

# **Thomas Jefferson Band Patrons, Inc.**

## **Standing Rules 2016-2017**

### **MEETINGS AND OFFICERS:**

- General Membership Meetings shall be held monthly from August through June starting at 7:00 pm.
- Freshman Parent/Family Meeting shall be held in June at the discretion of the Band Patron Executive Board.
- Executive Board shall meet within one week prior to each General Membership meeting.

### **DUTIES OF OFFICERS AND OTHER BOARD MEMBERS:**

- At least one representative of the Executive Board is encouraged to be present at all Band or Band Patron functions.
- Committee Chairman shall work and communicate with the officers to assure fiscal and functional operations.

### **FINANCIAL RULES:**

#### ***Reimbursements/Budget Allocations***

- All requests for expenditure reimbursement by band patron officers or members shall require a receipt.
- For consideration of a budget allocation to be modified after the yearly budget has been approved by the TJ Band Patrons, written justification would need to be submitted by the committee chairperson to the TJ Band Officers at least one week prior to a scheduled Band Patron Meeting for review.

#### ***Assessments***

- An annual assessment fee shall be set by the Executive Board and assessed at the time the budget is approved.
- All band members are required to submit or fundraise their assessment fee prior to the end of Band Camp in August. Members that do not remit the fee by September 1st but have funds available in the student's goal setting account, will have the assessment fee automatically deducted from the student's account. Any assessment fees not paid as of September 30<sup>th</sup> will have a \$10 per month late fee added, until it is paid in full.

- Assessment fees and trip expenditures can be remitted through fundraised monies or personal payments or a combination of the two.
- Assessment fees not paid during the year shall be carried over and assessed in the following year.
- Those who do not remit the assessment fee are NOT eligible to attend the annual banquet or to attend any non-mandatory trips.
- Any monies raised through fundraising events may only be utilized for the annual assessment fee and for band trip expenditures. Moneys attained through fundraising cannot be refunded to the student or family directly nor utilized for spending money on band trips.
- Upon leaving the band, a student may designate any remaining balance of fundraised monies to be transferred to another band member's account. However, this designation of funds must be submitted in writing to the treasurer. The transferring parent(s) and receiving parent(s) must sign the appropriate form allowing the designation of transferred funds and acknowledging the fact that no monies were exchanged as a result of this designation. If this form is not received by the treasurer, then the leaving band member's remaining funds shall revert to the hardship account by the beginning of the following school year.
- Any fundraised monies can be carried over to the next school year as long as the student remains a band member.
- Any personal funds submitted in excess of assessments or trip expenditures may be refunded upon written request.

### **BAND TRIPS:**

- The officers shall participate in the decision making and planning processes of all trips in conjunction with the band director, as the fundraising opportunities are being made available via the band patrons' Fundraising Committee.
- The elected officers of the Band Patrons, Inc., along with the required number of school district employees, chosen by the Band Director, serve as the official chaperones for the trip. All expenses for the chaperones are paid equally by all band members participating in the trip. The current guidelines for the chaperones are one (1) chaperone for every twelve (12) students. This number is determined by the West Jefferson Hills Board of School Directors, and is subject to change at any time.
- Students must be a member in "Good Standing" in order to attend non-mandatory band trips. Good Standing is defined as having paid all assessment fees and any debts owed the band patrons, both for the current and any prior years.

**WEB SITE:**

The Band Patron web site is the property of the TJ Band Patrons, Inc. and does not represent the West Jefferson Hills School District, its Board of Directors, administrators, faculty, or students. The information on this site is only as accurate as was submitted to the webmaster after TJ Band Patron Executive Board approval.

**CLEARANCE POLICY FOR CHAPERONES:**

The TJ Band Patrons will adhere to the policy set forth by the West Jefferson Hills School District as listed on the district website, www.wjhsd.net. Copies of all clearances are to be filed with the TJHS Principal’s Office, and the TJPB Officers. All chaperones are subject to approval by the band director.

**COMMITTEE (AUDIT/SENIOR SPIRIT AWARD/PERMIT RESPONSIBILITY)**

*Audit* – There will be an audit committee formed from three members of the TJPB to review the financial records of the organization, to occur at the end of the fiscal year when the current treasurer continues for another term. When the current treasurer leaves office, a professional audit of the books will be done before the new incoming treasurer takes over their financial responsibilities. Cost of the professional audit is paid for by the TJPB.

*Senior Spirit Award* – This is a monetary distribution, given to 2 senior band members, awarded at the senior awards assembly and/or the band banquet. This committee cannot be chaired by a senior parent.

*Permits* – The responsibility of obtaining the building permit is the chair of that specific committee.

These Standing Rules, if approved, are in effect from July 1, 2016 thru September 30, 2017.

Date Submitted: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Signed: \_\_\_\_\_