

Leonardtwn 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.

The Leonardtown High School Band Boosters 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.leonardtownband.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 their 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 June 1 through May 31.
- 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

- A. All legislative powers herein granted shall rest with a legislative body to be known as the General Assembly.
- B. General Assembly voting members include
 - 1. Parents or guardians of student(s) registered in one of the Leonardtown High School Bands during the Band Booster Year.
 - 2. Leonardtown High School Band Boosters Executive Board Members as defined in Article IV.
 - 3. Director of Bands, in case of tie vote.
- C. Duties and Responsibilities of the General Assembly include
 - 1. Attend Booster Member meetings.
 - 2. Familiarize yourself with the Leonardtown High School Band Boosters' bylaws.
 - 3. Familiarize yourself with the Leonardtown High School Band Boosters annual budget.
 - 4. Participate in one or more committees.
 - 5. Present concerns to the General Assembly and Executive Board.
 - 6. Conduct all legislature business.
 - 7. Submit agenda items to the President no later than one week prior to the General Assembly meetings.
 - 8. Submit new topics from the floor for consideration to be put under New Business.
 - 9. Submit all fundraising ideas to the Vice-President.
 - 10. Voting members may vote to approve/disapprove the annual operating budget.
 - 11. Voting members may vote to approve/disapprove on contract obligation/commitment obligations that exceed 25% of the current year's operating budget.

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 High School 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) that has a charitable purpose, which, at least generally, includes a purpose similar to the Leonardtown High School Band Boosters.
- B. The organization to receive the assets of the Leonardtown High School Band Boosters, hereunder shall be selected by the discretion of a majority vote of the managing body of the Leonardtown High School 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 High School 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:
 - 1. President
 - 2. Vice President
 - 3. Recording Secretary
 - 4. Webmaster/Corresponding Secretary
 - 5. 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, or at the Leonardtown High School Band End of Year Banquet.
- B. Special Elections
 - 1. When an 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 June 1.
- 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 General Assembly Meetings

- A. Leonardtown High School Band Boosters General Assembly meetings are open to all members as identified in Article 3 Section 1. At least 8 meetings 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 their designee from the Executive Board.
- D. Notice of meetings will be announced by the Webmaster/Corresponding Secretary 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 May meeting and take effect on June 1.
- 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. Executive Board members are expected to attend all General Assembly meetings. If they will be unable to attend a meeting, they must notify the President.
- M. General Assembly 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 General Assembly meetings or special called meetings of the Executive Board. If an Executive Board vote is taken over the telephone, it will be noted in the General Assembly 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 or response received to a post deemed incorrect or

inappropriate should be brought to the immediate attention of the Webmaster/Corresponding Secretary 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.
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 a member of the Executive Board.
 3. Correspondence must be signed by the Director of Bands and a member of the Executive Board.
 4. 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. Appoints Chairpersons for all Standing and/or Special Committees.
4. Member of all General Assembly committees.
5. Determines the time and place of all General Assembly meetings.
6. Prepare the agenda for all General Assembly 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. Assumes the duties and responsibilities of the President, as directed.
2. Aids the President in fulfilling the duties and responsibilities.
3. Coordinates and is a member of all General Assembly committees.
4. Coordinates Fund Raising efforts, as appropriate.
5. Performs all duties associated with the office.

C. Recording Secretary

1. Records accurate minutes of all meetings of the General Assembly and of the Executive Board.
2. Presents the previous month's minutes to the General Assembly or the Executive Board, at their monthly meeting respectively.
3. Prepares an attendance form for members to sign when attending Booster General Assembly meetings.
4. Keeps the attendance lists on file showing those members in attendance at all General Assembly meetings.
5. Supplies a copy of the attendance lists to the Executive Board or Nominating Committee on request.
6. Keeps a copy of all official records electronically and readily accessible, for two years.
7. Maintains the band letterhead and distribute to members as needed.
8. Assumes the duties of Webmaster/Corresponding Secretary during their absence.

9. Any correspondence/decisions of the Executive board conducted ad hoc between meetings will be recorded in the subsequent months' minutes.
 10. Ensure the Webmaster/Corresponding Secretary updates the Leonardtown High School Band Boosters webpage and that the Social Media coordinator updates the other Leonardtown High School Band Boosters social media sites in a timely manner, including but not limited to calendar updates, news items, fundraising events, committee meetings, etc.
 11. Perform all duties associated with the office.
- D. Webmaster/Corresponding Secretary
1. Be responsible for all correspondence assigned by the Executive Board.
 2. Update the Leonardtown High School Band Boosters website and calendar as required by the Executive Board.
 3. Coordinate with the Social Media coordinator updates to all social media.
 4. Have all content reviewed by the Director of Bands prior to publishing.
 5. Keep copies of all documents electronically and readily accessible to be given to and filed in the official Webmaster/Corresponding Secretary's record book.
 6. Assume the duties of Recording Secretary during their absence.
 7. Perform all duties associated with the office.
- E. Treasurer
1. Set up and maintain three 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 General Assembly 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 Leonardtown High School Band Boosters may have secondary check writing/banking responsibility.
 8. Maintain a supply of blank checks for all 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 long-term 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 June 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 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, Webmaster/Corresponding Secretary, and Treasurer - When the offices of Recording Secretary, Webmaster/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 General Assembly meeting.
- B. The President will present all changes before the General Assembly meeting, in the same month, changes were submitted.
- C. The changes will be discussed at the General Assembly 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 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 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 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 Webmaster/Corresponding Secretary will post a copy of the Bylaws to the Leonardtown High School Band Boosters website. 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.

Dates 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
Change date—March 2020