

INTRODUCTION

THE COVENTRY HIGH SCHOOL BAND DEPARTMENT;

The Coventry High School Band Department is an adjunct of Coventry High School and operates only under the management of the Coventry School Board, the High School Principal and the Band Director(s). As such, all Band Department policies and decisions will come from those in charge of the Band Department.

THE COVENTRY MIDDLE SCHOOL BAND DEPARTMENT:

The Coventry Middle School Band Department is also managed by the Coventry School Board, the Middle School Principal, and the Band Director(s). All Band Department policies and decisions will come from those in charge of the Band Departments.

THE COVENTRY BAND PARENT ASSOCIATION, INC.;

The Coventry Band Parent Association, Inc., is a non-profit 501(c)(3) organization through which parents and interested parties can contribute to the overall success of the Coventry High School Band Department and its various programs. By our very Constitution, it is our purpose to encourage and support the Band programs of the Coventry Local School District. At the discretion of the Association Board, we provide physical and financial support. The Association also organizes the Awards Banquet at the close of each academic year, and provides funding and support for any duly authorized projects or activities of the Coventry High School Band Department and/or the Coventry Band Parent Association, Inc.

COVENTRY BAND PARENT ASSOCIATION, INC. GOALS AND PURPOSE:

1. To support, protect and encourage all students actively participating in the Coventry High School Instrumental Music Program and the Middle School Instrumental Music Program.
2. To promote, stimulate and maintain an enthusiastic interest in all phases of the Band Programs.
3. To cooperate and abide by the decisions of those in charge of the Band Programs.
4. To encourage and make possible educational trips, musical programs, and concerts approved and sanctioned by the Coventry High School and the Band Director.
5. To aid in student chaperoning* during Band activities.
6. To actively support fundraising endeavors.
7. To provide a model of loyalty, respect, integrity, cooperation, and dedication through parental participation in ALL activities of the Coventry Band Programs and the Coventry Band Parent Association, Inc.
- 8, To promote the Coventry Band Programs in the local community through media and special projects during the year.

*While at a performance, there are certain needs that the Band students have, including water, occasional first-aid assistance and personal assistance. The Association works to maintain a level of comfort that enables the students to give their very best. We provide whatever comforts can be afforded within reasonable limits.

Notwithstanding any other provision in this document, this organization is organized and shall be operated exclusively for one or more of the purposes set forth in section 501(c)(3) of the

Internal Revenue Code of 1954, or any corresponding provision, and the purposes, powers, and activities shall be limited to only those permitted under Section 501(c)(3) of the Internal Revenue Code.

ASSOCIATION STRUCTURE

BUSINESS ADDRESS:

The Association shall maintain a post office box in the name of the Association. This post office box address shall be the business address of the Association. If the Association Board acts to change the business address for any reason, the general membership shall be notified immediately. Mail shall be picked up regularly by the members of the Association Board. The business address shall be, until further notice, PO Box 19205 Akron, Ohio 44319.

MEMBERSHIP:

Membership in the Coventry Band Parent Association, Inc., is open to all parents and/or legal guardians of the Band Students by virtue of the band fees paid at the beginning of the academic year. All memberships are conditioned on the willingness to subscribe to the Association's Constitution and By-Laws and by agreeing to exhibit exemplary Code of Conduct while participating in School and/or Association activities.

RIGHT TO VOTE:

Only General Members can vote on issues and candidates at Annual Meetings, General Band Parent Meetings and Special Meetings. Each General Member is entitled to one vote. General Members must be in attendance at the time of the vote in order to exercise their right to vote. No voting by proxy shall be allowed.

Voting on all matters at General Meetings shall require a simple majority of those voting members present. A two-thirds majority of voting members shall be required for a removal of an officer. A majority at a Board meeting shall be a simple majority of those present.

OFFICERS AND ELECTIONS:

Officers for the Association are to be elected for two-year terms. No person desiring to serve on the board shall be denied by virtue of the fact that they are only able to serve one-year (i.e. a senior parents). Elections will be held yearly to fill any necessary positions. The duties of the officers are outlined in the Constitution. The elected positions constituting the Association Board include the President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. These Board Members shall receive twenty (20) credit hours per year for handling their assigned duties. The General Membership will also vote in one Trustee per every 15 Band Students. The Trustee positions will also be two-year terms and their responsibilities are defined in the Constitution. There are no term limits for any position. If the Band Director no longer serves as such, he or she shall also cease to be a Board member.

The number of Board Members and/or Trustees may be adjusted by the recommendation of the current Association Board and approval by a majority of the General Membership at the Monthly Meeting or at a Special Meeting for this purpose. Nominations for any position shall be submitted in writing to the Association President at least one week prior to the election.

Where a candidate is unopposed, the candidate must be elected by a majority. When there are two or more candidates for an office and a majority is not received by one candidate,

there shall be a runoff between the two leading candidates unless the second place candidate concedes.

Elections for Board and Trustee positions shall be conducted by anonymous written ballot. The votes shall be tallied and verified by one Board member, not up for re-election and one member of the General Membership and the results will be announced at the meeting. The ballots and documentation of the counting of the votes shall be available for the scrutiny of the General Membership at the meeting and shall be kept on file by the Secretary until the following election.

REMOVAL OR RESIGNATION OF ASSOCIATION BOARD MEMBERS:

Any request for removal of a Board member must be presented in writing to the President. The President shall include the request in the agenda of the next General meeting and allow the member to present his request to the General membership. The Board member shall be allowed time to present rebuttal to the request for removal. The request must be approved by a majority of the voting membership.

Officers and/or Trustees may be removed for their positions for the following reasons:

An Officer or Trustee misses three (3) consecutive general meetings, unless excused;

An Officer or Trustee fails to perform his or her duties as prescribed by these by-laws.

Any and all Board members may be removed with or without cause.

The Band Director may initiate a recall of an officer.

A Board member may resign at any time by giving written notice, which may be, by way of example, electronic mail or handwritten letter, to the President or Secretary of the Association. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board. Formal acceptance of the resignation shall not be necessary to make it effective.

ELECTION OF OFFICER AFTER A RESIGNATION OR REMOVAL:

Should a Board Member resign his or her position, or be removed from his or her position, an election shall be held at the next General Board Meeting. If the next meeting is scheduled less than a month later, nominations shall be accepted by the President and Band Director up to the day before the General Meeting. In the event the office needs to be filled before the next General Meeting, a Special Meeting shall be called for the General Members to vote. The Members are to be advised of the Special Meeting by all possible means.

Election of an officer after Resignation or Removal shall follow the foregoing procedure as put forth in the previous section.

MEETINGS:

The General Meetings of the Association are conducted the first week of each month from September through May, with the specific day designated by the Board at the first General Meeting of the year. The Association Board will meet prior to the General Meeting to establish the agenda items. The Board will meet, at a minimum, monthly through the entire year.

Summer meetings will be scheduled at the convenience of all Board Members. The Annual Meeting at which elections shall be held will be conducted at the April General Meeting each year.

TRIP ACCOUNT AND CREDIT HOURS

Funds are provided by odd year Craft Fairs, Rose, Day, Tag Day, Concessions, and miscellaneous fundraisers. These funds are used by the Band Students to subsidize only the cost of the Trip at the end of the two year period. Band Parents/Band Students can build their Trip Accounts by volunteering their time at certain Association's fundraisers. The hours worked at these fundraisers earn "credit hours" for the hours worked. The monetary value of each credit hour will vary from year to year according to the amount of money available in the Trip Account. Students and/or their parents may accumulate a total of 100 credit hours every two years. These hours **MUST** be used for the Trip at the end of the two year period. These credit hours may not be 'carried over' for a future trip or other band obligations. A minimum of 25 credit hours, of the total 100 allowed, **MUST** be earned directly by the student. No parent shall be given credit for more than a total of 75 credit hours, per student. This is meant to insure participation by the Students. Any credit hours remaining in a Band Student's account can be transferred only to a sibling who is also a band student, within the two year time frame.

IF NO CREDIT HOURS ARE SPECIFIED FOR AN EVENT OR POSITION, THERE ARE NO CREDIT HOURS AVAILABLE, UNLESS OTHERWISE ADDRESSED BY THE BOARD.

Student Accounts

The purpose of Student Accounts is to provide the student with a way to raise money for use in band activities and to encourage student participation in fundraising event.

Student Accounts are individual records of money earned by the students during individual fundraisers and authorized withdrawals made by students.

Group fundraisers are designed to benefit the group as a whole and money earned will go to the general band fund unless the Board has designated that these earnings are to be used for a specific purpose. Band Directors will encourage all students in band to participate in group fundraisers.

Individual Fundraisers such as candy, food, candle, etc., sales will have the earnings applied directly added to the account of the student raising the funds. These funds may not be withdrawn as cash.

Students are to use the credit in their Student Accounts to help offset the costs of band sponsored trips, band camps, and the required band apparel such as marching shoes, marching gloves, etc. Student account funds cannot be used to purchase fundraiser products.

A student's account shall remain open for as long as that student is involved with the band program or until the student graduates. Remaining balances in the student's account at the time of graduation or when the student is no longer a member of band, will be rolled into the

Association's general fund or may be allocated to a sibling currently in the band program or entering the band program the following school year.

Funds are not transferrable except under the previous section.

Each Band Student may choose to have a non-immediate family member (or person approved of by the Board if not a family member) work for him/her for credit hours, if immediate family is not available. There shall be no more than two persons working for a student at a time (i.e., Mother and Father, Aunt and Mother, etc.)

Committees:

The chairperson of each committee shall choose his/her own committee. The committees shall consist of Uniforms, Chaperone, Concessions, and such special committees as are needed.

Uniform Committee: As soon as practicable, the Band Director shall provide a list of band students. The Uniform Committee will then fit, alter and assign band student uniforms in time for the first Band Performance. The Uniform Chairperson shall be responsible for storage, inventory, fitting, alterations, repair, cleaning, assigning and recording of the Band Uniforms, and the scheduling of all volunteers. The Uniform Committee chairperson shall elect an assistant to hand out uniforms at applicable events.

Chaperones: There shall be one Chaperone Chairperson. The Chaperone Chairperson is responsible for scheduling the appropriate number of chaperones for a variety of activities. The Chaperones are responsible for supervision of Band Students, including but not limited to, keeping the group together, providing care for minor emergencies, and assist the Band Directors as needed. Chaperones must remain with the band at all times.

Chaperones shall receive two (2) credit hours for home games and four (4) credit hours for away games. These credit hours will not reflect an hour for hour credit as with most other activities. The Chaperone Chairperson shall receive ten (10) credit hours per year in addition to the hours worked during events. The band fees for the Chaperone Chairperson shall be waived.

Craft Fair: There shall be one, or as many as two, chairpersons. There shall be at least one craft fair each year. The Craft Fair Chairperson shall select a committee, which shall consist of opportunities such as, but not limited to, admission attendants, raffle coordinator, publicity, set-up and take-down teams, and raffle baskets coordinators. The band fees for the Craft Fair Chairperson shall be waived.

Concessions: The Concessions Committee chairperson shall be responsible for getting volunteers to work at the concessions stands at all home football games as well as all games held at the High School Football Field (such as Junior Varsity, soccer, etc.). The chairperson shall also be responsible for concessions at the Craft Fair and at such other events as may be necessary. The Chairperson shall be responsible for all facets of the concessions stand. The Concessions Chairperson shall also collect and report all Student Credit Hours. The Chairperson shall receive ten (10) credit hours per year in addition to any hours worked at the concession stand. The band fees for the Concessions Chairperson shall be waived.

Fruit Sales: At some point during the School Calendar year, there will be a fruit sale as one of the Association's major fund raisers. There shall be a Chairperson appointed for this sale. The Chairperson shall collect, count and report all Fruit Sale money. The Chairperson is also responsible for collecting any applicable credit hours.

Tag Day: The Tag Day Chairperson is responsible for all phases of Tag Day, including mapping collection areas, collecting, counting, recording and security of all Tag Day collections. All persons who work during Tag Day shall earn a maximum of four hours.

Rose Delivery Day: Rose Day is an annual fundraiser held on the first Saturday in October and is conducted in conjunction with the Portage Lakes Kiwanis Club. The Rose Day Chairperson is in charge of planning, recruiting, scheduling, collecting and reporting a record of who work Rose Delivery Day. All persons who work Rose Delivery Day shall earn a maximum of four credit hours.

Eighth Grade Band Parent Representative: The Eighth Grade Band Parent Representative will serve as a non-voting member of the Association Board. Their purpose is to coordinate, collect, and relay essential information between the High School and Junior High School Band students, parents and the Association Board.

BAND CAMP

Each year, prior to the beginning of the academic school year, students will learn and practice both the music to be played during the marching season and the marching drills for the programs. To participate in Band, students are required to attend, unless excused for all or any part of, Band Camp. The Band Director will be responsible for choosing the location and dates of Band Camp. Band Parents will provide meals as snack, as needed, as approved by the Board in conjunction with the Band Director.

School Policy states that Band is a full-year commitment. Students who withdraw after the time set by the guidance office for all classes, will receive a drop F for the year.

BAND PERFORMANCES

CHAPERONES

The Chaperone Committee Chairperson is responsible for scheduling the appropriate number of chaperones for a variety of activities. They are with the Band Students at all times during band performances, competitions, travel and overnight lodging.

The Chaperones are responsible for the supervision of Band Students. They keep the band students together as a group, provide support to individuals when it is needed, handle the minor emergencies that crop up, take attendance on buses, and in general, assist the Band Directors in handling this large group.

In return for the Chaperones work, the band students will respect and obey the Chaperones at all times. Chaperones are required to report any inappropriate conduct to the Directors. Chaperones are also expected to uphold the same high standards as the students with regard to behavior, language and dress.

Chaperones who participate at Home Football Games will accompany the Marching Band from the High School Parking Lot to the Football Stadium and back. Persons who volunteers as chaperones MUST remain with the band throughout the game. Chaperones who participate in "Away" Football Games will accompany the band on the buses to the games. Chaperones are also needed to accompany the band on the buses for any other performances, such as Band Shows. Once the band is at its performance location, the chaperones will assist the Directors with monitoring behavior; provide the students with water; provide first-aid (as

needed); distribute and collect hat plumes; and loading and unloading equipment from the Band Truck. Chaperones participating in Home Football Games will receive two (2) credit hours, and for Away games or Band Shows, chaperones will receive four (4) credit hours. These credit hours will NOT reflect an hour-for-hour credit as with other activities.

BAND TRIP

The Coventry High School has traditionally taken Bi-Annual Band Trip. The Band Parent Association Board, Band Directors, Principal and Superintendent must approve all Band Trip Plans

The Band Director will be responsible for presenting all trip information to the Principal and Superintendent.

ANNUAL AWARDS BANQUET

At the end of each academic year, the Parents of the Junior Class will organize and conduct an Awards Banquet. If there is not a volunteer committee of Junior Band Parents, the Association President will select a committee and Awards Banquet Coordinator to organize and manage the Banquet. A budget for all aspects of this Banquet will provide funds to be available. The Coordinator is responsible for collection of all receipts and spending reports must be made to the Association Board. There will be no credit hours for time spent working on this activity.

Some of the duties of the Coordinator and/or Committee include; purchasing decorations and table coverings; determining a place for the banquet; invitation preparation and mailing to Band Parent Families, including 8th graders who will be incoming freshmen, Coventry High School Administrators and Board of Education Members; development of main course; program design; ordering awards (Plaques for Director Awards, Instrument pins for juniors, Gold Bars for sophomores, Chenille Band Letters for freshmen, and Certificate of Recognition for 8th graders); purchase of senior gifts and directors gifts; and setting up/clean up crew.

RECORDS OF THE ASSOCIATION

MINUTES

A notification of upcoming General Band Parent meetings will be posted on all applicable social media approximately one week prior to the date of the meeting. Any items being requested for consideration by any member of the Association should be submitted to the Association President two weeks prior to the next month's Board and General Meetings. Emergency requests will be considered on a case-by-case basis.

The Secretary shall attend all meetings and keep minutes, type and publish the minutes to all Board and Committee Chairpersons as soon as possible following the meetings, but in no event any later than a week after the meetings. The Secretary shall maintain Minutes of all meetings to be passed on to future Boards for reference.

All social media shall be organized and maintained by the Director's. The Director's shall have final authority over what is posted to social media.

FINANCIAL RECORDS

As described in the Association Constitution, the Treasurer shall make arrangements for the bonding of the Association Board, and the Association shall pay the premiums.

The Treasurer shall disburse fund requisitioned by the Association for specific purposes. The Treasurer shall, with assistance from other Board members as needed, prepare all IRS and

State of Ohio Tax Filings and Statement of Continued existence, as well as any other such legal filings as required by State of Ohio and Federal Governments.

The Board must vote on all purchases over One Hundred Fifty Dollars (\$150.00), excepting concessions for continuing operating costs.

A Committee consisting of the incoming or current President, Treasurer and two (2) Association members will perform a yearly audit prior to September 1st. The Treasurer will present a budget review to the Executive Board each year in January.

FINANCIAL GUIDELINES

ASSOCIATION BUDGET

In August of each year, the Association Board and Trustees shall establish a proposed budget. The Association shall operate within this budget until the General Membership votes for final approval in September.

BAND STUDENT PAYMENTS

Any payments made to the Coventry Band Parent Association, Inc., by Band Parents and/or Band Students are deposited into the Coventry Band Parent Association Inc. bank account. If for any reason the bank returns a check to the Association for Non-Sufficient Funds (NSF) with penalty fees, the Association will require reimbursement for these fees from the Band Parent and/or Band Student. Failure to pay such a fee will result in the matter being handled administratively by the Band Director.

If and in the event a Band Student is unable to pay his/her student fees, a request, in writing, shall be presented to the Board President and Treasurer to be acted upon at the next Board Meeting or earlier if an emergency exists.

BAND PARENT HANDBOOK

This Introduction and the Constitution and By Laws, as well as the Band Parent Handbook passed out by the Director's, are designed and intended for the purpose of informing parents of the standards of conduct and participation expected in both parents and Band students. This handbook shall be available at all times on the Coventry Band Page of the Coventry School District Website.

This Introduction and Handbook are not meant to supersede the Constitution and By-laws in any way. Should there be a discrepancy between this handbook and said Constitution and By Laws, the Constitution and By-laws will be the ultimate authority on every issue that may arise.

Voted on and Revised on 12/4/2014 at the General Band Parent Meeting

CONSTITUTION AND BY- LAWS

ARTICLE I NAME

The name of this Non - Profit Organization shall be the **COVENTRY BAND PARENT ASSOCIATION, INC.**, hereafter referred to as the Association.

ARTICLE II PURPOSE

- A. The general purpose of the Association is the creation and maintenance of enthusiastic interest in the various phases of the Instrumental Music Department of the Coventry Local School District;
- B. to lend financial and moral support;
- C. to cooperate with those in charge of the Department and the School Board that the Instrumental Music Department might be brought to and kept at the highest possible degree of efficiency;
- D. to build and maintain this organization which will help promote the general activities of the Instrumental Music Department;
- E. to receive and maintain funds to use and apply said funds for any duly authorized project or activity of the Coventry Instrumental Music Departments or the Band Parent Association, Inc.

Notwithstanding any other provision in this document, this organization is organized and shall be operated exclusively for one or more of the purposes set forth in Section 501(c)(3) of the Internal Revenue Code of 1954, or any corresponding provision, and the purposes, powers, and activities shall be limited to only those permitted under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE III MEMBERSHIP

- A. All parents or legal guardians of all currently enrolled band member are automatically granted membership status in the Association.
 - 1. Membership fees are included in the fees paid to the band at the beginning of each academic year. This is separate from the fees paid to the school as "Pay to Participate" fees.
 - 2. All memberships are conditioned on the willingness to subscribe to the Association's Constitution and By-laws, and by agreeing to abide by the Code of Conduct and participation outlined in the Annual Handbook.
- B. The High School Band Director and Middle School Band Director shall each automatically be members of the association by virtue of their positions.

ARTICLE IV OFFICERS

- A. The officers of this organization shall be President, 1st Vice-President, 2nd Vice President, Secretary and Treasurer. Officers of the Association must be current association members.
- B. Duties of the Officers are;
1. **President:** It shall be the duty of the President of the Association to preside over all meetings, maintain order, decide tie votes and appoint standing committees,
 - a. It shall be the duty of the President to have general care and supervision over the interests and affairs of the Association.
 - b. It shall be the duty of the President to work in conjunction with the Treasurer to insure proper use and disbursement of the funds and assets of the Association. To insure proper accounting, the President will be required to co-sign all checks for disbursement of funds over \$1,000.00, and be made aware of all disbursements over \$150.00.
 2. **1st Vice President:** It shall be the duty of the 1st Vice-President of the Association to assume and perform the duties of the President in the absence of that Officer.
 3. **2nd Vice President:** It shall be the duty of the 2nd Vice President of the Association to assume and perform the duties of the President in the absence of that Officer, if the 1st Vice President is unable to do for any reason. The 2nd Vice President will share all duties of the 1st Vice President as the two agree and arrange.
 4. **Secretary:** It shall be the duty of the Secretary of the Association to make and keep accurate minutes of both the Association Board Meetings and the General Band Parent meetings;
 - a. It shall be the duty of the Secretary to prepare all minutes in written or electronic form to be available for the next Association meeting;
 - b. It shall be the duty of the Secretary to make said minutes available to all Association members;
 - c. It shall be the duty of the Secretary to have the minutes posted to the Association website or other social media as currently used by the Association to relay information to the Members.
 5. **Treasurer:** It shall be the duty of the Treasurer of the Association to obtain and make arrangements for the bonding of the Association Board, and the Association shall pay the premiums.
 - a. It shall be the duty of the Treasurer of the Association to disburse funds requisitioned by the Association for specific purposes;
 - b. to prepare, with assistance from other Board members, the IRS and State of Ohio Income Tax filings, as well as other financial reports as may become due by the same.

- c. It shall be the duty of the Treasurer of the Association to work in conjunction with the President of the Association to ensure proper use and disbursement of those funds and assets. To insure proper accounting, the Treasurer will be required to secure the co-signature of the President for disbursement of funds over \$1,000.00, and notify the Board of any disbursements over \$150.00, for which there must be prior Board approval, notwithstanding concessions, as continuing operating costs.

ARTICLE VIII TRUSTEES

- A. The membership of the Association shall elect Trustees as outlined below:
 - 1. One Trustee position shall be available, but not required, for every twenty (20) Band Students. There shall never be less than three (3) positions.
 - 2. In the event there are more nominations than positions available in a given year, each currently available position shall be filled at that time by a majority vote of the quorum of members present at the meeting.
 - 3. There will be no voting by proxy.
 - 4. A special election may be held to elect additional Trustees, provided a new position or positions are deemed necessary by the Association Board. Prior notice shall be given to the General membership within a reasonable time before the election.
 - 5. It shall be the duty of the Trustee to:
 - a. aid in the preparation of the annual budget;
 - b. have charge of all Association property;
 - c. to investigate all investments, bills or claims referred to them.
 - d. along with a specially appointed Auditor, shall audit the reports, books, and accounts of the Association in January and July of each year.
 - i. the Trustees, along with a specially appointed Auditor, shall audit the reports, books, and accounts of the Association in January and July of each year.
 - ii. These audits shall be conducted at the discretion of the President, but specifically shall be required after the election of a new Treasurer, and prior to the new Treasurer's tenure.

VI. ASSOCIATION BOARD

- A. It shall be the duty of the Association Board to meet prior to the first official event of the new academic year to prepare the budget for the upcoming year. Additional budget meetings may be called at such times deemed necessary by the President.
- B. This budget will be presented for approval to the membership at the first scheduled General Parent Meeting beginning each school year. Budget approval will be granted by a majority vote of the members present.
- C. The association shall operate within the confines of the annual budget. Any deviation from the is budget must first be approved by the General membership.

- D. In the event of any emergency, the President has the power to poll the Board for approval of \$1,000.00 maximum spending beyond the budget constraints previously approved by the General Membership.

VII. ORDER OF BUSINESS

- A. **Robert's Rules of Order** shall be the authority for the conduct of all Association meetings.
- B. The General Band Parent meeting shall be conducted the first week of each month from September through May, with the specific day designated by the Board at the first General Meeting of the year.
- C. Meetings shall be held at Coventry High School unless notice is given prior to a specific meeting.
- D. The Association Board meetings shall precede the General Band Parent Meetings.
- E. Additional meetings of the Board will be called as needed at the discretion of the President

VII. AMENDMENTS

This Constitution may be amended at any regular meeting of the Association by a two-thirds (2/3) vote of members present, provided notice of the proposed revisions and/or amendments have been read and submitted in writing at the previous meeting.