

Leonardtowntown High School Band Boosters Bylaws

**Article I  
Name**

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

Leonardtowntown High School Band Boosters Inc. is a nonprofit organization under section 501(c) (3) of the IRS Code established in 1999 and located in Leonardtown, Maryland.

The organization webpage is [www.leonardtowntownband.org](http://www.leonardtowntownband.org).

**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 in the Leonardtown High School Band Program.
- B. Students enrolled in the Leonardtown High School Band Program.
- C. Director of Bands and his/her staff.
- D. Administration of Leonardtown High School or their designated representative.
- E. Other interested band supporters who do not qualify as voting members may participate as honorary, non-voting members only by the approval of the Director of Bands or the Executive Board of Leonardtown High School Band Boosters.

Section 2 Band Booster Year

- A. The Leonardtown High School Band Booster year runs from July 1 through June 30.
- 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 are registered in one of the Leonardtown High School Bands during the Band Booster 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 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 vote of the managing body of the Leonardtown Band Boosters.

Section 6 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.

**Article IV  
Executive Board**

Section 1 Name

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

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

### Section 3 Elections

#### A. Regular Elections

1. Candidates for the next booster year will be solicited for office and presented at the April Booster Member meeting.
2. The Executive Board shall present candidates to the General Assembly for approval, in May.
3. A simple majority vote will determine winners, with the current Executive Board counting votes.
4. The results will be presented to the General Assembly at the May Booster Member 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 4 Terms of Office

- A. All newly elected Leonardtown High School Band Booster officers shall serve a one year term beginning July 1<sup>st</sup>.
- 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.
- D. During the operating year, if the child of a duly elected Board member decides to not participate in the Leonardtown High School Band program or is expelled from the band program as a result of disciplinary action, the member must immediately resign from their elected office.

### Section 5 Meetings

- A. Band Booster Member meetings are open to all members. At least 8 meeting will be held during the operating year.
- 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.
- D. 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.

### Section 6 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. Entertain proposals for bylaw changes before presenting the General Assembly members.

- E. Retain the right to enter into contracts for the Leonardtown High School Band Boosters. The contract obligation/commitment amount cannot exceed 25% of the current year's operating budget without prior approval of the General Assembly.
- F. Present Financial Report of current budget to the General Assembly.
- G. 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 1<sup>st</sup>.
- H. Oversee all financial transactions and procedures.
- I. Approve the yearly independent written audit of the financial records that has been presented to the President of the Leonardtown High School Band Boosters.
- J. Approve fund raising events and schedule fund raising events as presented by the specific committee chairpersons.
- K. Establish and dissolve special committees as required.
- L. Board members are expected to attend all Band Booster Member meetings. If they will be unable to attend a meeting, they must notify the President.
- M. Band Booster Member meetings require a quorum of the Executive Board be present to conduct official business; a quorum is achieved if a simple majority of current filled Executive Board positions are present.
- N. All votes taken by the Executive Board will occur at regularly scheduled Band Booster Member meetings or special called meetings of the Board. If a Executive Board vote is taken over the telephone, it will be noted in the Band Booster Member meeting minutes and approved by the Executive Board.
- O. Updates to the webpage/social media sites should be reviewed by Executive Board and the Director of Bands. Any post deemed incorrect or inappropriate should be brought to the immediate attention of the webmaster for revision/removal within a timely manner.
- P. 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.
  - a. Only the Leonardtown High School address and phone number may be used as the point of contact information included.
  - b. Content must have prior approval of the Director of Bands and an elected member of the Executive Board.
  - c. Correspondence must be signed by the Director of Bands and an elected member of the Executive Board
  - d. This authority may not be delegated.

## Section 7 Duties and Responsibilities of elected officers

The following is the minimum list of duties and responsibilities for each elected officer

- 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 Booster Member meetings.
  6. Prepare the agenda for all Booster Member meetings.
  7. Has secondary signature authority for banking/check writing unless there is a conflict as described in the Treasurer duties.
  8. Perform all duties associated with 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. Perform all duties associated with 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 Booster Member meetings.
  - 4. Keep the attendance lists on file showing those members in attendance at all Booster Member 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. Assume the duties of Corresponding Secretary during his/her absence.
  - 9. Any correspondence/decisions of the Executive board conducted ad hoc between meeting will be recorded in the subsequent months' minutes.
  - 10. Ensure the Webmaster/Social Media coordinator updates the Leonardtown High School Band webpage and other Leonardtown Band social media sites in a timely manner, including but not limited to calendar updates, news items, fundraising events, etc .
  - 11. Perform all duties associated with 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. Perform all duties associated with 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 Booster Member meetings.
7. Transfer signature authority at the bank when newly elected officers are established (President and/or Vice President and Treasurer). The Treasurer will always have primary check writing/banking responsibility. No person in an ongoing financial relationship with the treasurer outside of the Band Boosters may have secondary check writing/banking responsibility.
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 or other savings accounts as funds permit to save for future purchases.
11. Authorize the payment of invoices/bills equal to or less than the annual approved budget lines, providing sufficient funds are available.
12. Schedule and support the annual audit of books to be performed prior to July 1 turnover.
13. File for tax-exempt status per IRS regulations (currently Form 990-N is due every year by the 15th day of the 5th month after the close of the tax year).
14. File Maryland Personal Property taxes annually by April 15 and any other filings as required by law. If the Treasurer is not able to perform these duties, the Executive Board member with secondary checking/banking responsibility would assume these duties.
15. Perform all duties associated with the office.

**Article V  
General Assembly Members**

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 Duties and Responsibilities of the General Assembly

- A. Attend Booster Member meetings
  1. Familiarize yourself with the Leonardtown High School Band Boosters' Bylaws
  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. Voting member may vote on all Executive Board appointments.
- F. Submit agenda items to the President no later than one week prior to the Booster Member meetings.
- 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. Voting members may vote to approve/disapprove the annual operating budget.
- J. Voting members may vote to approve/disapprove on contract obligation/commitment obligations that exceed 25% of the current year's operating budget.

**Article VI**

## **Removal and Replacement**

### Section 1      Removal of Officers/Members

- a. Impeachment/Removal—The Impeachment of an officer or removal of a member 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/member 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/member, 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 VII 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 Booster Member meeting.
- B. The President will present all changes before the Booster Member meeting, in the same month, changes were submitted.
- C. The changes will be discussed at the Booster Member meeting and the Executive Board will make recommendations to the voting members at the very next Booster Member meeting.
- D. The President must notify all voting members of an amendment change no later than one (1) week prior to the next Booster Member meeting.

### Section 2      Voting

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

## **Article VIII Adoption**

This document shall become the Bylaws of the Leonardtown High School Band Boosters upon approval of the Executive Board, and General Assembly. The Leonardtown High School Principal will receive a copy of the Bylaws. 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

Change date—May 2017