

**WOODBIDGE SENIOR HIGH SCHOOL BAND BOOSTERS, INC.  
BYLAWS**

**ARTICLE I - NAME**

- A. The name of this organization will be WOODBRIDGE SENIOR HIGH SCHOOL BAND BOOSTERS, INC., hereinafter known as the Band Boosters.
- B. It will be incorporated in the Commonwealth of Virginia, be perpetual and operate as a non-partisan, non-sectarian, non-profit activity in support of the Woodbridge Senior High School (WSHS) bands (all bands, color guard, winter guard, winter drum line, and any future additions to the band program, from here forward referred to as "Band"). Further it is understood that any and all activities undertaken will be for the assistance and support of the Band Director and the Bands will be in accordance with the Prince William County Schools' policies and procedures.

**ARTICLE II - PURPOSE**

- A. The purpose of the Band Boosters will be to provide the needed financial, physical, and moral support for the Bands of Woodbridge Senior High School.

**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 Committee and in accordance with the annual budget as adopted by the general membership.
- C. The Band Boosters' fiscal year will run from June 1 to May 31.

**ARTICLE IV - MEMBERSHIP**

- A. Voting membership in the Band Boosters will be open to all persons who meet the following criteria:
  - 1. Are parents/guardians of students who are members of the Band program at WSHS.
  - 2. Pay dues in accordance with Article XI of these bylaws.
  - 3. Membership fee is for the term of one (school) year.
  - 4. If removed from the membership either voluntarily or involuntarily, membership fees are not refundable.
- B. Supporting membership in the Band Boosters will be open to all persons who meet the following criteria:

1. Are alumni or parents/guardians of alumni of the WSHS Band program or are interested adults who desire to see the continued support of the band programs at WSHS.
  2. Are not voting members.
- C. The awarding of honorary membership in the Band Boosters will be determined by the Executive Board.

#### **ARTICLE V - MEETINGS**

- A. The Executive Board will meet once a month, on a day to be determined by the executive board. Additional meetings may be called at the discretion of the president.
- B. General meetings will be held the first Thursday of every month during the school year. Additional meetings and changes may be called at the discretion of the executive board.
- 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 bylaws.
- E. Unless specified differently elsewhere, 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 April meeting for approval at the May meeting.

#### **ARTICLE VI - OFFICERS**

A. EXECUTIVE BOARD:

1. The officers of the Band Boosters will be the elected Executive Board and will be:
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Secretary
  - e. Treasurer
  - f. Members at Large (not more than 3, one of whom is a freshman parent.)
2. With the exception of the "freshman parent" member at large, officers will be elected annually at the March meeting. They will take office in April and will hold office for a period of one (1) year.
3. The election of these officers will be by a majority of those eligible voting members (see Article IV for definition of voting member) present. Only voting members may be elected to an office.

4. Only one member of a family can hold an elected position on the executive board.
5. The freshman parent member at large will be nominated and voted into office at the October meeting.
6. 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.

## B. ELECTION

### 1. NOMINATION

- a. The president will serve as chair of the nominating committee.
- b. Any member of the boosters in good standing is eligible and may be nominated by the nomination committee.
- c. If nomination is accepted, this member will be placed on the official slate of candidates for the membership to vote on in March.

### 2. VOTING:

- a. Officers will be elected by votes cast by the voting members present. Only one vote per voter will be allowed.
- b. 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.
- c. 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.
  - i. In the event of a tie vote, the secretary will announce that result and a second vote for only the candidates who tied will be taken.
  - ii. In the event of a second tie, 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.

## C. REMOVAL OF OFFICERS:

1. RECALL - Any officer may be recalled and removed from office at any time provided one (1) of the following conditions is met:

- a. Upon the affirmation vote of 40% of the total voting membership.
  - b. Upon recommendation of the band director and two-thirds majority vote of the executive board.
  - c. Upon direction of the acting PWCS administration
2. If the vote on removal passes, the officer will be terminated from the Executive Board. 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, nor will their privilege to work on behalf of the band or the Band Boosters be infringed.

**D. ABSENCES:**

1. After two (2) consecutive unexcused absences from regularly scheduled meetings of the Executive Committee, an officer will receive a formal reminder of this bylaw from the secretary at the direction of the Executive Board.
2. If an officer misses three (3) consecutive regularly scheduled meetings of the Executive Committee without excuse, the office will be declared vacant.
3. Absences with the approval of the Executive Board will be excused.

**E. RESIGNATIONS:**

1. An officer may resign without prejudice from the Board of Directors at any time and for any or no reason upon providing written notification to the secretary of the Band Boosters. There will be one (1) 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.
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 VI - DUTIES OF OFFICERS**

##### **A. PRESIDENT:**

1. The president will conduct the business of the Band Boosters by presiding at all general and executive committee meetings, coordinating the Band Boosters' activities with the Band Director, and ensuring implementation of the Band Boosters' program.
2. The president will vote only in the case of a tie, in the matters of business, and not in election results.
3. The president will appoint committee chair-persons as deemed appropriate.
4. For significant issues concerning the Band, the president will 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, and 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.
5. Perform other such duties as directed by the Executive Board.

##### **B. FIRST VICE PRESIDENT:**

1. The first vice president will assist the president and serve as president in the president's absence.
2. The first vice president will serve as the Band Boosters' liaison with the Prince William County Parent/Student Organization (PSO) Coalition, attending scheduled meetings and reporting back to the general membership as necessary.
3. The first vice president will arrange for an annual independent audit of all Band Boosters' accounts and records at the completion of the fiscal year.
4. Coordinate and execute on-site band competitions as warranted.
5. Perform other such duties as directed by the president.

##### **C. SECOND VICE PRESIDENT:**

1. The second vice president will assist the president and serve as president in the absence of the president and the first vice president.

2. The second vice president will chair fundraising committee and develop a plan to fund the annual budget as adopted by the general membership.
3. Perform other such duties as directed by the president.

D. SECRETARY:

1. The secretary will serve as recorder for the minutes of general meetings and executive committee meetings. Approved and corrected recorded minutes will be available at the next meeting.
2. The secretary will receive and respond to any written correspondence and maintain the official copy of the charter and bylaws.
3. The secretary will keep a roll of voting members for voting and other purposes and give proper notices as may be required.
4. The secretary will maintain a calendar of required reports, required licenses and other regularly required activities necessary to conduct Band Boosters' business.
5. Perform other such duties as directed by the president.

E. TREASURER:

1. The treasurer will have custody of the funds of the Band Boosters and will annually submit an accounting of the financial affairs of the corporation.
2. The treasurer will provide copies of audits to the general membership upon request, and prepare required governmental reports and returns.
3. The treasurer will receive and disburse funds in accordance with the approved budget and policies recommended by the Board of Directors and approved by the voting membership.
4. The treasurer will make available copies of the financial statement at each meeting, maintain student accounts and provide current student account balances at each general membership meeting.
5. Perform other such duties as directed by the president.

F. MEMBERS AT LARGE

1. The members at large will attend monthly executive board meetings and general meetings.

G. BAND DIRECTOR:

1. Will serve as an ex-officio member.

## ARTICLE VII - COMMITTEE CHAIRPERSONS

### A. COMMITTEE CHAIRPERSONS' RESPONSIBILITIES:

1. Attend Executive Board meetings at least two (2) months prior to scheduled chaired event and provide a plan/status of actions necessary to complete the event.
2. To keep updated records of chaired functions to be turned in to the First Vice President at the end of the event.
3. To meet with all volunteers and organize volunteers within your committee and assign tasks as needed.
4. To inform the Executive Board and General Membership Meeting of committee progress.
5. Fund-raiser chairpersons will attend the Executive Committee meeting and General Membership meetings two (2) months prior and one (1) month after functions to give a status report.

### B. Committee chairpersons are appointed by the president and may be removed at the discretion of the Executive Board.

## ARTICLE VIII - STANDING COMMITTEES

### A. The standing committees of the Band Boosters will be:

1. Fundraising Committee
2. Membership Committee
3. Uniform Committee
4. Publicity Committee
5. Chaperone Committee.
6. Hospitality Committee

B. **The Fundraising Committee** will have the duty to provide logistical and material support to the band programs. The Second Vice President will chair the fundraising committee. The Second Vice President will appoint sub-committee chairs for fundraising purposes.

C. **The Membership Committee** will have the duty to promote the membership in the Band Boosters in accordance with the criteria in Article IV and will have the duty of operating a communication network through which messages approved by the Band Director or president may be rapidly conveyed to Band Boosters' members and others. The Membership Chair will provide the Secretary with a current Band Boosters' member list for each meeting.

D. **The Uniform Committee** will have the duty of maintaining, fitting and assisting in the issuing of uniforms or formal attire in cooperation with the Band Director.

E. **The Publicity Committee** will have the duty of informing news media, and ensuring preparation and distribution of flyers, signs and posters to both news media and members for all events.

F. **The Chaperone Committee** will have the duty of furnishing chaperones for activities of the WSHS bands in cooperation with the Band Director.

G. **Hospitality Committee.** Recruit future band students by organizing and executing an annual 8th grade night event during which middle school band students participate in an afternoon marching band practice, a meal and in-stands marching band performance at a home football game Organize and execute an annual ice cream social for the purpose of welcoming new students and parents to the band and Band Boosters' organization. The timing of this event will coincide with marching band camp. Organize and execute an annual outdoor picnic to award year-end honors to all band members. Organize and execute an annual show and tell program to showcase the marching band at the end of band camp and provide a covered-dish buffet for marching band students, parents, faculty, and invited guests. The Hospitality Committee will also perform other duties as assigned by the president.

H. All standing committees will perform other duties as assigned by the president.

#### ARTICLE IX - ADDITIONAL COMMITTEES

A. The Executive Committee may establish additional committees. For events, particularly events generating income, each committee chair will responsible for the planning, execution and reporting of these events. The following committees and their functions are currently established. Other committees may be established at the direction of the Executive Board.

1. **Band Banquet Committee.** Organize and execute an annual band banquet honoring the marching band, graduating seniors and volunteers. The event should include the hospitality chair and involve graduating seniors to the maximum extent possible in planning and decorations.
2. **Center for Fine and Performing Arts Liaison.** A parent who meets the definition of a voting member of the Band Boosters under Article III who is also the parent of a student enrolled in the Center for Fine and Performing Arts (CFPA) will serve as liaison between the Band Boosters and the CFPA.
3. **Color Guard Representative Committee.** 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 III will represent the Color Guard's interests at the executive committee and general membership meetings.
4. **Letters/Mailings Committee.** Publish and mail, or ensure it is posted on the website, a monthly newsletter with a timely calendar, important information and news of the bands. Ensure other necessary mailings occur for events as warranted.

5. **Patriot Center Committee.** Generate revenue for band student accounts by cooperative arrangement with the George Mason University Patriot Center to offer paid shift work at the Patriot Center concession stands on a continuing basis.
6. **Pit Crew and Trailer Committee.**
  - a. The committee will coordinate all aspects of pit equipment transportation to and from all football games, band competitions and exhibitions.
  - b. The committee will be responsible for keeping motorized tow vehicle, tag-along equipment trailers and trailer in good working condition, including keeping current all applicable state and county inspection, tags and taxes.
  - c. The committee will recruit and maintain a "pit crew" of volunteers to facilitate the orderly transportation of pit equipment to and from all football games, band competitions and exhibitions.
  - d. Following instruction from the band director, the "pit crew" will execute pit equipment field set-up and break-down.
  - e. In consultation with the Executive Board, the Pit crew & trailer committee chairperson will maintain appropriate additional insurance on the trailer.
  - f. In consultation with the Executive Board the Pit crew and trailer committee, will arrange in advance to purchase the services of a licenses and insured driver and vehicle to tow the trailer to and from away football games, band competitions and exhibitions.
7. **Spirit Wear Committee.** Generate revenue for the Band Boosters by selling clothing and certain other articles.
8. **Spring Fling Committee.** Organize and execute an annual spring fling concert at Woodbridge Senior High School to showcase the various bands.
9. **Tag Day Committee.** Generate revenue for the Band Boosters by organizing and executing activities to accomplish the annual tag day event.
10. **Publicity Committee.** Responsible for promoting advertising through the various media outlets our programs and events.

## ARTICLE X - FINANCE

### A. GENERAL FUNDS.

1. Either the president or WSHS 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

2. Commitments over \$200 but not more than \$500 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.
3. No more than \$500 will be spent on a single item without first obtaining three (3) bids, when feasible. The Executive Board will select the appropriate bid. Expenditures over \$500, outside the approved budget, will require the vote of the general membership as well as the co-signature of the treasurer and the president. In addition, if the president has acted as the contracting officer, the check issued in payment of those services must be signed by the treasurer or require the signature of both the treasurer and president.

**B. STUDENT ACCOUNTS.**

**1. FUNDS:**

- a. Every student of the band will have his or her own individual money account from which he or she may draw funds to support their band activities. The student accounts are linked by families. If there is one student leaving the program and another sibling in the program the funds will remain with the remaining (family) student account.
- b. Students can earn money for their accounts through fundraising activities. A predetermined amount (or %) of any money earned by students during certain fundraisers will be deposited into the individual student accounts. Note some fundraising events are for the general fund, and all students/parents are encouraged to participate in helping raise these funds.
- c. Funds in student accounts must be used for musically-related items, eg: band trips, music, lessons, and any other band or music-related activity. The treasurer will make determination of the applicability of using student funds; questionable items or special circumstances will be referred to the Band Director for determination. Student accounts may not be used for the normal business of the Band Boosters.
- d. In order to withdraw funds from the student accounts, students will fill out the forms available from the treasurer. For items such as lessons, instruments or music purchases, the student will provide a receipt with the withdrawal form.
- e. Upon graduation, funds left in a student account may be passed on to any other band student. Thirty days after graduation all funds remaining in student accounts of graduated students will revert to the Band Boosters' general fund.
- f. A student who otherwise leaves the program will have 30 days to make disposition of the funds in his or her student account. The treasurer will provide a report on the student balances at the general membership meeting and will maintain student accounts.

**ARTICLE XI – DUES AND FEES**

- A. There will be annual dues determined by the Executive Committee.**

- B. Any band trip incurring cost, which is over and above annual dues and fees, will be paid on payment schedule that has been arranged.
- C. No student will be excluded from this program because of payment constraints.
- D. If a payment schedule cannot be met, a payment contract must be completed and returned to the treasurer at least two weeks prior to the due date.
- E. There is a \$25.00 fee for all returned/ bounced checks, payable by cash and/or money order, along with the original check amount.

#### **ARTICLE XII – FINANCIAL NEED**

- A. It is the goal of the 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 event or trips, the Executive Board may authorize payment from the general fund on behalf of the student.
- B. The Executive Board will establish a written guideline for scholarship eligibility. The guideline will be reviewed annually.

#### **ARTICLE XIII - AMENDMENTS**

- A. The charter and bylaws may be amended at any time by two-thirds vote of the voting members present and voting. Proposed amendments will be presented in writing to the general membership thirty days prior to voting.
- B. The bylaws will be reviewed annually by a committee appointed by the president. Proposed changes will be approved in accordance with paragraph A of this article.