

**COLGAN HIGH SCHOOL BAND BOOSTERS
BY-LAWS**

ARTICLE I—NAME

The name of this organization is the COLGAN HIGH SCHOOL BAND BOOSTERS or CBB, hereinafter known as the Band Boosters.

- A. It will be incorporated in the Commonwealth of Virginia, be perpetual and operate as a nonpartisan, nonsectarian, nonprofit activity in support of the Colgan High School (CHS) Bands (all Bands, Color Guard, Winter Guard, Winter Indoor Ensemble (Winter Drum Line), and any future additions to the Band program, from here forward referred to as “Band”).

ARTICLE II—PURPOSE

- A. The primary purpose of the CBB is to assist the Director of Bands in the development of excellence in music education, performance skills and leadership in the students. The CBB accomplishes this by providing financial, logistical and moral support in a balanced fashion for all Band-related programs and the students who participate in them, in accordance with Prince William County Schools’ policies and procedures.

ARTICLE III—ORGANIZATION

- A. The Band Boosters is organized exclusively and will be operated exclusively within the meaning of Section 501(c) (3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue law).
- B. Any income derived by the Band Boosters will be used solely for the benefit of the Band. Expenditure of this income will be with the approval of the Band Boosters' Executive Board and in accordance with the annual budget as adopted by the General Membership.
- C. The Band Boosters' fiscal year will run from July 1 to June 30.

ARTICLE IV—MEMBERSHIP

- A. Voting Membership
 - 1. Voting Membership in the Band Boosters will be open to all parents/guardians of students who are members of the Colgan High School Band program.
 - 2. Voting members are expected to attend as many General Membership meetings as possible.

3. Members should represent a willingness to participate as a volunteer and are encouraged to act as committee chairpersons or as a committee member.
 4. Membership may be withdrawn at any time at the discretion of the Executive Board.
 5. No discrimination will be permitted with regard to membership or program participation based on race, color, sex, age, national origin, religion or physical/mental disability.
- B. Supporting Membership
1. Supporting Membership in the Band Boosters will be open to all persons who meet the following criteria:
 - a. Are alumni or parents/guardians of alumni of the CHS Band programs.
 - b. Are interested adults who desire to see the continued support of the CHS Band programs.
 2. Supporting Members do not have voting privileges.

ARTICLE V—MEETINGS

- A. The Executive Board will meet once a month on a day to be determined by the Executive Board. Meetings may be added or eliminated at the discretion of the President.
- B. General Membership meetings will be held at least two times in a school year. Additional General Membership meetings and changes may be called at the discretion of the Executive Board given a fifteen (15) day notice. Only those members present at the General Membership meetings will be eligible to vote on any action.
- C. Members shall sign in at the beginning of each meeting.
- D. All meetings will be conducted in accordance with parliamentary procedure as contained in Robert's Rules of Order unless they are inconsistent with the charter and By-Laws.
- E. Unless specified differently elsewhere in these By-Laws, all business requiring a vote will be approved by a simple majority of Voting Members present.
- F. The budget for the fiscal year will be presented to the General Membership at the May meeting for approval at the June Executive Board meeting, unless more pressing events prevent the budget meeting from occurring. In this case, a one-month postponement of the budget will be allowed.

ARTICLE VI—OFFICERS

A. EXECUTIVE BOARD

1. The Officers of the Band Boosters will consist of the CHS Band Director and the following elected Executive Board:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Vice President of Fundraising
 - f. Public Affairs Coordinator
2. Only Voting Members may be elected to an office.
3. An Executive Board member may only hold one office at a time.
4. An Officer may serve in the same office for unlimited terms so long as that Officer:
 - a. Is properly (re-)elected; and
 - b. Remains a Voting Member of the Band Boosters.
5. Officers will take office at the June General Meeting and will hold office for a period of one year.
6. The Officers of the Executive Board will work together to ensure the success of large events hosted on behalf of the CHS Band Programs. All planning, execution and closing of each event will be shared by each member of the Executive Board.

B. ELECTION

1. Officers will be elected annually at the June meeting. The election of these Officers will be by a majority of those eligible Voting Members (see Article IV for definition of Voting Member) present.
2. Nomination
 - a. The Vice President will serve as Chairperson of the Nominating Committee.
 - b. Any Voting Member of the Band Boosters in good standing is eligible for Office and may be nominated by the Nominating Committee.
 - c. Not less than 60 days prior to the June General Membership meeting, the Vice President will head a Nominating Committee made up of at least three members from the General Membership.

- d. Members of the Nominating Committee will work with the prospective board members to determine if they wish to be included on the slate for the election prior to the presentation of the slate of candidates at the May General Membership meeting.
- e. If the nomination is accepted, the Voting Member will be placed on the official slate of candidates for the Voting Membership to vote on in a General Membership meeting in June.
- f. Any Voting Member in good standing also may nominate themselves for any office at the May General Membership meeting.

3. Voting

- a. Officers will be elected by votes cast by the Voting Members present. Only one vote per voter will be allowed.
- b. No proxy or absentee voting is allowed.
- c. A showing of hands will be the principal polling method. In the event that a showing of hands proves to be unsatisfactory, written paper ballots will be the alternate polling method.
- d. In the event of a contested election between candidates, the eligible Voting Members will be polled and the votes counted. The candidate receiving a majority of the votes cast will be declared the winner.
 - 1. In the event of a vote where no one receives a majority, the Secretary will announce that result and a second vote for the top two vote recipients will be taken.
 - 2. In the event of a tie in the second vote, the candidates who are tied will be offered the opportunity to withdraw from the election. The candidates may take a few moments to confer together. If a candidate withdraws, the single remaining candidate will be declared the winner. If no candidate withdraws or ties remain, the tie will be broken by the Secretary drawing one name out of a hat.
- e. Electronic voting by the Executive Board will be allowed in time-sensitive or emergency situations. Electronic voting includes votes by email or by text with the outcome shared with the entire Executive Board.

C. REMOVAL OF OFFICERS

- 1. Any Officer may be recalled and removed from Office at any time provided one of the following conditions is met:

- a. Recommendation of the Band Director and a two-thirds majority vote of the Executive Board.
 - b. Direction of the Prince William County Schools administration.
2. If the vote on removal passes, the Officer will be terminated from the Executive Board immediately. Furthermore, that individual will be barred from ever again holding an elected position in the Band Boosters. The individual's status as a (qualified) Voting Member will not be affected, and their privilege to work on behalf of the Band or the Band Boosters will not be infringed.

D. ABSENCES

1. Regular and consistent attendance at Executive Board and General Membership Meetings is required of Officers.
2. After two consecutive unexcused absences from regularly scheduled meetings of the Executive Board, an Officer will receive a formal reminder of this By-law from the Secretary at the direction of the Executive Board.
3. If an Officer is absent from three consecutive regularly scheduled meetings of the Executive Board without excuse, the Office will be declared vacant.
4. Absences may be excused with the approval of the Executive Board.

E. RESIGNATIONS

1. An Officer may resign without prejudice from the Executive Board at any time and for any or no reason upon providing written notification to the Secretary of the Band Boosters. There will be one exception: an Officer for whom a vote on removal is pending may not resign without prejudice. The resignation of any such Officer will carry with it the same conditions as though the vote on removal had passed. (See Article VI-C for conditions.)
2. The Office of a resigning Officer will be declared vacant on the effective date of the resignation as specified in the notice of resignation.
3. If the notice of resignation fails to specify an effective date, the Office will be immediately declared vacant.

F. VACANCIES

1. If an Office should become vacant for any reason, it will be incumbent upon the remaining Officers to identify a suitable willing replacement from among the Voting Members. Upon the majority of agreement of the remaining Officers, the chosen candidate will be appointed to the vacant Office, within two months of the vacancy.

2. If the nature of the vacancy is temporary, the appointee will serve until the return of the duly-elected Officer.
3. If the nature of the vacancy is permanent, the appointee will serve out the remainder of the term.
4. For any vacant Office, the duties customarily and regularly discharged by the Office holder will be performed in a timely and effective manner by the remaining Officers, either together or individually, until such time as a replacement is appointed.

ARTICLE VII—DUTIES OF OFFICERS

A. PRESIDENT

The President will:

1. Conduct the business of the Band Boosters by presiding at all General Membership and Executive Board meetings, coordinating the Band Boosters' activities with any Director affiliated with the Band programs, and ensuring implementation of the Band Boosters' program.
2. Prepare General Membership meeting agendas and Executive Board meeting agendas.
3. In the absence of the Treasurer, sign all Band Booster checks.
4. Appoint Committee Chairpersons as deemed appropriate.
5. For significant issues concerning the Band, be the single spokesman for the Band Boosters and represent the Band Boosters in meetings with the Band Director, Chair of the Music Department, Activities Director, Director of the Center for Fine and Performing Arts, Principal, School Board, or others as appropriate. This provision does not prevent Band Boosters' members from representing themselves with any school-associated organization.

B. VICE PRESIDENT:

The Vice President will:

1. Assist the President and perform the President's responsibilities in the President's absence.
2. Vote and provide input on all items presented to the board by the President.
3. Serve as the Chair of the Executive Board Nominating Committee.
4. Perform other such duties as directed by the President.

C. SECRETARY:

The Secretary will:

1. Serve as recorder for the minutes of General Membership meetings and Executive Board meetings. Make available approved and corrected recorded minutes at the following meeting or forward them within one week to the Executive Board.
2. Vote and provide input on all items presented to the board by the President.
3. Receive and respond to any written correspondence, under the direction of the President, and maintain the official copy of the By-Laws.
4. Maintain a roll of Voting Members for voting and other purposes and give proper notices as may be required.
5. Be the custodian of all official CBB records, other than accounting records.
6. Maintain a calendar of: required reports, required licenses and other regularly required activities necessary to conduct Band Boosters' business.
7. Perform other such duties as directed by the President.

D. TREASURER

The Treasurer will:

1. Have custody of the funds of the Band Boosters and will annually submit an accounting of the financial affairs of the corporation.
2. Vote and provide input on all items presented to the board by the President.
3. Deposit all funds received in a timely manner.
4. Provide copies of audits to the General Membership upon request, and prepare required governmental reports and returns.
5. Receive and disburse funds in accordance with the approved budget and policies recommended by the Executive Board and approved by the Voting Membership.
6. Make available copies of the financial statement at each meeting.
7. Write and mail necessary Colgan High School Band Booster donor acknowledgement letters.

8. Organize and execute the financial accounting activities of the annual Tag Day event. Due to the financial nature of the Tag Day event, this is normally coordinated by the Treasurer but with assistance from the remaining Executive Board members.
9. Arrange and perform for an annual independent audit of all Band Boosters' accounts and records by July 31.
10. Prepare and file all corporate, tax and school financial reports.
11. Perform other such duties as directed by the President.

E. VICE PRESIDENT OF FUNDRAISING

The Vice President of Fundraising will:

1. Serve as an Ad-Hoc member for all revenue-producing committees, ensuring all legal requirements and Prince William County Schools' policies are satisfied.
2. Vote and provide input on all items presented to the Executive Board by the President.
3. Be responsible for the development of a plan to fund the annual budget as adopted by the General Membership. The Vice President of Fundraising also establishes fundraising committees in order to successfully fund the annual budget.
4. Perform other such duties as directed by the President.

F. PUBLIC AFFAIRS COORDINATOR

The Public Affairs Coordinator will:

1. Be responsible for coordinating, in conjunction with the President, the dissemination of General Membership information and announcements via email, the Colgan Band Booster website and other social media tools.
2. Be responsible for maintaining and consistently updating the Colgan Band website and other social media tools, in conjunction with the Band Director, to include, but not limited to: pictures, Band Booster page, Band Booster documents, Colgan High School Band forms, etc.
3. Coordinate with local media to advertise Band events, fundraising events, public interest stories, etc.
4. Vote and provide input on all items presented to the Executive Board by the President.
5. Perform other such duties as directed by the President.

G. BAND DIRECTOR(S)

The Band Director(s) will:

1. Offer leadership and guidance in identifying the needs of the Band students and the Colgan High School Band Programs.
2. Provide budget input for the upcoming school year by the end of Spring Break.
3. Vote and provide input on all items presented to the Executive Board by the President.
4. Make the Executive Board aware of actions being taken by the state, county, school board, or other entities or individuals that may impact the Colgan High School Band Programs.

ARTICLE VIII—APPOINTED POSITIONS

A. RESPONSIBILITIES

1. Appointed positions will form committees and serve as the chair of said Committee.
2. Meet with all volunteers and organize volunteers within the appointed position's Committee and assign tasks as needed.
3. Attend Executive Board meetings as non-voting members.
4. Keep updated records of chaired functions to be turned in to the Vice President at the end of the event.
5. Inform the Executive Board and General Membership of Committee progress.

B. Committee Chairpersons are appointed by the President and may be removed at the discretion of the Executive Board.

C. Committee Chairpersons do not serve in the following Executive Board positions so as not to present a conflict of interest in carrying out their Executive Board roles:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Vice President of Fundraising
6. Public Affairs Coordinator

D. Appointed positions will be:

1. Uniform Coordinator will have the duty of maintaining, fitting and assisting in the issuing of uniforms or formal attire in cooperation with the Band Director.
2. Volunteer Coordinator will have the duty of furnishing chaperones for activities of the CHS Bands in cooperation with the Band Director.
3. Hospitality Coordinator will have the duty of coordinating receptions and awards events.
4. New Member Coordinator will have the duty of recruiting future Band students.
5. Color Guard Coordinator will be a parent of a student performing in the Color Guard, who also meets the definition of a Voting Member of the Band Boosters under Article IV. He or she will represent the Color Guard's interests at the Executive Board and General Membership meetings.
6. Pit Crew Coordinator will have the duty of coordinating all aspects of pit equipment transportation to and from all football games, Band competitions and exhibitions.
7. CFPA Liaison will serve as liaison between the Band Boosters and the Center for the Fine and Performing Arts (CFPA) program. He or she will be a parent who meets the definition of a Voting Member of the Band Boosters under Article IV, who is also the parent of a student enrolled in the Center for Fine and Performing Arts (CFPA).

ARTICLE IX—FINANCE

A. POLICY

1. Checks should be made payable to *Colgan High School Band Boosters* or *CBB* with the activity identified in the memo line. A \$40 fee will be assessed for checks returned for insufficient funds.
2. Cash should be submitted in an envelope with the student's name, amount and activity identified on the envelope.
3. Checks and cash may be placed in the CBB box outside the Band Director's office.
4. All expenditures shall be within the limitations of the funds made available by vote of the Band Boosters.
5. Receipts/canceled checks will be provided to the Treasurer for documentation purposes.
6. The check-writing authority shall be invested with the Treasurer. If the Treasurer is not present, then the President or Band Director may write and sign checks.
7. Checks exceeding \$500 require two officer's signatures.

B. PROCEDURE

1. The Treasurer shall maintain savings and checking accounts for the purposes of managing the CBB funds.
2. A credit account also shall be maintained. The Treasurer shall be the authorizing officer of the account and hold the primary account. The President and the Band Director may hold secondary accounts. The Treasurer is authorized to make electronic payments to the credit card company in the amount due.
3. Funds allocated for purchase of Band uniforms shall be accounted for in the General Band Booster account and shall be called the "Marching Band Uniform Fund." Funds allocated for specific purposes (except Band uniforms), but not utilized, shall revert to the General Operation Funds of the Band Booster treasury at the end of each school year.
4. Either the President or CHS Band Director can act as the Contracting Officer for the Band Boosters and is authorized, without the prior approval of the Executive Board, to execute contracts obligating the Band Boosters. The Contracting Officer, or his/her designee, may make commitments up to \$200 for necessary operating expenses within the approved budget.
5. Commitments over \$200 but not more than \$500, outside the approved budget, will be made on approval of a majority of the Executive Board. All Executive Board members must be made aware of the proposed purchase, time for discussion will be allowed, and all board members must be given the opportunity to vote.
6. Expenditures over \$500, outside the approved budget, will require the vote of the General Membership, as well as two signatures of the Treasurer, President or Band Director.

ARTICLE X—FINANCIAL NEED AND SCHOLARSHIPS

- A. It is the goal of the CHS Band Boosters that no student is prevented from Band participation for financial reasons. In the event that financial need prevents a Band student from participating in either events or trips, the Executive Board may authorize payment from the General Fund on behalf of the student in accordance with Prince William County policies and procedures.

ARTICLE XI—AMENDMENTS

- A. Any amendment to these By-Laws must be approved by a majority of the Executive Board and shall be confirmed by a simple majority of the Voting Membership at a General Membership meeting duly called for the purpose and approved by the Executive Board. No amendment to these By-Laws shall be effective until so confirmed and approved.

ARTICLE XII—DISSOLUTION

- A. Upon the dissolution of the Colgan High School Band Boosters, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the Colgan High School Band account. If the school no longer exists, the funds shall be distributed to a nonprofit fund, foundation or corporation in Prince William County. The fund, foundation or corporation shall be dedicated to music appreciation and/or the music education of youth, and shall be organized and operated exclusively for charitable purposes, and shall have established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.