

WEST HIGH ENTERTAINMENT UNIT PARENT ASSOCIATION BYLAWS

ARTICLE I - NAME

The name of this Association shall be the West High Entertainment Unit Parent Association ("Association").

ARTICLE II – OBJECTIVE

It shall be the objective of this Association to assist and support the directors and the programs of the West High School Entertainment Unit. Any reference herein after of the West High Entertainment Unit includes the members of the Marching Band, Concert Band, Symphonic Band, Wind Ensemble, Jazz Band, Color Guard, Drill Team, Percussion Ensemble, Hip Hop, and any other performing group as designated by the Entertainment Unit Director (collectively, "Entertainment Unit").

ARTICLE III - BASIC POLICIES

The Association shall be non-commercial, non-profit, non-sectarian, and non-partisan. The Association shall not enter into membership with other Associations, agencies, or clubs.

The Association shall cooperate with the school to support the Entertainment Unit in ways that will not interfere with the administration of the school and not seek to control its policies.

The Association shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

In the event of the dissolution of this Association, after paying or adequately providing for the debts and obligations of the Association, the remaining assets shall be distributed to the West High PTSA.

The Association or members in their official capacities shall not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.

ARTICLE IV - MEMBERSHIP AND CONTRIBUTIONS

Eligible members shall consist of parents or legal guardians of a student currently participating in the West High School Entertainment Unit. Membership contributions shall be set at the start of each fiscal year by the Board of Directors according to the needs of the Association. Membership shall be granted to the current Entertainment Unit Director, Drill Team Advisor, Color Guard Advisor and Percussion Advisor.

ARTICLE V - OFFICERS AND THEIR ELECTION

Officers shall be members in good standing of the Association.

The officers shall consist of a President, Executive Vice-President, Vice-President Chaperones, Vice-President Drill Team, Vice-President Color Guard, Vice-President Uniforms, Vice-President Hospitality, Vice-President Administration, Vice-President Percussion, Treasurer, Financial Secretary, Auditor, Secretary, and Historian.

Financial Officers shall not be related by blood, or marriage, or reside in the same household. Financial Officers consist of President, Treasurer, Financial Secretary, Auditor, and Entertainment Unit Director.

Officers shall be elected annually by the membership of the Association.

The nominating committee shall consist of the Executive Vice-President and at least two (2) members of the Board of Directors in good standing, appointed by the President and approved by the board.

The report of the nominating committee shall be submitted, with the Board of Directors approval, to the membership at a general meeting during the second semester.

Additional nominations may be made from the floor. If there is only one nominee for any office, election for that office shall be by a show of hands or voice vote, otherwise election shall be by ballot.

The officers will be elected by a simple majority of those members in good standing present.

The officers shall serve for a term of one year, but not more than two consecutive years in the same office, except that the board may, by an affirmative vote, exercise discretionary extension of an officer's term of service beyond two consecutive years.

The term of office for the Board of Directors is July 1 through June 30.

ARTICLE VI - DUTIES OF OFFICERS

Officers of the Association, as set forth in Article V, above, shall have fiduciary duties and obligations to the Association, including, but not limited to, acting in the best interests of the Association and avoiding conflicts of interest as provided in these Bylaws and applicable law.

PRESIDENT

The President shall preside at all meetings of the Association, the Executive Board, and the Board of Directors.

The President shall appoint all special committees during his/her term of office and shall act as ex-officio member of all committees.

The President shall coordinate activities with the Entertainment Unit Director and Advisors.

The President shall prepare written agendas for all Board of Directors, Executive Board and Association meetings.

The President shall chair, or appoint a chair of, the South Bay Tournament and Spirit Day.

EXECUTIVE VICE-PRESIDENT

The Executive Vice-President shall discharge the duties of the President in the case of unavailability or disability.

The Executive Vice-President shall also act as Parliamentarian.

The Executive Vice-President shall chair the Bylaws Review Committee.

The Executive Vice-President shall chair the Nominating Committee.

VICE-PRESIDENT CHAPERONES

The Vice-President Chaperones shall, under the Entertainment Unit Director's instructions, oversee adult volunteers to chaperone and assist at Entertainment Unit performances and activities as required.

VICE-PRESIDENTS -- DRILL TEAM, COLOR GUARD AND PERCUSSION

The Vice-Presidents Drill Team, Color Guard and Percussion shall coordinate with the Vice-President Chaperones and, under the direction of the Entertainment Unit Director, shall assist at all performances and other designated functions, aiding all members of these groups, as required.

VICE-PRESIDENT UNIFORMS

The Vice-President Uniforms shall, under the Entertainment Unit Director's instructions, distribute, collect, maintain, and inventory Entertainment Unit uniforms.

VICE-PRESIDENT HOSPITALITY

The Vice-President Hospitality shall appoint and chair a committee to serve refreshments at all general West High Entertainment Unit parent functions and other meetings and events, as directed by the Board of Directors.

VICE-PRESIDENT ADMINISTRATION

The Vice-President Administration shall maintain the membership roster and organize and track all of the membership paperwork.

TREASURER

The Treasurer shall chair a budget committee and submit the next year's budget for approval to the Board of Directors and the Association in the second semester of each year.

The Treasurer shall disburse monies according to the approved budget and report all such disbursements at monthly Board of Directors meetings and Association meetings for ratification.

The Treasurer shall keep a set of current books of all deposits and disbursements, and submit these records to be audited at least twice a year. Should the treasurer fail to complete the term of office, an audit shall be required within thirty (30) days of that treasurer's leaving office.

The Treasurer shall submit and/or arrange for all tax returns to be filed each year for the fiscal year for which he/she serves as Treasurer.

The Treasurer is responsible for securing the changes to the Bank Signature Card at the beginning of his/her term.

FINANCIAL SECRETARY

The Financial Secretary shall receive monies from WHEU members and fundraisers, and shall deposit such monies in the approved WHEU accounts in a timely manner. Any exceptions to this must be approved by a majority of the board at a board meeting.

The Financial Secretary shall maintain records of all deposits and confirm monthly that these records are consistent with the monthly treasurer reports.

Should the financial secretary fail to complete the term of office, an audit shall be required within thirty (30) days of that officer's leaving office.

AUDITOR

The Auditor shall audit the books and financial records of the Association a minimum of two times per year including following the conclusion of the fiscal year. An audit shall also be conducted, as provided above, within thirty (30) days of the resignation of the Treasurer and/or the Financial Secretary, and at any other time deemed necessary by the Board of Directors.

The Auditor shall promptly present a written report for approval by the Board of Directors, and adoption by the Association.

SECRETARY

The Secretary shall keep an accurate record of the proceedings of all Executive Board, Board of Directors, and Association meetings, and shall be prepared to read the record of any business transactions of a former meeting. Copies of the minutes shall be distributed at the next meeting.

The Secretary shall keep a current roster of Association members. The Secretary shall conduct general correspondence.

HISTORIAN

The Historian shall assemble and preserve a record of the activities and achievements of the Entertainment Unit. This includes, but is not limited to, the taking of photographs at events, maintaining a scrapbook, preserving programs and flyers, and any other items deemed of interest.

ARTICLE VII - ADVISORS

ENTERTAINMENT UNIT DIRECTOR

The Entertainment Unit Director shall be a full time professional member of the West High School Staff or a District approved walk-on instructor.

DRILL TEAM/HIP HOP ADVISOR

The Drill Team/Hip Hop Advisor shall be a full time professional member of the West High School Staff or a District approved walk-on instructor.

COLOR GUARD ADVISOR

The Color Guard Advisor shall be a full time professional member of the West High School Staff or a District approved walk-on instructor

PERCUSSION ADVISOR

The Percussion Advisor shall be a full time profession member of the West High School Staff or a District approve walk-on instructor.

STUDENT LEADERS

The students shall be represented by the Entertainment Unit Council President and the Drum Major.

ARTICLE VIII - CHAIRPERSONS

The President shall appoint the Chairpersons as required by the needs of the Association and subject to ratification by the Board of Directors. Chairperson positions may include: Awards Banquet, Concessions, Entertainment Unit Camp, Financial Analyst, Freshman Parent Liaison, Gear and Truck, Grad Concessions, Publications, School Liaison, Scrip, Sponsorship, Swap Meet Coordinator, Tree Lot, Trip Coordinator, Volunteer Coordinator, Webmaster, WHEU Wear.

The duties of each Chairperson shall be defined by the President.

The term of office for each Chairperson is July 1 through June 30.

Each Chairperson shall be a member in good standing of the Association.

ARTICLE IX - EXECUTIVE BOARD AND MEETINGS

The Executive Board shall consist of the Officers and the Entertainment Unit Director.

The Executive Board shall meet as needed on the recommendation of the Entertainment Unit Director or the President.

Each Executive Board member shall have voting privileges at Executive Board meetings.

A quorum shall consist of a majority of the Executive Board.

ARTICLE X - BOARD OF DIRECTORS AND MEETINGS

The Board of Directors shall consist of the Unit Director, and the duly elected or appointed Officers and Chairpersons. The Advisors and the Student Leaders shall be ex officio members of the Board of Directors

The Board of Directors shall:

1. Approve the annual budget to be presented to the Association.
2. Transact necessary business between meetings of the Association.
3. Authorize the payment of the Association bills within the limits of the budget adopted by the Association. Such action must be ratified at the next Association meeting and must be recorded in the Association minutes.
4. Authorize the payment of unbudgeted Association bills. Should the total of these unbudgeted bills exceed \$10,000 during the operative fiscal year, a special meeting of the Association shall be called to obtain approval of the Association.

Each member of the Board of Directors shall have voting privileges at Board of Director meetings.

The term of office for the Board of Directors is July 1 through June 30.

The Board of Directors shall meet on the second Thursday of each month, at West High School, in the ACR at 7:00 P.M., except during July and August; or as designated by the president.

A quorum shall consist of a majority of the Board of Directors.

The Board of Directors shall fill all vacancies in office including that of President.

When a member of the Board of Directors fails to attend three (3) consecutive meetings without an adequate cause, the Board of Directors may, by a two-thirds (2/3) affirmative vote, declare the office vacant.

Officers and Chairmen shall prepare procedures summarizing the responsibilities of the office and a timeline for executing these responsibilities.

Persons not members of the Board of Directors may attend Board meetings at the invitation of the President, including alternates for any board member.

Alternates for a board member may represent that member at meetings of the Board of Directors, and in the absence of that member, one such alternate may vote and shall be considered in determining whether a quorum exists.

ARTICLE XI – MEMBER MEETINGS

The Association will hold a general meeting as necessary to conduct the business of the Association, but not less than twice each fiscal year. Notice of all general meetings will be mailed or emailed to the Association with at least 10 days notice.

The Association budget shall be presented to the Association members for approval at an Association meeting in the second semester.

The Association shall ratify all Association bills paid since the last Association meeting.

A quorum of 25 (twenty-five) members shall be required to convene an Association meeting.

Special meetings of the Association may be called by the Board of Directors, the President, or the Entertainment Unit Director. Notice of all special meetings will be mailed or emailed to all members of the Association with at least 10 days notice.

ARTICLE XII – AMENDMENTS

The Bylaws Review Committee, chaired by the Executive Vice-President, shall meet at least once a year and recommend amendments to the Bylaws to be approved by the Board of Directors before being presented to the Association.

Amendments to the Bylaws may then be approved by a majority vote of the members in good standing present at any duly convened meeting of the Association, if notice was given at the preceding general meeting or the membership was notified.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The most recent edition of "Robert's Rules of Order" shall be used to resolve all questions pertaining to parliamentary procedure of the West High Entertainment Unit Parent Association.

ARTICLE XIV – SCHOLARSHIPS

The Scholarship Committee may award scholarships to graduating seniors each year within the allocated budget approved by the Association. The scholarship amount shall be set each year by the Board of Directors.

ARTICLE XV - FISCAL YEAR AND IDENTIFICATION NUMBERS

The fiscal year of this Association shall begin July 1 and end June 30.

The President and Treasurer shall be responsible for maintaining the Federal Tax ID Number, the State of California Nonprofit Corporation Number, the State of California Charity Registration Number, and the State Board of Equalization Sales and Use Tax Number.

OPERATING PROCEDURE

In order to streamline our activities and to conduct our meetings in a reasonable time span, the following administrative procedures shall be followed: :

1. Agenda items shall be submitted in writing to the President at least 24 hours prior to the meeting.
2. Previous minutes shall be read at the Board of Directors meeting and approved.
3. All checks are to be signed by two of either the Treasurer, President, or Entertainment Unit Director.
4. All credit card purchases are to be authorized by two of either the Treasurer, President, or Entertainment Unit Director.
5. The Scrip Chairman shall prepare a written report for each Board of Directors meeting.
6. The Bylaws of the WHEUPA shall dictate the conduct of all Association business and meetings.
7. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these Bylaws and shall be responsible for making a thorough study of them. A copy of these Bylaws shall be made available to any member of the Association upon request.

8. When a recommendation for an item of business or an announcement that has not had prior consideration by the Board of Directors is brought to an Association meeting, it shall be referred to a committee and/or the Board of Directors for study.
9. Any non-Entertainment Unit material to be distributed at a meeting must be approved by the President or a Vice-President, and the Entertainment Unit Director prior to the meeting.
10. The member list/directory (including emails) of this Association shall be for the exclusive use of the Association and shall not be available for distribution or purchase by any other person or entity.
11. All Chaperones and vehicle drivers will be required to fill out a TUSD Volunteer Form and comply with all other TUSD requirements, and receive District clearance.
12. No person shall assume an obligation or commit the Association to any expenditure or engage in any fund-raising efforts on behalf of, or in the name of the Association, without prior approval from the Board of Directors. Contracts may only be signed by the President or the Entertainment Unit Director, but only if both approve of the contract terms, conditions and obligations. The President shall be provided with a copy of all signed contracts.
13. Swap meets shall be chaired by the Vice-President Color Guard and the Vice-President Percussion.
- [14. At the end of their terms, the Chairmen shall provide their procedures summarizing the responsibilities of the office and a timeline for executing these responsibilities to their respective successors.
15. No parent or guardian of a senior will serve on the Scholarship Committee.

Date Approved by the Association: