

Landstown High School Band Landstown Band Boosters Bylaws

Article 1 – Name and Purpose

1. The name of the organization shall be Landstown Band Boosters, herein known as “Boosters”.
2. The purpose of the Boosters shall be to lend both moral and financial support to the band program of Landstown High School in cooperation with the Band Director, School Administration, and others in respective positions of the Landstown High School Band Program including marching band and color guard, indoor guard and percussion, concert bands and jazz bands, and subgroups thereof.
3. The Boosters is a FOR-PROFIT organization.

Article 2 – Membership

1. Regular members shall be defined as parents or guardians of students enrolled in any or all parts of the Landstown High School Band Program. Regular members shall have the right to attend meetings, make motions, vote and hold offices.
2. Associate members shall be defined as volunteers eighteen (18) years or older. Associate members shall have the right to attend meetings and speak, but may not vote on motions, or hold offices.

Article 3 – Officers and Duties

1. The Officers of the Boosters shall be President, Vice President, Secretary and Treasurer.
2. The President shall prepare the agenda and preside at all meetings of the Boosters, appoint all committees, sign contracts and shall be an ex-officio member of all committees except the nominating committee.
3. The Vice President shall assume all duties of the President in absence of the President. The Vice President shall make arrangements for the feeding, housing and transportation of the band, contracted instructors, chaperones and equipment when required. The Vice President is Co-Chairperson of the Ways and Means Committee.
4. The Secretary shall record minutes of all meetings in a permanent record book, which shall be available for all meetings for reference. The Secretary shall preserve all correspondence of the Boosters, keep a chronological record of all Bylaws and amendments thereto, and prepare all correspondence for the Boosters. The Secretary shall also serve as Co-chairperson of the Communications & Publicity Committee.

5. The Treasurer shall be responsible for the maintenance of Boosters general fund and student accounts; shall be responsible for the collection of all funds from committee chairpersons and shall deposit these funds in to the Boosters bank account within five (5) banking days. The Treasurers duties will include, but are not limited to maintaining accurate, up to date accounts, collection of band fees, and preparing and collecting cash boxes for scheduled events. The Treasurer shall maintain a ledger of income and expenses from which he/she shall prepare semi-annual financial reports in January and June, in conjunction with the annual external and internal audits. He/she shall be responsible for ensuring the timely preparation and submission of any federal, state or local tax returns by a designated CPA or accountant. The Treasurer shall make reports to the membership at all meetings, and together with the President, shall see that all debts are paid in a timely manner.

Article 4 – Officer Elections, Terminations and Vacancies

1. The President, Vice President, Secretary and Treasurer shall be elected in the following manner, to wit: The President shall appoint a nominating committee at the March General Meeting. The nominating committee shall compile a slate of officers and submit the list of candidates at the May General Meeting. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor. Only those who are present and have consented to serve, or have given consent by proxy shall be eligible for nomination either from the floor or by the committee. The election of officers shall be taken by secret ballot and need only a simple majority vote of members present to be elected.
2. The term of office for President, Vice President and Secretary shall be one (1) year beginning at the annual awards banquet held in June and ending at the annual awards banquet in the following June of next year. The term of the Treasurer shall be 13 months or June of one year to July 31st of the next year so that the incoming Treasurer and outgoing Treasurer can facilitate the preparation of reports and tax filings.
3. Any elected officer who, within ninety (90) days, becomes delinquent in his/her duties must forfeit his/her office after written notification by the Executive Board. Should an elected officer find that personal requirements or obligations keep them from being able to fulfill duties of their office, they will be requested to resign.
4. Any elected officer who accumulates three (3) consecutive unexcused absences from regular meetings must forfeit his/her office after written notification by the Executive Board.
5. Any office that becomes vacant shall be filled by majority vote at the General Meeting during which the vacancy is reported. The new officer shall be installed prior to the “Report of Committee” portion of the meeting.
6. No officer shall be eligible to serve more than two (2) consecutive terms in the same office. In filling vacancies for un-expired terms, an officer who has served more than half a term is considered to have served a full term in that office.
7. No spouses can hold elected office during the same term.

Article 5 – Executive Board and Board

1. The Executive Board shall be comprised of all officers and the Band Director, who shall be a non-voting member.
2. The Board shall be composed of the Executive Board, and the Chairpersons of all standing committees. All board members, elected or appointed except the Band Director, are eligible to vote at Board Meetings.
3. The Board shall meet prior to each general membership meeting to assist the President in forming the agenda for the general meeting. The President may call Executive Board Meetings as deemed necessary. Decisions made at these meetings shall be presented at the next Board and general membership meetings for inclusion in the minutes.
4. The Executive Board shall be responsible for the enforcement of the Boosters Bylaws.

Article 6 – Committees

1. **Uniform Committee:** Chairperson and Committee shall be responsible for the cleaning and maintaining the uniforms and concert attire of the Landstown High School Band as budgeted from student activity fees (See Article 12, Section 3). They shall see that, at a minimum, all Marching Band uniforms are cleaned immediately following the final performance of the season and that concert attire are cleaned prior to the end of the school year. The Uniform Committee Chairperson shall present a current status report of all uniforms or concert attire and their needs at each monthly general membership meeting. The Uniform Committee shall also be responsible for the fitting and alteration of marching band uniforms and concert attire. At least one member of the Uniform Committee shall attend all performances.
2. **Communications & Publicity Committee:** Co-Chaired by the Secretary. Co-Chairpersons and Committee shall maintain an up-to-date roster of band members, to include addresses, phone numbers and e-mail addresses if possible, and contact the band members and/or parents or guardians, at the request of the President or Executive Board. The Committee is responsible for keeping and providing band members with copies of this roster. The Committee shall publish a newsletter a minimum of once per quarter with the purpose of keeping the membership informed of band events and activities.
3. **Concession/Hospitality Committee:** Chairperson and Committee shall be responsible for the following items:
 - Provide refreshments as requested by the Executive Board for designated functions.
 - Procure concession items as budgeted.
 - Maintain an accurate record of purchases made as well as monies received in the sale of concession items in the concession stand.
 - Maintain an accurate inventory of all concession items and arrange for their storage in a secure location.
 - Request start-up cash boxes from the Treasurer prior to each event.

- Ensure that the concession stand is set up and stocked no later than one-half (1/2) hour prior to the event, manned during all scheduled events, cleaned up immediately following events and secure prior to leaving.
 - Counting and turning in all collected monies to the Treasurer for deposit no later than the following day of the event.
4. **Ways and Means Committee:** Co-Chaired by the Vice President. Co-Chairpersons and Committee shall be responsible for organizing and coordinating all fund raising activities. The Executive Board shall approve all fund raising activities upon a full analysis of the expected costs and profits associated with each activity. The individual responsible for coordinating the fundraiser will be responsible for turning over all monies to the Treasurer. Committee will also be responsible for investigating renting a truck required to transport band equipment. The truck is to be rented on a “per trip” basis.
 5. **Guard Committee:** Chairperson and Committee shall be responsible for the procurement of all equipment and uniforms to be used by the Color Guard and Indoor Guard as budgeted. The Chairperson shall also be responsible for the upkeep of all guard equipment and uniforms; will ensure the quantity of equipment, uniforms and backdrops or props are taken on each trip and will crew and coordinate with Pit Crew on any and all assignments for prop setup and removal for each show. Chairperson will be responsible for presenting the Indoor Guard competition schedule and transportation needs to the Executive Board.
 6. **Equipment Committee:** Chairperson and Committee shall be responsible to the Vice President for all matters pertaining to the acquisition of transportation of band equipment, and for the loading, unloading, set up and maintaining of all field props and equipment for the band. This shall include coordinating working groups to assist in prop construction, recommending a driver for the equipment truck and assisting the Vice President with transportation of equipment. The Band Director shall forward all requests for the building of initial props for the marching season no later than the completion of the annual Band Camp. Additional props, as needed, may be added to the show at the Band Director’s discretion.
 7. **Chaperone Committee:** Chairperson and Committee shall be responsible for obtaining an adequate number of adult chaperones as deemed necessary by the Band Director for band activities on or off school grounds. The Chairperson will obtain and keep on file a notarized medical form for each band member and be responsible for the first aid kit. The Chairperson will assign chaperones for all busses, functions, overnight trips, etc. The Chaperone Committee shall review the Chaperone Guidelines every year to ensure accuracy, and recommend any changes to the Executive Board. See Appendix A for current guidelines.
 8. **Volunteer Coordinator:** The Volunteer Coordinator shall be responsible for enlisting volunteers to assist in any and all activities as required by Committee Chairpersons or the Band Director. All Committee Chairpersons shall submit requests to the Volunteer Coordinator, by phone or in writing, at least fourteen (14) calendar days prior to any event. Volunteer will utilize an up-to-date roster of the membership to contact Regular Members to utilize as volunteers. The Coordinator shall contact the Chairpersons and/or Band Director seven (7) calendar days prior to the event with volunteer response including names and contact information. At this point, Chairpersons are responsible to make final contact to verify volunteer availability at least two (2) days prior to event.

Article 7 – Additional Committees

1. **Nominating Committee:** The President shall appoint the Nomination Committee at the General Meeting pursuant to Article 4, Section 1. This committee shall consist of a minimum of three (3) Regular Members and shall not include elected officers.
2. **Bylaws Committee:** The President shall appoint a Chairperson and a representative from each class and at least one member of the current Board. The committee shall be appointed annually in February to review the bylaws and update as necessary. The Committee shall submit a report to the Board in April for approval by the General Membership.
3. **Audit Committee:** The President shall appoint a Chairperson and two (2) Regular Members that are not members of the Board in April to conduct an internal audit of the financial records of the Treasurer prior to the May General Membership Meeting. The Committee shall present an audit report of the financial condition of the Boosters to the Board and General Membership at the May General Membership Meeting. If the office of Treasurer is vacated at any time, the Audit Committee shall perform an internal audit prior to the next General Membership Meeting.
4. The President may appoint special purpose committees at his/her discretion to assist in organization and execution of band events.

Article 8 – Meetings

1. The rules as contained in Robert's Rules of Order Revised shall govern this association in all cases in which are applicable and which they are not inconsistent with these bylaws.
2. General Membership Meetings shall be held at a minimum of four (4) times per year. The Executive Board at the first meeting of the year shall fix the day and time of the General Membership Meetings. If any regularly scheduled meeting should conflict with a holiday or school event, it shall be rescheduled.
3. Board Meetings shall be held monthly, to include the Executive Board, all standing Committee Chairpersons and student leaders.
4. Special Meetings may be called by the President or by the majority of the Executive Board when deemed necessary.
5. An informative meeting for all prospective band parents shall be held in May or June.
6. The voting members at any General Membership Meeting shall constitute a quorum for the purpose of transacting business for this association. This shall include but not be limited to two (2) elected officers, one of which is either the President or Vice President.

Article 9 – Annual Audit and Financial Report

1. The Treasurer shall be required to prepare a financial report at the close of the term of office and to file copies of this report to the Executive Board. The Treasurer's annual financial report shall become a part of the permanent record for seven (7) years.
2. An annual internal audit is to be conducted by the Audit Committee as per Article 7, Section 3.
3. An annual external audit of the Boosters financial records will be conducted in June and presented to the General Membership at the next General Membership Meeting. This audit shall be conducted by an independent accountant or auditor at the expense of the Boosters.

Article 10 – Finances and Student Credit Accounts

1. The approved budget shall be construed as authorization to expend funds. This responsibility is entrusted to the Executive Board. Their expenditures must be revealed to the General Membership at the next General Membership Meeting as part of the Treasurer's report.
2. Disbursements of funds shall follow the plan laid out in the approved annual budget. The annual budget may be amplified or modified by the majority vote of a quorum at any regular or emergency association meeting.
3. No funds, under any circumstances, can be expended, regardless of the budget's prior approval, if funds are not present in the account. Any person who makes a purchase or enters into a contract on behalf of the association without prior approval from the General Membership will automatically incur the expenses.
4. The Treasurer shall make disbursements as authorized by the Executive Board. The President may authorize emergency expenditures under \$100.00. Emergency expenditures of \$100.01 up to \$300.00 may be authorized by the quorum vote of the Executive Board, but such expenditures must be discussed at the next General Meeting of the association and then included in the approved budget.
5. All disbursements shall be made by check signed by two authorized Executive Board members, with the reason for the expenditure noted on the check stub with a voucher and receipt on file.
6. Routine expenditures over \$100.00 must be itemized in the approved budget.
7. The Boosters shall purchase a surety bond of up to \$100,000.00 to cover any representative handling association monies.
8. The Landstown Band Boosters will publicize, in advance of the fund-raising event, the percentage of profits that will be disbursed to members who participate in the fundraiser. The Boosters will never take a greater percentage of profits from fundraising activities.

9. All students of the band program will have an account set up for them in which profits from fundraisers will be held and from which they may draw funds for band fees or events unless otherwise noted by the Band Director. If a student has outstanding band fees and the student has funds available in the student's credit account, the past due amount will be automatically transferred from the account to cover the fees on the next business day after the date the fees were due.
10. In the event that a student leaves the band program, i.e. quits the band or drops the class, any money in that student's account will revert to the general fund.
11. Graduating members who have remaining monies in their student credit account may apply credit towards a qualifying band camp that will occur prior to August 31st of the graduating year. If the graduating member has a sibling that will be entering the band program the following school year, then remaining funds in the graduating members account will transfer to the entering member. Any remaining monies not expended will revert to the General Fund.

Article 11 – Special Instructors

1. The Band Director as set forth in the annual budget may contract Special Instructors.
2. All paid individuals assisting the Band Director with instruction for the Landstown High School Band will be required to sign a contract with the Band Director and Boosters as budgeted.
3. Special Instructors must complete a background check and other requirements in accordance with current Virginia Beach School Board regulations prior to receiving a contract for employment.
4. Special Instructors shall adhere and abide by the rules as set forth in their contract. Failure to do so may lead to termination by the Band Director and Executive Board and forfeiture of any remaining payments due to the instructor.
5. All payments within the calendar year to individuals exceeding the amount currently allowed by the tax code will receive a 1099 form in compliance with Federal and State laws.

Article 12 – Budget and Band Fees

1. All Band fees may be paid via student credit accounts.
2. The Band Director shall submit a budget to the Executive Board in March for review. The budget will be approved by the General Membership at the May General Membership Meeting.
3. The Band Director and Executive Board will determine annual band fees in coordination with the preparation of the budget. Music costs, special instructors, equipment truck costs and competition fees will be factors in determining the annual band fees.

4. Annual band fees are due by the dates established by the Executive Board.
5. Each student will be assessed an annual uniform fee in an amount to be determined by the Band Director and Executive Board. This fee will be used to offset the cost of uniform maintenance and items ordered from the association, such as t-shirts, gloves, etc. Each new band member will receive selected items. Replacement items will be available for purchase at cost. This uniform fee must be paid by the end of band camp. No uniform will be issued to a student without the uniform fee having been paid in full or arrangements made for the paying of the fee with the Treasurer.
6. Any remaining monies from uniform fees shall remain in the treasury for the eventual purchase of new uniforms and shall be carried from year to year.
7. Families with more than one band member shall pay annual fees for the first child, but fees for each additional band member shall be discounted by 10%. Uniform fees shall not be discounted.
8. Any of the above band fees may be waived at the discretion of the Band Director and Executive Board in hardship cases. Any such waivers must be documented and kept on file with the Treasurer.

Article 13 – Association Dues

1. There are no membership dues to be part of the Landstown Band Boosters.

Article 14 – Band Director

1. The Band Director shall be an ex-officio member of all committees. No project for the welfare of the band shall be undertaken which does not have the approval of the Band Director.

Article 15 – Amendments

1. The bylaws of this association may be amended with a two-thirds vote of the membership present at any regular meeting.
2. The bylaws shall be reviewed annually by a committee appointed by the President (See Article 7, Section 2).
3. There shall be no carryover motions to amend the bylaws from one school year to the next.

Article 16 – Dissolution

1. In the event of the dissolution of this organization, the Executive Board shall ensure that all debts and obligations are met and any remaining assets of the Boosters will then

transfer to the custody of Landstown High School for use in the Landstown High School Band Program.

Appendix A

Guidelines for Chaperones

1. Only regular members 21 years of age or older may be designated as official chaperones.
2. The Band Director will determine the number of chaperones. As a general rule, one chaperone is needed for every ten (10) students.
3. Designated chaperones are not allowed to bring dependents on any trip or function so as not to detract from the time needed to supervise the band members.
4. Chaperone duties include, but are not limited to:
 - a) Being responsible for the conduct and general welfare of all band members.
 - b) Ensuring all band members adhere to all rules as set forth by the Band Director.
 - c) Ensuring all band members are at the appointed place, on time.
5. Chaperones will report directly to, and receive all directions from the Chaperone Chairperson or designated chairperson.
6. No band member shall be excused from any location (i.e. bus) or activity without prior approval from the Band Director.
7. Chaperones must have prior chaperone experience in order to chaperone overnight trips unless approved by the Executive Board.
8. Chaperone Committee will procure water, beverages and supplies for any event requiring chaperones.
9. Official Chaperones must ride to and from all events with the students.