

**South County High School
Band Boosters
Bylaws**

**ARTICLE ONE
NAME**

The name of this organization is the South County Secondary Band Boosters, hereinafter referred to as the SCSS Band Boosters, or South County High School Band Boosters, SCHS Band Boosters, Band Boosters or the Organization.

**ARTICLE TWO
DEFINITION OF BYLAWS**

These Bylaws constitute the code of rules adopted by the Band Boosters for the regulation and management of its affairs. They are adopted consistent with the Articles of Incorporation filed with the Virginia State Corporation Commission and the purposes envisioned under Section 501(c)3 of the Internal Revenue Service Code as in effect or herein amended.

**ARTICLE THREE
PURPOSE**

The Organization is formed for the following educational purposes: 1) To promote, support, and create interest and participation in the SCHS Band Booster program among the students, parents, faculty, and community-at-large, and 2) To support the band program by raising funds to be used for purchases to help provide a quality educational program and to enable student participation in band activities through scholarships and grants.

**ARTICLE FOUR
POLICIES**

SECTION 1: The Organization shall:

1. Promote the involvement of parents in band-oriented activities;
2. Provide the opportunity to raise supplemental funds for needs of the band that are not budgeted or paid for by the school or school district;
3. Cooperate with the School administrators and instructors to promote the band and the education of band students. The organization may take no action which conflicts with school policy;
4. Be nonprofit, noncommercial, nonsectarian, and nonpartisan;
5. Have no authority to direct a band director in any of his/her duties.

SECTION 2. No individual is authorized to obligate the organization in any manner, financially, or otherwise, without the prior approval of the Board of Directors.

SECTION 3. The raising of funds will be through voluntary contributions and projects developed by the organization.

SECTION 4. Purchases of band equipment, etc. by the organization will be donated to the SCHS Band Booster.

SECTION 5. All fundraising projects that are developed and initiated will benefit the band and be used in a way determined by the organization with the advice and consent of the Director of Bands.

ARTICLE FIVE MEMBERSHIP AND DUES

SECTION 1. Qualifications. Membership shall be extended to any parent or guardian of a registered band and/or performance group including jazz, drumline or color/winter guard student or participant at South County High School.

SECTION 2. Duration. Membership shall commence on July 1 and will terminate on June 30 of the following calendar year. New members may join the organization at any time. Membership in the Organization is non-transferable and non-assignable.

SECTION 3. Voting. Each member will have one vote and will have the power to cast it upon any and all occasions that require a vote of the membership to be taken. All members may participate in the voting process, hold elective office, serve as a committee chair, and serve on committees.

SECTION 4. Non-Liability for Debts. No member shall be liable or responsible for any debts or liabilities of the Organization. The private property of the members shall be exempt from execution or liability for any debt of the Organization.

SECTION 5. Dues and Assessments. The Board of Directors, at its discretion, may levy dues and assessments on the members of the organization.

ARTICLE SIX MEETINGS OF MEMBERS

SECTION 1. Regular meetings of the membership will be held one evening of every month, during the school year. The day and time shall be determined and announced by the Board of Directors.

SECTION 2. Additional Meetings. Additional meetings of the Organization may be called by the President, by any two directors requesting it, or by at least three members on record at any time and place named in the call, by giving five days' notice by electronic mail (e-mail), by similar manner calculated to reach the recipient, or by written notice, sent to the last known valid e-mail or similar address of each member of record stating the purpose of the meeting.

SECTION 3. Quorum. A quorum shall be defined as members present at a meeting, but not less than a majority of the voting members of the Board of Directors.

ARTICLE SEVEN DIRECTORS

SECTION 1. Membership. The Board of Directors shall consist of six voting members elected by and from the members of the SCHS Band Boosters. The South County High School Principal and Faculty Band Director shall be ex officio, non-voting members. The elected Board of Directors shall consist of a President, a Vice President of Communications, a Vice President of Operations, Vice President of Fundraising, a Secretary, and a Treasurer. The number of voting directors may be increased or decreased to no more than ten (10) and no less than three (3) by amendments to the By-Laws. If an office is shared by two persons acting in a cooperative capacity, the office retains only one vote.

SECTION 2. General Powers. The business and affairs of the Organization shall be managed by the Board of Directors at any regular or special meeting. The Board of Directors shall have in addition to such powers as are hereinafter expressly conferred upon it, all of the powers of the Organization except such as are by law, the Articles of Incorporation or these Bylaws conferred upon or reserved to the members.

SECTION 3. Special Powers. The Board of Directors shall have the power to purchase or otherwise acquire property, rights, or privileges for the Organization, which the Organization has power to take, at such prices and on such terms as the Board of Directors may deem proper; to pay for such property, rights, or privileges in whole or in part with money, securities or property of the Organization; to create, make and issue mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instruments and securities, secured by mortgages or otherwise and to do every other act and thing necessary to effectuate the same.

SECTION 4. Plan of Work. The Board of Directors\Band Director shall prepare and submit to the membership, by the first meeting of the school year, a Plan of Work including the calendar, fundraising needs, and overall goals for the coming year.

SECTION 5. Budgets. The Band Director(s), and/or member(s) of the Board of Directors shall prepare and submit draft budgets to the Board of Directors for approval at the first meeting of the school year. Final budgets will be prepared within 2 weeks of the beginning of the band or performance group's practice season. Only budgeted items will be reimbursed by the treasurer without a vote from the board of directors.

SECTION 6. Compensation. The Board members shall not receive any salary or payment for their services to the Organization.

SECTION 7. Nomination for Board Membership. A nominating committee shall be appointed by the Board of Directors at the March general meeting. The nominating committee will present candidates for all Board positions at the May general meeting. Nominations can be made from the floor at the general meeting, providing that the nominee is a member in good standing, is present, and consents to the nomination.

SECTION 8. Elections. The Board members shall be elected by ballot at the May general meeting. However, if there is but one nominee for any position, the election for that position may be made by voice vote.

1. A majority vote of the members present shall constitute an election.
2. Newly elected Board members will assume office the first day of July and end the last day of June each and every year.
3. The term of office will be one (1) year. No Board member may serve in the same office for more than two (2) consecutive years unless the Board otherwise approves a longer term for good cause shown.
4. No individual shall hold more than one office.

SECTION 9. Vacancies

1. A vacancy occurring in any Board position shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board of Directors. Vacancies shall be filled within two months.
2. In case of a vacancy occurring in the office of President, one of the Vice Presidents shall be elected by majority vote of the remaining members of the Board of Directors to serve temporarily until such time as a new election is held. The new election shall be held within two months.
3. Any Board member who is absent for three (3) consecutive meetings without notifying the President prior to the meetings, shall be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible by the Board of Directors.

SECTION 10. Removal of Officers and Agents by Directors. Any officer or agent elected or appointed by the Board may be removed by the Board whenever in its judgment the best interests of the Organization will be served thereby.

ARTICLE EIGHT DUTIES OF THE BOARD OF DIRECTORS

SECTION 1: President

1. Be the principal executive officer of the Band Boosters with primary authority in all areas and, subject to the Board of Directors, shall supervise and control the management of the Band Boosters in accordance with these Bylaws.
2. Prepare the budget for review by the Board of Directors and presentation to the membership.
3. Prepare the annual Plan of Work for review by the Board of Directors and presentation to the membership.
4. Provide an agenda for each regular, special and Board of Directors meeting of the organization.
5. Preside over Fall Senior Dinner
6. Communicate Booster information to members, students and community via electronic and other means
7. Coordinate & order senior gifts for the end of year
8. Preside over all regular, special and Board of Directors meetings of the organization. Participate as a voting member of the Board of Directors.

9. Serve as the liaison to the Director of Bands.
10. Serve as the official organization spokesperson. He/she shall represent the organization in dealing with school officials, other SCHS Booster organizations and the PTSA.
11. Monitor all financial accounts.

SECTION 2. Vice Presidents

Communications

- Attend monthly board meetings at SCHS and provide communication activity updates
- Participate as a voting member of the Board of Directors
- Work closely with Band Director to streamline processes and coordinate activities
- Prepare Concert Programs or designate someone
- Senior Bios for Senior Night in the Fall
- Senior pictures and bios for End of Year Concert slideshow and program
- MB Senior Night Photos Ensure photographer is on field to take pictures
- Advertising & press releases as needed for different events
- Management and oversight of the SCHS Band Facebook Page and SCHS Instagram Posts
- Management and oversight of the SCHS Web Page www.schsbands.org
- Manage and monitor the SCHS email account socobandstallions@gmail.com
- Responsible for supervising the following activities or positions:
 - Web Design Coordinator
 - Photographer
 - Historian - Roles and Responsibilities
 - Record performances of the SCHS bands, to include halftime performances, exhibitions, contest performances, and school concerts.
 - Ensure all band recordings include a record of date, location, and pieces performed
 - Prepare videos for the annual band dinners as well as other special videos as needed such as the spring senior video.
 - Maintain a website where students can access copies of SCHS band performances
- Logos - Templates

Operations

- Attend monthly board meetings at SCHS
- Participate as a voting member of the Board of Directors
- Work closely with the Band Director to streamline processes and coordinate activities
- Must ensure that the first aid kit is on hand for all competitions and events.
- The collection of any commitment forms, emergency care and health history forms from students to be copied and placed in emergency binders.

- Responsible for supervising the following positions:
 - Volunteer Coordinator
 - Pit Crew Coordinator
 - Pregame Meal Coordinator
 - Equipment Truck Coordinator
 - MB Camp Coordinator as needed
 - Senior Night Coordinator
 - Middle School Coordinator
 - Color Guard / Winterguard Coordinator (ensemble instructor to assign)
 - Drumline Coordinator / Indoor Drumline Coordinator (ensemble instructor to assign)
 - Uniform Fittings for Marching Band, Drumline, and Colorguard
 - MB Banquet
 - MB End of Camp Party
 - Buck A Slice / Other Food Options
 - Spirit Wear Coordinator

Fundraising

- Attend monthly board meetings at SCHS and provide fundraising activity updates
- Participate as a voting member of the Board of Directors
- Work closely with the Band Director to streamline processes and coordinate activities
- Explore fundraising opportunities that may be profitable for the band program.
- Have signature authority to booster bank account(s)
- Prepare a fundraising event calendar and budget for the fiscal year (July-June) and present to the board for approval
- Responsible for supervising the following activities or positions:
 - Tag Day Coordinator
 - Silent Auction Craft Show Coordinator Liaison to ANGP
 - Dining Out Coordinator
 - Game Day Sales 50/50 (to be coordinated with the Volunteer Coordinator)
 - Patron Fund Program
 - Amazon Smile Program
 - Pie Sales
 - Dessert Sales
 - AIA Winterguard Concessions (if hosting AIA)
 - Dining Out Nights (Squisito, Chipotle, etc)
 - Marching Band Invitational Concessions
 - Holiday Concert Raffle
 - Tiny Tots Concert
 - Dayton Send-off donation
 - Corporate Sponsors
 - Car Wash
 - Shredding Event
 - 99 Pledges
 - Band Prom

SECTION 3. Secretary

- Keep a written transcript of the proceedings of all regular, special, and executive meetings
- Participate as a voting member of the Board of Directors
- Present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- Keep a current copy of the Bylaws, articles of incorporation and the SCHS Band Booster Manual on hand for reference at meetings
- Maintain and keep a current copy of any and all Standing Rules on hand for reference at meetings
- Develop and maintain the SCHS Band Booster Manual
- Have signatory authority to any bank accounts, if needed

SECTION 4. Treasurer

- Provide background information to the Band Booster President for preparation of the budget
- Maintain custody of all funds, expending money as authorized by the Board of Directors as set forth in the annual budgets
- Maintain Band Accounts: checking, credit card, and other accounts as needed at a local financial institution
- Make deposits of all income in the proper accounts as designated in the budget
- Participate as a voting member of the Board of Directors
- Report at every meeting and provide the previous month's reconciled bank register and monthly bank statement to be filed with the Secretary's meeting minutes.
- Maintain the books for the organization. The books of the treasurer shall be audited annually by an auditor or auditing committee, which, satisfied that the report is correct, shall sign a statement to that effect at the end of the report.
- Have signatory authority to any bank accounts.
- Monitor that all checks are signed by two (2) directors. If expense was pre-approved by the Board only one (1) director signature required. No check is signed by the person requesting the check.
- Facilitate the filing of taxes.
- Signature authority on purchases

ARTICLE NINE
MEETINGS OF DIRECTORS

SECTION 1. Regular Meetings. A regular meeting of the Board shall be held without notice, immediately before or after, and at the same place as, the meeting of the members if needed.

SECTION 2. Additional Meetings. Additional meetings of the board of directors may be called by the President or any Director, at any time or place named in the call, by giving five days' notice by electronic mail (e-mail), by similar manner calculated to reach the recipient, or by written notice, sent to the last known valid e-mail or similar address of each member of record stating the purpose of the meeting, or by mutual consent of all the Directors.

SECTION 3. Quorum. A majority of the then Members of the Board shall constitute a quorum.

SECTION 4. Informal Action by Directors. Any action required by law to be taken at a meeting of the members, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof.

ARTICLE TEN
FINANCIAL MATTERS

SECTION 1. Contracts. Except as otherwise provided in these Bylaws, the Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Organization, and such authority may be general or confined to specific business. Every effort should be made to get a minimum of three (3) bids for any contract in excess of \$2000. Every effort should be made to research estimates from three different vendors for any other purchases in excess of \$2000. If a vendor has provided satisfactory goods or services in the past, the three estimates may be waived.

SECTION 2. Checks, Drafts, Etc. All checks, drafts or other orders for the payment of money and all notes, bonds or other evidence of indebtedness issued in the name of the Organization shall be jointly signed in the name of the Organization by two signatories.

SECTION 3. Deposits. All funds of the Organization shall be deposited within three weeks of receipt to the credit of the Organization in such bank or banks as the Board may select.

SECTION 4. Fiscal Year. The fiscal year of the Organization shall begin on the first day of July of each and every year and shall end on the last day of June.

SECTION 5. Accounting System and Reports. The Board of Directors shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system, including reports.

SECTION 6. The financial records shall be audited within one month of the end of the fiscal year by an auditor or audit committee selected by the Board of Directors.

**ARTICLE ELEVEN
CONFLICT OF INTEREST**

Whenever a director or officer has a financial or personal interest in any matter coming before the board of directors, the affected person shall fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosures, abstention, and rationale for approval.

**ARTICLE TWELVE
DISSOLUTION**

SECTION 1. In the event the SCHS Director of Bands and the SCHS Principal determine the organization is unable to fulfill its purposes the Director of Bands and Principal reserve the right to dissolve this organization.

SECTION 2. In the event of the dissolution of this organization, for any reason, assets shall be distributed to another private nonprofit organization exempt within the meaning of Section 501(c)(3) of the Internal Revenue Service Code.