

CASTLE BAND AID ASSOCIATION
PO Box 957, Kaneohe, Hawaii 96744
www.castlebandkaneohe.org

Introduction: What is Castle Band Aid Association (CBAA)? We are a tax-exempt, non-profit charitable organization of parents and supporters whose official purpose is:

- To build and maintain an organization which will help promote the general activities of the Castle High School Band Program;
- To generate and maintain an enthusiastic interest in the various phases of the Castle High School Band Program;
- To assist, both morally and financially, the Castle High School Band Program; and
- To cooperate with the Band Director, his/her designated staff and the Castle High School administration to maintain the highest degree of safety, proficiency and discipline.

Mission: This organization consists of parents and supporters of the Castle High School Band. It is important that all involved understand that this is a “total band program” which encompasses many different ensemble or units of the band program. This includes, but not limited to, Marching Band, Pep Band, Color Guard, Symphonic Band, and Jazz Band.

The CBAA supports the Castle Band Program in a variety of ways. They are the moral support of the band by attending performances, festival and concerts. Financial assistance is another area of support which is critical to the Castle Band Program. With budget cuts facing many fine arts programs, the CBAA provides the finances to help maintain a high-quality band program. CBAA has assisted with the purchase and repair of instruments, music, flags, props, band trips, office equipment, supplies, awards, field maintenance, and in many other areas.

Benefits of membership: Your membership in this organization is very important to your child(ren), the band, the band director, and fellow booster members. By becoming an active member of this organization, you can be a part of making your child's band experience fun and exciting. Your contribution assists the band director in assuring that a quality program is provided to all band students. Some of the benefits include: voting (have a voice in this organization, on all items brought before the general membership (one vote per family) and reduced costs of band social events, and most importantly being a part of your child's band experience.

Non-Members: Although membership is not required to participate in the Castle High Band Program, non-members will be assessed fees for expenses that are subsidized by CBAA. There may be other fees associated with the program which will be assessed as each activity arises.

How your dues are used: Your membership dues are used to assist in offsetting costs to run the band program that the school budget does not cover. Some of these expenses include administrative (copier, post office box, office supplies, postage, etc), concerts, band trips, social events, field shows, parades, uniforms and equipment, instruments (repair and purchases), music, transportation, etc. The dues we collect do not cover the actual cost per child, however, it helps tremendously with the overall program.

Be a volunteer: The help of each band member's family is needed to provide the support for a successful band program. It takes many dedicated volunteers working together as a team throughout the entire year to promote and maintain our program. Band parent volunteers are involved with fundraising, parades, marching festivals, concert programs and refreshments, uniforms, chaperones, band social events, publicity, donations, grants, and MORE!!! The band volunteers who contribute countless hours are the backbone support of the Castle Band Program. The band program could not accomplish its many endeavors without the hard work and dedication of the volunteers of the CBAA.

Fundraising: Each family shall be required to participate in a minimum of two (2) CBAA fundraisers per operational calendar year. A family may elect to donate the profit margin of the student's goal in lieu of fundraising.

Duties of officers and committee chairs:

President: Shall preside at all CBAA General Membership and Executive Board meetings, shall work with the Band Director and the Principal to ensure effective communication on school and band activities, shall maintain communication with the Parent-Child Network Coordinator (PCNC) to allow maximum publicity of band activities through school channels, coordinate, oversee and be responsible of the work of the CBAA's Officers and Standing Committees to promote the overall objective.

First Vice President: In the absence of the President, shall preside at CBAA General Membership and Executive Board meetings, oversee CBAA committees, and shall perform other duties as assigned by the CBAA Board.

Second Vice President: Shall establish and maintain communication with the Band Directors and parents at the feeder school(s) to identify students interested in being a part of the Castle High School Band Program, oversee the CBAA Committees, and other duties as needed.

Secretary: Shall record the minutes of all meetings of the CBAA, provide copies of the previous meeting's minutes at each meeting for approval, upon approval, the minutes shall be retained for archival purposes and permanent records, attend to all CBAA correspondence and retain copies for archival purposes and permanent records, and other duties as needed.

Treasurer: Shall chair any budget meeting, be responsible for presenting the budget to the CBAA board for approval and presenting the approved budget at the CBAA General Meeting, receive all funds due the organization, issue appropriate receipts, deposit funds in a designated depository determined by the CBAA, pay all authorized bills and maintain correct accounts of all monies.

Treasurer shall prepare a summary of finances at the end of the fiscal year to be presented as the Annual Financial Report at the CBAA Board meeting for approval and to a CPB for audit as needed.

All checks and deposits must be made in the name of the Castle Band-Aid Association (CBAA). Checks may be signed by the President, Vice-President, Treasurer and Secretary. Two Signatures are required on all checks.

Treasurer shall keep accurate records and shall reconcile the account monthly, submitting both the statement received from the bank and their own reconciliation report at each monthly CBAA board meeting. These records shall be retained for the CBAA's permanent records.

The Treasurer shall prepare and file all necessary tax and non-profit status paperwork as required by State and Federal law. A "Second Treasurer" may be approved by the CBAA Board to assist the "First Treasurer" however the second treasurer will not have any voting privileges unless he/she is an elected board member. The First Treasurer will oversee and be held responsible for the actions of the Second Treasurer. The Treasurer shall follow policies and procedures as approved by the CBAA Board and shall perform other duties as may be prescribed in these By-Laws and/or as assigned by the CBAA Board.

Principal: The Principal (or his/her designee) shall serve as the Association's Advisor on Castle High School policies that affect the Castle Band Program.

Band Director: The Band Director and his/her designated staff shall determine the Castle Band Program. The Association shall "support" the band program as decided by the Band Director and his/her staff.

Committees: The Board of Directors will create committees as needed to accomplish the goals and needs of the CBAA. Chairpersons of the committees do not become members of the Board of Directors and do not have voting rights at the board meetings. Board of Directors shall be allowed to hold a committee chairperson position in addition to their board position. Committee Chairpersons shall be elected by majority vote of the Board of Directors.

CBAA Board of Directors

Band Director: Arnold Alconcel (email: alconcela@knights.k12.hi.us)

President: Michelle Lau (e-mail: cbaa.president@gmail.com)

1st Vice President: Leland Leong

2nd Vice President: Tracy Sakamoto

Secretary: Linda Hamana

Treasurer: Sadie Kim (email: cbaa.treasurer96744@gmail.com)

Webmaster: Kevin Urasaki

Sophomore Class Representative: Lia White Gomes

Board Member: Erin Chinen

Board Member: Tricia Louie

Board Member: Debbie Nekomoto