

WAYNESBORO AREA SCHOOL BAND AUXILIARY
CONSTITUTION AND BYLAWS

Current Executive Committee for 2024-25 School Year

President: Angela Rhines

Treasurer: Laura Bender

Vice President: Scott Orwig

Secretary: Melissa Prandi

HS Band Director: Chris Ritter

Choral Director: Andrew Vensel

MS Band Director: Christine Metcalfe

MS Choral Director: Tina Schaubroeck

Check signers: Bryan Stevenson

CONSTITUTION

ARTICLE I –NAME

- The name of this organization shall be the “Waynesboro Area School Band Auxiliary”-(WASBA). WASBA is a non-profit organization.

ARTICLE II-PURPOSE

- The purpose of this organization shall be:
 - To assist, encourage and support the Waynesboro Area School District High School and Middle School Music Program and the Music Directors
 - To provide financial support to the Waynesboro Area School District High School and Middle School Music Program beyond what is provided by the WASD.
 - To promote and encourage students, parents/guardians and the community to support the Waynesboro Area School District High School and Middle School Music Program through auxiliary activities.

ARTICLE III-MEMBERSHIP

- Section 1.
 - Membership is automatically granted to all parents/guardians of students currently participating in the Waynesboro Area School Music Program, all past elected and installed Auxiliary Officers, alumni and alumni parents/guardians of the Waynesboro Area School Music Program who has an interest and desire to support the music program and the Waynesboro Area School Band Auxiliary.
 - All members are eligible to cast a single vote at general membership meetings.

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➤ Section 2.

- Other persons may seek membership to the auxiliary, regardless of their affiliation by the following process:
 - The individual seeking membership status must notify a member of the Executive Committee.
 - The Elected Officers must meet and unanimously agree upon the request for membership.
 - The request will be presented at the next meeting for vote.
 - The request for membership shall be granted by a majority 'in favor' vote.

➤ Section 3.

- Student officers, Music directors and assistants shall be ex-officio, non-voting members of the organizations.

➤ Section 4

- Any person's membership may be revoked if they act in a manner that does not support the purpose of the organization by the following
 - A complaint must be brought to an Executive Committee member
 - The Executive Committee will hold a special meeting to review the complaint.
 - The Executive Committee must reach a unanimous decision to revoke the membership.
 - If the complaint is on a member of the Executive Committee, the remaining Executive Committee members will hold a special meeting to review the complaint and they must reach a unanimous decision to remove the Committee member and revoke membership.
 - If the Executive Committee does not meet a unanimous decision, it will be taken to the membership for a majority vote.

➤ Section 5

- No person will be denied membership or have membership revoked on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.

ARTICLE IV-OFFICERS

- The Elected Officers of this organization shall be President, Vice President, Secretary and Treasurer
 - All elected officers must abide by the duties as described in the By-Laws and sign and adhere to the Code of Conduct.
 - All elected officers must maintain active volunteer clearances on file with the district for the duration of their term.

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ARTICLE V-NOMINATIONS AND ELECTION OF OFFICERS

➤ Section 1

- The term of office for and Elected Officer will be 12 consecutive months, from June 1st to May 31st of the following year.

➤ Section 2

- Nominations for Elected Officers will be held annually at the April meeting.
- Nominations may be made by any WASBA member during the nomination period with consent of the nominee(s).

➤ Section 3

- Nominees must have active volunteer clearances on file with the district prior to May 1st.
- Nominees must disclose any pertinent information that may be a conflict of interest.
- Nominees must agree to follow the Code of Conduct.
- Nominees must agree to be check signers for the organization.

➤ Section 4

- Elections for the Elected Officers will be held annually at the May meeting.
- The President will present the names of the officer nominees.
- Election shall be by secret ballot if more than one person is nominated for an office. If only one person is nominated for each office, election shall be by general consent,
- Officers shall be elected by a majority vote of the members present.
- No member shall be elected into more than one office at a time.
- Duly elected officers take office effective June 1st.

➤ Section 5

- In the event of a vacancy of an Elected Office after Elections
 - The Executive Committee will meet to distribute the duties amongst themselves.
 - At any time, any member of the Auxiliary may present a nomination to the Executive Committee to fill the vacancy.
 - The Executive Committee will hold a special meeting to vote on the nomination. A unanimous 'in-favor' vote will be required to elect said individual into the vacant office.
 - If a unanimous 'in-favor' vote is not reached, a blind vote will be held at the next regularly scheduled meeting, in which a majority vote will be required.

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➤ Section 6

- An elected officer may be removed from office by either of the follow:
 - During a special Executive Committee meeting via unanimous vote of the other Officers.
 - During an auxiliary meeting by a majority vote of all members present.

ARTICLE VI-EXECUTIVE COMMITTEE

- The Executive Committee shall be composed of the Music Director(s) and the Elected Officers.
- The Executive Committee shall have general supervision of the affairs of the Organization.
- The Executive Committee shall be empowered to sanction the spending of funds.

ARTICLE VII-AMENDMENTS

- After the Election in May, the newly elected Executive Committee must review the Constitution.
 - Any recommendation for changes will be made available to WASBA members via posting on WASBA website and/or via email by August 15th.
 - Proposed changes will be voted on during the September general members meeting.
- Suggested amendments to the Constitution may be made at any Auxiliary meeting.
- Any WASBA member may propose an amendment to the Constitution.
 - Proposed amendment must be submitted in writing to the WASBA Executive Committee.
 - A copy of the proposed amendment will be made available to WASBA members via posting on WASBA website and/or via email to all registered members at least twenty (20) days prior to the meeting at which the proposed amendment(s) will be voted on by the membership.
- Voting for the suggested amendments shall take place at the next scheduled meeting and require a majority vote to be adopted.

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BY-LAWS

ARTICLE I-MEMBERSHIP

- Persons meeting the requirements as set forth in ARTICLE III of the constitution shall be accepted into membership.
- A copy of the Constitution and By-Laws will be made available for any member to read.
- It shall be the duty of every member to attend regular and special WASBA meetings and participate in the business activities of this organization.
- Every member is encouraged to partake in at least one (1) WASBA fundraising activity each year.
- Each family with a student(s) in a High School Music Department Program is required to either work 2 shifts in the Fall Concession Stand or they may opt to utilize the buy out option.

ARTICLE II-MEETINGS

- Section 1-Regular Meetings
 - Regular meetings for general membership shall be held the first Monday of the month from September through May at 7pm in the high school band room or at such time and place as designated by the President.
 - When the first Monday of the month is a holiday the meeting will be moved to the second Monday of the month.
 - Those members in attendance at the meeting will constitute a quorum.
- Section 2-Special Meetings
 - Special meetings may be called by the President as circumstances demand.
 - Members will be notified of the Special Meeting at least three(3) days in advance.
 - Any Executive Committee member may request a special meeting.
- Section 3-Executive Committee Meetings
 - Executive Committee meetings will be held at least bi-monthly and be held at a time and place as designated by the President.
- Section 4-Meeting Rules
 - The members in attendance at any Regular or Special Meeting will constitute a quorum.
 - Common courtesy and respectfulness is expected among all persons at all meetings.
 - Any member is allowed to and encouraged to ask questions, bring items to the table, make a motion and first or second a motion.
 - Robert's Rules of Order shall be the authority on all questions of procedure specifically not stated in the Constitution and By-Laws.

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ARTICLE III-DUTIES OF THE OFFICERS

➤ Section 1-President

- Shall preside at all meetings.
 - If unable to attend a meeting the President will notify the Vice President as soon as possible and provide necessary information and/or documents to preside over the meeting.
- Shall call special meetings as deemed necessary.
- Shall supervise over association business affairs
- Shall appoint all standing and special committees chairs to fulfill business and activities of the organization.
- Shall review all district policies that affect the organization to ensure policies are being followed prior to the September Regular Meeting and periodically thereafter.
 - Any issues, concerns, and/or changes needed to be made to WASBA based on district policies will be discussed in the September meeting.
 - If changes are made to district policies after the September Regular Meeting that affect WASBA, those changes will be discussed at the next WASBA Regular Meeting or if deemed necessary a Special Meeting will be called.
- Shall review all WASBA policies prior to the September Regular Meeting.
- Shall ensure the Constitution and By-Laws are reviewed in a timely manner after being elected into office pursuant to ARTICLE VII of the Constitution.
- Shall be authorized to sign checks jointly with at least one (1) other authorized officer(s).
- Shall appoint an officer in the event that an elected official is unable to carry out the obligation or perform the duties of his/her office.
- Shall act as the liaison for purposes of communication with the district.
- Shall turn over all files, reports and keys at the completion of their term.

➤ Section 2- Vice President

- Shall preside over meetings in the absence of the President.
- Shall perform all other duties of the President when the President is absent, or at the request of the President.
- Shall be authorized to sign checks jointly with at least one (1) other authorized officer(s)
- Shall, upon resignation or removal from position of the President, fill the office.
- Shall, in the absence of the Secretary, take minutes at meetings.
- Shall turn over all files, reports and keys at the completion of their term.

➤ Section 3-Secretary

- Shall keep minutes of all meetings and make them available to members at least five(5) days prior to the next monthly meeting via posting to WASBA website and/or email to members.
- Shall be responsible in preparing and forwarding any correspondence at the direction of the President.

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- Shall be authorized to sign checks jointly with at least one (1) other authorized officer(s)
- Shall be responsible for notices of all Regular Meetings.
- Shall be responsible for public relations communication to the news media and to the community as necessary.
- Shall keep a file of all recording, communication and announcement.
- Shall turn over all files, reports and keys at the completion of their term.

➤ **Section 4-Treasurer**

- Shall keep a complete and accurate record of all financial transactions of WASBA, listing each transaction separately.
- Shall be responsible for keeping record of all receipts.
- Shall issue checks for payment with the approval of the President.
- Shall be authorized to sign checks jointly with at least one (1) other authorized officer(s)
- Shall prepare and present to the membership a monthly financial statement at the Regular Meetings.
 - A copy of the financial statement will be provided to the President and the Secretary.
 - A copy of the financial statement will be made available to any member within ten (10) days of their request
- Shall review the WASD Boosters Club Accounting Manual and ensure all policies and procedures are being followed.
- Shall turn over all files, reports and keys at the completion of their term.

ARTICLE IV-FUNDS AND BUDGET

➤ **Operating Funds**

- WASBA funds shall be deposited in a bank designated by the Executive Committee.
- WASBA funds will be segregated as follows:
 - Operating Account-(Required)This is the general WASBA Checking Account. This account will be utilized for depositing all WASBA revenue and disbursing all WASBA expenses.
 - Savings Account and/or Money Market Account or similar-(Required) This type of account will be used to maintain a surplus of monies not required for the day to day function of the organization to allow for higher return.
 - Investment Account-(Optional)The Executive Committee may decide to utilize an Investment Account as it sees fit based on funds available in the general checking account. The Executive Committee will determine when operational funds are available for investment.

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➤ Budget

- On an annual basis, during the period after election and prior to the August meeting, the incoming Executive Committee will meet to draft an operating Budget Proposal for the upcoming school year.
- The outgoing Executive Committee Members will be invited to attend the Budget Planning Meeting
- Prior to the meeting, the Indoor Instructor will be required to submit their proposed budget.
- The proposed budget will be established based upon:
 - The projected needs of the program for the upcoming year.
 - The income of the organization from the previous school year.
 - The projected income of the organization for the upcoming year.
 - The budgeted monies that were not utilized from the previous school year budget.
- The proposed budget will be presented during the September meeting for approval.
 - A majority vote of the voting members present will be required for adoption of the budget.

ARTICLE V-COMMITTEES

➤ Section 1- Committees

- The Executive Committee has the power to create or dissolve any and all committees that they deem necessary for the successful transaction of Auxiliary affairs.
- The Secretary will keep record of the committees.
- All Committee Chairs, or their designee are to be present at all scheduled meetings of the auxiliary and be prepared to give an account of activities transacted.
- The Committee Chair will be responsible for recruiting other members as needed for their committee and delegating to those members as needed to meet the needs of the committee.

➤ Section 2-Standing Committees

- Ways and Means-responsible for fundraising, including operation of the concession stand, to meet the needs of the auxiliary
- Chaperone-responsible for securing chaperones for all required events and ensuring those chaperones have the required school clearances and sign the Code of Conduct.
- Student Affairs-responsible for student uniforms (i.e. maintaining, cleaning, assigning, etc), including band shirts

➤ Section 3- Special Committees i.e. Equipment, Indoor Percussion Ensemble Committee, Indoor Guard Ensemble Committee, Choir Ensemble Committee

- After each election and prior to the September meeting the Executive Committee will meet to determine which committees are needed and the role/expectation of each committee.

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 - Any recommendation for changes will be made available to WASBA members via posting on WASBA website and/or via email by August 15th.
 - Proposed changes will be voted on during the September general members meeting.
- Suggested amendments to the By-Laws may be made at any Auxiliary meeting.
- Any WASBA member may propose an amendment to the By-Laws.
 - Proposed amendment must be submitted in writing to the WASBA Executive Committee.
 - A copy of the proposed amendment will be made available to WASBA members via posting on WASBA website and/or via email to all registered members at least twenty (20) days prior to the meeting at which the proposed amendment(s) will be voted on by the membership.
- Voting for the suggested amendments shall take place at the next scheduled meeting and require a majority vote to be adopted.