

Lebanon Catholic School *Performing Arts Alliance* Bylaws

Article I – Name and Mission

The name of the organization is ***Lebanon Catholic School Performing Arts Alliance*** (“*Alliance*”). The *Alliance* support the mission and shares the values of Lebanon Catholic School (“LC”) by supporting the educational and social experience provided by extracurricular *Performing Arts* Activities and related Pennsylvania Music Educators Association (PMEA) activities. The Organization does not actively participate in school administration or curriculum. It supports the efforts of the ensemble directors and is ultimately accountable to the school principal.

Article II – Purpose and Restrictions

The *Alliance*:

- Support LC extracurricular Music activities (“ensembles”) including Middle School Chorus, High School Chorus, Jr. Band, High School Concert Band, Jazz Band, ~~Marching Parade~~ Band and *Spring Musical*
- Support LC student participation in PMEA activities including county, district & state Chorus, county, district & state Orchestra and county, district & state Concert Band.
- Provide financial and volunteer support for the ensembles
- Promote a sense of community among students, parents and directors by supporting social events

The *Alliance* provides funds to:

- Purchase and repair LC musical instruments and equipment used in musical performances.
- Provide supplies used for ensemble performances
- Pay Marching Band staff (excluding the director) and concert accompanist

The *Alliance* volunteers time to

- Chaperone and transport equipment to off campus performances
- Decorate stage for on-campus performances
- Make improvements to facilities used by the ensembles
- Support social events such as ~~band camp picnic~~, Christmas concert refreshments and the music banquet

Restrictions:

- *Alliance* members shall not voice an opinion that represents the *Alliance* without the approval of a majority vote of the *Alliance* or a majority vote of the elected officers when a general membership vote is not practical.
- The *Alliance* shall not seek to direct the activities or control policies of the ensemble directors or LC School administrative activities.
- Binding commitments of *Alliance* resources (financial or service) can only be made by a majority vote of the members or by a majority vote of the officers when a general membership vote is not practical.

- *Alliance* funds will not be distributed to *Alliance* members, LC employees or other individuals except for reimbursement of approved expenses or reasonable compensation for approved services provided.

Article III – Membership and Meetings

Meetings are open to any parent or guardian (“parent”) with a student in any grade at LC. Parents of students in the ensembles, music directors and LC Principals are encouraged to attend *Alliance* meetings. Meeting minutes will be made available to parents with students in an ensemble.

The *Alliance* hold a minimum of three general meetings each year.

- ~~A June meeting to plan support for the Marching Band~~
- A Fall meeting to plan support for the Choral ensembles, Instrumental ensembles and fund raisers
- A Spring meeting to plan for the next academic year.
 - Elect officers
 - Confirm meeting dates so that they can be included in the annual LC calendar published prior to the start of the school year.
 - Confirm the budget
- Additional *Alliance* meetings will be held if approved by a majority vote of the officers
- The officers will meet as necessary but no less than once each year to discuss the plans of the ensemble directors and establish a budget prior to the Spring *Alliance* meeting.

Article IV – Duties of Officers

Alliance will elect 2 officers who will have one-year terms and may be re-elected for unlimited consecutive terms. Whenever possible, officers should have been an active member (attending meetings and volunteering time) for at least one year prior to being elected.

Section 1 – President: Duties include, but are not limited to:

- Set the agenda, preside over and submit minutes for meetings
- Serving as the official spokesperson for the organization.
- Coordinate with the Directors to submit the annual *Alliance* calendar to LC administration for approval and inclusion in the published LC calendar
- Coordinate volunteers to support planned events
- Assume the duties of the Treasurer in the case of absence or inability to serve.
- Authority is given to
 - Sign contracts and checks on behalf of the *Alliance* if the Treasurer is not available. Checks need to be countersigned by the school principal or assistant principal.
 - Schedule and cancel meetings as necessary, with approval from Principal/Asst. Principal.

Section 2 – Treasurer:

Duties include, but are not limited to:

- Manage *Alliance* funds, financial records and official documents including bank account records.
- Keep an accurate record of all receipts and expenditures and provide a financial report at *Alliance* meetings. Journal and bankbooks should be available at *Alliance* meetings.
- Propose an annual budget for the fiscal year from June 1 to May 31.
- Assume the duties of the President in the case of absence or inability to serve.
- Authority is given to
 - Sign checks on behalf of the *Alliance*. Checks need to be countersigned by the school principal or assistant principal. If the treasurer is not available, either the President or assistant principal can sign checks.
 - Transfer funds as approved by the *Alliance*.

Section 3 - Administration Representative:

- Act as a liaison between the *Alliance* and the LC administration
- Send formal *Alliance* communications to the parents of students in the ensembles (e-mail, handouts, ...)

Section 4 - General

- Officers will be elected by simple majority vote of the members present during a general meeting. A voice vote shall serve to elect officers to positions for which there is only one nominee. A written ballot will be used for offices where there more than one nominee.
- An officer may be removed by the Administration Representative if an officer does not fulfill the duties of their office or is acting in a way derogatory to the organization or LC.

Article V – Committee Chairpersons

The officers will appoint chairpersons on a volunteer basis to head committees as necessary.

Chairperson responsibilities include but are not limited to:

- Obtaining approval from the school principal before distributing any communication or notices to teachers or students.
- Overseeing and leading the activity of the committee
- Provide financial information to the Treasurer to track expenditures and income
- Keeping minutes and/or data regarding committee activities

Article VI – Organization Changes

The bylaws of the *Alliance* may only be revised if approved by a two-thirds majority at a scheduled, general meeting of the Music Boosters. Notice that the revision will be voted upon must be given at least two weeks prior to the meeting.

The *Alliance* may be dissolved by a two-thirds majority at a special meeting called to discuss the dissolution proposal. Notice of the meeting must be given to the parents of students participating in the ensembles and any other active members at least 2 weeks prior to the meeting. All assets and funds of the *Alliance* are the property of LC and with final disposition determined by the administration.

Record of Changes

2014-03-11:

General: - Approved March 2013 was Proposed Sept 2013

Article III – Fall meeting was October meeting

2015-03-10:

Changed Name from Music Boosters to Performing Arts Alliance

Changed Marching Band to Parade Band

Removed June meeting for Marching Band.

NOTE: additions in *italics*. Deletions are ~~lined out~~