is also expected that a portion of the profits (as determined by the Executive Board) derived from each fundraising activity (except as excluded by definition by the Executive Board) be allocated to either individual Band member accounts or Band Parents General Fund as recommended by the Executive Board and approved by the Members. Proportional proceeds of fundraising activities performed by Band members will be allocated to their individual accounts as Band member points (Points) (defined below) with the remaining portion being allocated to the Band Parents General Fund. Proportional proceeds of fundraising activities performed by Band Parents will be allocated to the Band Parents General Fund with remaining balance being distributed equally among all Band members individual accounts to the nearest whole unit (dollar(\$)).

Section 3: Band Member Points

1. The Executive Board approves all fundraising activities and determines the proportional percentage of proceeds to be allocated to either Band or Band Parents accounts for each approved fundraising activity.
2. The portion of proceeds generated by a band member's fundraising activities will be recorded as Band member Points (Points). A Point, or portion thereof, shall equate to a dollar, or portion thereof, raised by the band member and allocated to his individual account.
3. The dispersion of Band member points is as follows:
 - i. All points earned by individual Band members are applied to their account and dispersed to cover band expenditures as needed.
 - ii. Excess points beyond those required for Spring Trip may be carried forward for the following year.
4. Maintenance and reporting of the Band members' points are as follows:
 - i. The Points person maintains the amount of cash payments and funding credits for each Band Member. Point totals are electronically accessible to each band member.
 - ii. Band member points are maintained for all active band members.
5. Disposition of the point balance for any Band member leaving the Band is as follows:
 - i. At the request of the Band member, any point balance in the Band member's account following the member's departure from the band can be transferred to another Band member or held on record up to a period of two school years for the use of a sibling joining the Band. It is the responsibility of the departing Band member to communicate this request in writing to the President within 60 days of departure.

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- ii. In the absence of such action as defined above, any Point balance in a Band Member's account following the member's departure from the band will be dispersed to the general fund.
 - iii. A point balance for a Band member leaving the band under special circumstances may be retained at the sole discretion of the Executive Board.
6. Active Band members, upon written request to the Points person, may transfer points from one active member's account to another active member's account during the season.

ARTICLE X

EXPENDITURE OF FUNDS

Section 1: Basis and Limitations

1. Expenditures of funds by the Band Parents will be limited to those Band activities specified in Article II Section 3; to support approved fundraising activities; or for specific purposes recommended by the Executive Board and approved by the members.
2. Other types of expenditures not envisioned in these By-Laws shall be subject to approval by the general membership.

Section 2: Required approvals

1. Any expenditure of \$100 or less can be made with the approval of the President or Vice President and one other member of the Executive Board.
2. Any expenditure greater than \$100 but less than \$500 toward a specific purpose shall require the approval of the Executive Board.
3. Any single expenditure(s) greater than \$500 must be reviewed by the Executive Board and a recommendation for acceptance or rejection taken to the general membership meeting. Approval of any expenditure greater than \$500 must be voted on by the general membership.
4. When an expenditure is associated with an approved fundraising activity or budgeted and approved activities of the Band Parents then the required approval should be obtained in advance in order to expedite the activity. For the purpose of this Section, the expenditure associated with any fundraising activity is the cumulative total of all expenditures for that activity (e.g., the total cost of subs for all sub sales sponsored during a school year).
5. Any Officer, Band Parent member or member of the instructional staff who incurs any expense without regard to Article IX, Section 2 shall be responsible for payment of such expense and shall not be reimbursed by Band Parents.
6. The Executive Board will from time-to-time publish a list of policies and practices that are intended to guide and facilitate the collection and distribution of funds handled by the Band Parents.

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ARTICLE XI

SPRING TRIP

Section 1: Purpose

The Spring Trip is a core activity of the Band and Band Parents and is designed to acknowledge the commitment, dedication and hard work of Band throughout the year. As such, the Spring Trip typically includes travel to a destination chosen by the Band Director and includes one or more Band performances along with other scheduled educational, recreational and social activities.

Section 2: Funding

The total expected cost of the Spring Trip (transportation, room and board, activity and admission fees, etc.) is developed by the Spring Trip Committee and Band Director. The total cost is intended to include arrangements for all Band Members, Instructional Staff, and Chaperones expected to participate in the Spring Trip. It is further intended that the Band members participate in raising funds to cover budgeted expenses for the Spring Trip. Band members and Parents are required to sign a Spring Trip Commitment Contract and are required to pay a non-refundable deposit at the time of signing. If a Band member wishes to cancel his/her participation in the spring trip 90 days prior to departure, the Band member loses the deposit and all non-refundable, advance purchase items. Band members who cancel 89 or less calendar days prior to departure, for reasons other than death and documented illness, will forfeit the entire cost of the trip. Band member accounts will be debited for the entire cost of the trip at that time; furthermore, should the Band member account be below the required trip costs legal action may be taken at parent expense to recoup the loss suffered by the Band Parents as a result of the Band member cancellation. In the event of trip cancellation, by the Band Parents and/or the Greensburg Salem School District, all points except those already used for non-refundable expenses, will be retained in the Band member's point balance. Spring trip chaperones may use points from their child's account to fund the chaperone expense determined by the Band director.

Section 3: Authority

The Spring Trip is approved by the Greensburg Salem School Board and, like all other approved activities for the Marching Band, is subject to the operating policies of the Greensburg Salem School District.

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ARTICLE XII

DISSOLUTION

In the event of the dissolution of this organization, all assets will become the property of the Greensburg Salem School District.

END OF BY-LAWS

BY-LAWS AMENDMENT SUMMARY

Date of Amendment	Description of Amendment
July 2002	Complete revision/reformatting of existing By-Laws. Added definitions, clarified functions and responsibilities, established spending limits of authority, described fundraising and Spring Trip. These By-Laws were approved in accordance with the existing By-Laws at the time. Formal approvals by the Director and School Principal were documented as signatures on file with this revision summary.
November 2002	Modified Article II, Section 2 first paragraph to delete the reference to “Flutopia and Winterguard” (Approved at 11/11/02 General Meeting), Director verbal approval.
March 2003	Modified Article IX, Section 3, items c-2 and d-1, to change reversion of undisposed points from the Band Parents General Fund to distribution amount remaining active Band members. (Approved at 3/10/03 General Meeting).
April 2006	Complete revision of existing By-Laws. Coordinate dates; clarify roles and responsibilities of officers; clarify terminology; restructure Executive Committee. Complete list of changes can be found in redlined version
May 2009	Modified...
September 2013	Modified Article IX Section 3 to change policies regarding points transfers between students.
September 2015	Added Article XII: Dissolution to by-laws to comply with PA tax-exempt policies
April 2017	Complete revision/reformatting of existing By-Laws. Added specific wording, clarified functions and responsibilities of officers – added Removal from Office if needed, updated the length of chair person can hold office. These By-Laws were approved in accordance with the existing By-Laws at the time – April 10, 2017 General Meeting and Band Director verbal approval.