

Leonardtowntown High School Band Boosters By-Laws

Article I Name

The name of the organization shall be the Leonardtown High School Band Boosters, Inc. of Leonardtown High School and shall here and after be referred to as Leonardtown High School Band Boosters.

Article II Purpose

Section 1 The purposes of Leonardtown High School Band Boosters

- A. To encourage, promote, and maintain a volunteer booster organization for the purpose of providing financial assistance, support and spontaneous service to the Leonardtown High School Band Program.
- B. To encourage cooperation among the Leonardtown High School Band Boosters, St. Mary's County Board of Education, Leonardtown High School, Leonardtown High School Administration, Leonardtown High School Director of Bands and the Music Department, so that band activities and programs can operate at the highest level of proficiency.
- C. To establish and maintain good relations with the local business community, service organizations and school related parent groups.

Article III Terms

Section 1 Membership

- A. Parents or guardians of student(s) who are currently registered or have been previously registered in the Leonardtown High School Band Program.
- B. Students and former students (at the discretion of the Director of Bands).
- C. Director of Bands and his/her staff.
- D. Administration of Leonardtown High School or their designated representative.

Section 2 Band Booster Year

- A. The Leonardtown High School Band Booster year runs from July 1 of the ending school year though the following June 30 of the next school year.
- B. Timeframe is used for the purposes of budgeting, terms of office, committee terms, contracts and other business as directed by the Executive Board.

Section 3 General Assembly Voting Members

- A. Parents or guardians of students that attend at least one prior meeting during the Leonardtown High School Band Boosters' year.
- B. Executive Board Members.
- C. Director of Bands, in case of tie vote.

Section 4 Committees

- A. Standing Committees are those organized for the school year and are continuous from year to year.
- B. Special Committees are those organized for a short time period or a specific purpose.

Section 5 Dismissal of General Assembly/Executive Board Member(s)

- A. If it is deemed that a member of the General Assembly or Executive Board is creating a hostile/accusatory/disruptive atmosphere toward other member(s) of the General Assembly, Executive Board or the Director of Bands, said member can be formally notified by the Director of Bands or by the Principal, or his/her designee, that they are restricted from being a member of the General Assembly/Executive Board, serving on any committee, chaperoning, or volunteering in any capacity at all Leonardtown High School Band Booster functions.
- B. Said member(s) may petition the Principal and/or the Director of Bands to be reinstated as a member of the General Assembly/Executive Board the following school year.

Section 6 Dissolution

- A. Upon termination or dissolution of the Leonardtown Band Boosters, any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which has a charitable purpose which, at least generally, includes a purpose similar to the Leonardtown Band Boosters.
- B. The organization to receive the assets of the Leonardtown Band Boosters, hereunder shall be selected by the discretion of a majority of the managing body of the Leonardtown Band Boosters.

Section 7 Personal Liability

- A. No officer or director of this corporation shall be personally liable for the debts or obligations of Leonardtown Band Boosters of any nature whatsoever.
- B. Nor shall any of the property or assets of the officers or directors be subject to the payment of the debts or obligations of this corporation.

Legislature

Section 1 Name

- A. All legislative powers herein granted shall rest with a legislative body to be known as the General Assembly.
- B. The General Assembly consists of the members of the Leonardtown High School Band Boosters.

Section 2 Meetings

- A. Governance of all meetings shall be by *Robert's Rules of Order, Newly Revised*.
- B. Notice of meetings will be announced by the Director of Bands or President of Leonardtown High School Band Boosters via email and/or website post.
- C. Holding of meetings for the General Assembly will occur at least once every month on a date selected by the Director of Bands or President of the Leonardtown High School Band Boosters usually within Leonardtown High School.
- D. General assembly meetings shall be chaired by the President of the Leonardtown High School Band Boosters, or his/her designee from the Executive Board.
- E. Attendance will be taken at each meeting by each member writing his/her name on the form provided.
- F. General Assembly members may vote during a given meeting that he/she attends providing that they attend at least one meeting prior, during the Leonardtown High School Band Boosters' year.

Article V

Executive Board

Section 1 Name

- A. All executive powers herein granted shall rest with an executive body to be know as the Executive Board.
- B. The Executive Board consists of elected members of the Leonardtown High School Band Boosters.

Section 2 Membership

- A. The elected officers of the Leonardtown High School Band Boosters.
- B. The Director of Bands as an Ex Officio member.

Section 3 Meetings

- A. The Executive Board shall meet at least once every month prior to the General Assembly meeting.
- B. *Robert's Rules of Order, Newly Revised* except as specifically stated herein shall govern all meetings.
- C. All meetings shall be chaired by the President of the Leonardtown High School Band Boosters or by his/her designee from the Executive Board.

Section 4 Duties and Responsibilities of the Executive Board

- A. Responsible for directing the affairs of the Leonardtown High School Band Boosters.
- B. Regulate all committees and committee proposals before legislative issues are brought before the General Assembly.
- C. Entertain discussion items submitted from individual General Assembly members.
- D. Set the agenda for the General Assembly meeting.
- E. Entertain proposals for by-law changes before presenting the General Assembly members.
- F. Retain the right to enter into contracts for the Leonardtown High School Band Boosters.
- G. Present Financial Report of current budget to the General Assembly.
- H. Provide a Proposed Budget in May for submission to the General Assembly to be voted on at the June meeting and take effect on July 1st.
- I. Oversee all financial transactions and procedures.
- J. Approve the yearly independent written audit of the financial records that has been presented to the President of the Leonardtown High School Band Boosters.
- K. Approve fund raising events and schedule fund raising events as presented by the specific committee chairpersons.
- L. Assumption of office by newly elected officers occurs July1.
- M. Establish and dissolve special committees as required.

Article VI

General Assembly Members

Section 1 Name

All persons who qualify as a Leonardtown High School Band Booster shall be known as a member of the General Assembly.

Section 2 Duties and Responsibilities of the General Assembly

- A. Attend General Assembly meetings
 - 1. Familiarize yourself with the Leonardtown High School Band Boosters' By-Laws
 - 2. Familiarize yourself with the Leonardtown High School Band Boosters annual budget
- B. Participate in one or more committees
- C. Present concerns to the General Assembly and Executive Board
- D. Conduct all legislature business.
- E. Approve all Executive Board appointments.
- F. Submit agenda items to the President no later than one week prior to the General Assembly meeting.
- G. Submit new topics from the floor for consideration to be put under New Business.
- H. Submit all fundraising ideas to the Vice-President.
- I. All official printed and electronic correspondence of the Leonardtown High School Band Boosters must be on official Leonardtown High School Band Boosters letterhead, as appropriate.
 - 1. Only the Leonardtown High School address and phone number may be used as the point of contact information included.
 - 2. Content must have prior approval of the Director of Bands and an elected member of the Executive Board.
 - 3. Correspondence must be signed by the Director of Bands and an elected member of the Executive Board.
 - 4. This authority may not be delegated.

Article VII Elected Officers

Section 1 Name

The elected officers of the General Assembly of the Leonardtown High School Band Boosters shall be:

President
Vice President
Recording Secretary
Corresponding Secretary
Treasurer

Section 2 Elections

A. Regular Elections

1. The Nominating Committee will solicit candidates for office and present the final slate of officers at the April Executive Board meeting.
2. The Executive Board shall present candidates to the General Assembly for approval, in May.
3. The Nominating Committee will distribute the ballot to all voting members present at the General Assembly meeting.
4. The Nominating Committee will meet to tabulate the results after the vote is taken.
5. A simple majority vote will determine winners.
6. The Nominating Committee will present the results to the General Assembly at this meeting.

B. Special Elections

1. When office becomes vacant prior to a regular election, the Executive Board shall elect a person to fill that office.
2. The term of office will expire at the end of the current the Leonardtown High School Band Booster year.

Section 3 Terms of Office

- A. All newly elected Leonardtown High School Band Booster officers shall serve a one year term beginning July 1st.
- B. All Executive Board member positions will serve only two consecutive terms in the same office.
- C. All officers must meet the qualifications of the Leonardtown High School Band Booster membership and are voted into the office.

Section 4 Duties and Responsibilities

A. President

1. Serves as official spokesperson for the Leonardtown High School Band Boosters.
2. Chairs all meetings of the General Assembly and the Executive Board.
3. Appoint Chairpersons for all Standing and/or Special Committees.
4. Be a member of all General Assembly committees.
5. Determine the time and place of all Executive Board meetings.
6. Prepare the agenda for all Executive Board meetings.
7. Be a voting member of the Executive Board.
8. Perform all duties developing from the office.

B. Vice President

1. Assume the duties and responsibilities of the President, as directed.
2. Aid the President in fulfilling the duties and responsibilities.
3. Coordinate and be a member of all General Assembly committees.
4. Coordinate Fund Raising efforts, as appropriate.
5. Attend General Assembly and Executive Board meetings.
6. Be a voting member of the Executive Board.
7. Perform all duties developing from the office.

C. Recording Secretary

1. Record accurate minutes of all meetings of the General Assembly and of the Executive Board.
2. Present the previous month's minutes to the General Assembly or the Executive Board, at their monthly meeting respectively.
3. Prepare an attendance form for members to sign when attending General Assembly meetings.
4. Keep the attendance lists on file showing those members in attendance at all General Assembly meetings.
5. Supply a copy of attendance file to the Executive Board or Nominating Committee on request.
6. Keep a copy of all official records either on a computer disk or on paper, but readily accessible, for two years.
7. Maintain the band letterhead and distribute to members as needed.
8. Attend General Assembly and Executive Board meetings.
9. Be a voting member of the Executive Board.
10. Perform all duties developing from the office.

D. Corresponding Secretary

1. Be responsible for all correspondence related to money, Leonardtown High School Band Booster certificates and any correspondence assigned by the Executive Board.
2. Have all content reviewed by the Director of Bands prior to publishing.
3. Update the Leonardtown High School Band website and calendar as required by the Executive Board.
4. Keep copies of all documents either on a computer disk or on paper to be given to and filed in the official Corresponding Secretary's record book.
5. Assume the duties of Recording Secretary during his/her absence.
6. Attend General Assembly and Executive Board meetings.
7. Be a voting member of the Executive Board.
8. Perform all duties developing from the office.

E. Treasurer

1. Set up and maintain two bank accounts to be used for the general operations of the Leonardtown High School Band Boosters.
 - a. Operating budget
 - b. Fundraising budget
2. Receive and record all funds including Square account.
3. Keep an accurate, up-to-date record of all receipts and disbursements
4. Reconcile all bank accounts at the minimum, on a monthly basis as bank statements are received.
5. Disburse funds as approved by the annual budget.
6. Present current financial reports at Executive Board and General Assembly meetings.
7. Transfer signature authority at the bank when newly elected officers are established (President and/or Vice President and Treasurer)
8. Maintain a supply of blank checks for both accounts.
9. Supply money for change for events as requested by committee chairperson, provided notification is one week prior to scheduled event.
10. Set up Certificates of Deposit as funds permit to save for future uniform or instrument purchases.
11. Authorize the payment of invoices/bills equal to or less than the annual approved budget, providing sufficient funds are available.
12. Schedule and support the annual audit of books to be performed prior to July 1st turnover.
13. File for tax-exempt status on August 1st.
14. Attend the General Assembly and Executive Board meetings.
15. Be a voting member of the Executive Board.
16. Perform all duties developing from the office.

Article VIII
Standing and Special Committee Chairpersons

Section 1 The appointed officers of the Leonardtown High School Band Boosters shall be the Standing and Special Committee Chairpersons:

Establishment of Committee Chairperson shall be appointed by the President of the Leonardtown High School Band Boosters and shall be approved by the Executive Board.

- A. Term of Office—Newly appointed Leonardtown High School Band Boosters
 - 1. Standing Committee Chairpersons shall serve a full-year term, beginning at the June General Assembly meeting.
 - 2. Special Committee Chairpersons shall serve a term as long as the committee is in effect.
- B. Length of Term—Appointed Officers will be able to serve a term in the same office:
 - 1. As long as he/she meets the membership requirements.
 - 2. Continues to be appointed.
- C. Examples of Committees
 - 1. Standing Committee
 - a. Hospitality
 - b. Publicity
 - c. Uniform
 - d. Webmaster
 - 2. Special Committee
 - a. Concessions
 - b. Pit Crew
 - c. Nominating

Article IX
Committees

Section 1 Duties and Responsibilities of Standing and Special Committee Chairpersons

- A. Establish a committee to assist with the duties.
- B. Determine date, time and place of each committee meeting.
- C. Keep records of all committee meetings.
- D. Attend General Assembly meetings.
- E. Report committee activities to the Executive Board and General Assembly as required.
- F. Maintain accurate records of the committee for presentation and to be submitted to the Recording Secretary for filing.
- G. Submit items concerning the committee for inclusion in the Annual Budget.

Section 2

- a. Hospitality Chairperson
 1. Set up and take down decorations, table settings, drinks, tableware, etc. for the following:
 - a. Annual August Band Camp Potluck
 - b. Spring Band Banquet
 - c. Other special band events as requested by the Director of Bands or Executive Board
 2. Obtain Senior Walk Flowers.
 3. Make arrangements for the spring Band Banquet—place, menu, price and tickets, as directed by the Director of Bands or Executive Board.
 4. Obtain gifts, as needed, by the direction of the Executive Board.
 5. Obtain flowers or cards for immediate family members of Band Members, Band Members or Leonardtown High School Band Boosters in the case of death or serious illness, as directed by the Director of Bands or Executive Board. Items will be from the Leonardtown High School Band Boosters.
- b. Publicity Chairperson
 1. Submit approved articles about the Leonardtown High School Band Boosters to the local newspaper, TV stations, radio stations, high school newsletter, Leonardtown Band website for publication.
 2. Help Committees with flyers for up-coming events such as fundraisers, events or receptions.
- c. Uniform Chairperson
 1. Fit and tailor uniforms for each student—no later than
 - a. August for Marching students.
 - b. October for Concert students.
 2. Report shortages of required uniform pieces to the Director of Bands and Executive Board.
 3. Repair uniforms as needed.
 4. Maintain a small uniform repair kit to be used when traveling.
 5. Distribute and receive uniforms for each student.
 6. Maintain the Uniform Storage Room.
 7. Obtain storage items as necessary.
 8. Arrange for cleaning of the uniforms.
- d. Webmaster Chairperson
 1. Update the Leonardtown High School Band webpage in a timely manner.
 2. Collect data, pictures, sound clips, etc. and format for the web page.
 3. The band webpage is www.leonardtownband.org
 4. Create new pages as information is needed.
 5. Have all webpage content reviewed by the Director of Bands prior to publishing.

Article X Removal and Replacement

Section 1 Removal of Officers

- A. Impeachment—The Impeachment of an officer shall occur when a petition stating the charges against the officer, has been approved by a majority of the affiliate members, is filed with the Executive Board.
- B. Hearing—After an investigation of the charges, the Executive Board shall hold a hearing on the impeachment, at which time the accused officer and the member who filed the petition present their cases.
- C. Vote—After the hearing, the Executive Board shall vote on the removal of the officer, which shall require a two-thirds vote.

Section 2 Replacement of Officers

- A. President—When the office of President becomes vacant, the Vice-President shall become President.
- B. Vice-President—When the office of Vice-President becomes vacant, procedures for special elections shall be used.
- C. Recording Secretary, Corresponding Secretary, and Treasurer—When the offices of Recording Secretary, Corresponding Secretary, and Treasurer become vacant, procedures for special elections shall be used.
- D. Appointed Officers—when the office of an appointed office becomes vacant, the normal procedure of appointment shall be followed to fill that office.

Article XI Amendments

Section 1 Filing

- A. A Leonardtown High School Band Booster member must file a proposed amendment(s) to this document with the President no less than three (3) weeks prior to a General Assembly meeting.
- B. The President will present all changes before the Executive Board meeting, in the same month, changes were submitted.
- C. The changes will be discussed at the Executive Board meeting and the Executive Board will make recommendations to the voting members at the very next General Assembly meeting.
- D. The President must notify all voting members of an amendment change no later than one (1) week prior to the next General Assembly meeting.

Section 2 Voting

- A. The proposed amendment will require a majority vote of the voting members present at the General Assembly meeting to be ratified.
- B. The amendment, if approved, will take effect at the next Executive Board and General Assembly meeting.
- C. Changes will be noted on this document by the Recording Secretary and will be available at the following General Assembly meeting upon request.

Article XII Adoption

This document shall become the By-Laws of the Leonardtown High School Band Boosters upon approval of the Executive Board, General Assembly, and School Principal. The official copy will be filed with the Recording Secretary. A copy of this document shall be made available to all General Assembly members upon their child entering the Leonardtown High School Band program.

Date of approval—March 16, 1999

Change date—May 2000

Change date—May 2012

Change date—August 2014

Change date—November 2015