**Booster Bylaws**

Association Bylaws

As Revised:  April 17, 2018

**Article I - Name**

The name of this Association is the South Lakes High School Band Boosters Association, hereafter referred to as the Band Boosters.

**Article II - Offices**

The South Lakes High School Band Boosters conduct business activities at South Lakes High School located at 11400 South Lakes Drive, Reston, VA.  Additionally, the Band Boosters maintain a PO Box for mailing purposes.  That address is:  SLHS Band, PO Box 8561, Reston, VA 20195.  The Board of Directors may establish other offices from time to time, as needed, to pursue the affairs of the Band Boosters.

**Article III - Articles of Organization and Basic Policies**

The Band Boosters exist as an association of its members. These bylaws constitute the code of rules adopted by the Band Boosters for the regulation and management of its affairs. They are adopted for the cultural, educational and charitable purposes envisioned under Section 501(c)(3) of the Internal Revenue Service Code, as currently in effect or as hereafter amended.  The following are basic policies of the Band Boosters:

* + - * The Band Boosters shall work with schools to provide quality education, including a quality band program, for all children, recognizing that the legal responsibility to make decisions has been delegated by the people to the board of education.
      * The Band Boosters may cooperate with other organizations and agencies concerning education and band programs in the furtherance of the objectives of the Association.

**Article IV – Purpose and Objectives**

The purpose of the Band Boosters is to:

* + - * Foster and promote a positive image of the South Lakes High School Pyramid band students and band programs within the schools and the community at large;
      * Provide moral and financial support and service to the South Lakes High School band program and to the band programs within the South Lakes Pyramid feeder middle and elementary schools;
      * Cooperatively support the efforts of the band directors and staff to provide students with a music education that meets the highest possible standards;
      * Assist the South Lakes High School Pyramid bands in achieving growth in musicianship, in performance opportunities and in the number of students participating at all levels; and
      * Foster an appreciation within the Fairfax County Public Schools and community for the educational value of strong band programs.

The primary activities of the Band Boosters are:

* + - * Promoting the involvement of parents and guardians in band-oriented activities;
      * Providing assistance and support to the band program, in consultation with the Director of Bands, in the form of services, funds and equipment within the Band Booster’s resources and by conducting such social or other band-related activities as may be considered necessary and proper by the Band Booster Board of Directors;
      * Raising supplemental funds for needs of the band that are not budgeted or paid for by the school or school district; and
      * Assisting the Director of Bands in the logistical planning and preparation for band performances and trips.

All activities are to be conducted in accordance with Fairfax County Public School Policies, Regulations, and Notices.

**Article V – Membership**

Parents or guardians of pupils participating in any activity of the program (including field marching units) automatically become members of the Band Boosters and are identified based on the parents/guardians reported to the program by the families during signup.  Members may participate in all booster activities and serve as officers, chairpersons and committee members. During each fiscal year, the Membership Committee Chairperson (or 2nd Vice President) shall maintain a current roster of members of the Boosters.

All members are eligible to vote at regular organization meetings as described in Article X.

Individual persons not eligible for membership in the Band Boosters are encouraged to participate in Band Boosters through financial support and/or volunteer service. As a condition of volunteer service, the Executive Board may require any volunteer to provide background information sufficient to determine the individual’s suitability to work with Band Boosters and the children in the band program.

**Article VI - Officers and Executive Board**

The officers of the Band Boosters shall be:

* + - * President
      * 1st Vice President – Fundraising Director
      * 2nd Vice President – Policy and Programs Director
      * Communication Director
      * Secretary
      * Treasurer

In addition, the Band Boosters will select three (3) Directors- at- Large from the Association. These nine (9) plus the Director of South Lakes High School Bands (an ex officio member) shall comprise the Executive Board of the Band Boosters.  The President will have a vote only in the case of a tie during an Executive Board or Band Booster membership tie vote.

The Principals of South Lakes Pyramid Schools or their designees, a South Lakes High School band student (and alternate representative) chosen by their peers, and all Band Boosters shall be invited to attend all Band Booster and Executive Board meetings.

The Executive Board shall hold meetings (typically monthly) to conduct the regular business of the Band Boosters and duties will include:

* + - * Create standing committees and approve their plans of work
      * Report on the work of the Band Boosters at regular meetings of the Band Boosters
      * Review and approve the accounts and records of the Treasurer
      * Approve and oversee the budget and approve expenditures
      * Develop and maintain the Band Booster 5-Year Strategic Plan.

A majority of the Executive Board shall constitute a quorum.

The term of office for the Officers and Directors shall be one (1) year running from July 1 through June 30 except as noted in Article VII.  Officers and Directors may serve no more than two consecutive one-year terms in that office excepting the Treasurer who may serve three consecutive one-year terms.  A member who serves six (6) months as an Officer or Director is considered to have served a full term in that office. All offices except that of President and Treasurer may be co-held by two Band Booster members.  Co-holders of offices share a single Executive Board vote.

**Duties of President**:  The President shall preside at all meetings of the Band Boosters and the Executive Board, and shall have general supervision over the affairs of the Band Boosters subject to the direction and control of the Board.  With the advice and consent of the Executive Board, the President shall appoint Band Booster members to serve as Standing Committee Chairpersons.  The President shall be an ex officio member of these committees excepting the Nominating Committee.  With input from the membership and Board, the President shall establish meeting agendas.  The President will sign and submit tax documents to appropriate authorities on an annual basis.  In addition, the President shall guide the Board in the development and upkeep of the Band Booster 5-year plan.

**Duties of 1st Vice President** **– Fundraising Director**:  The 1st Vice President shall perform all duties of the President should the President be absent and shall assist in carrying out the objectives of the Band Boosters.  The 1st Vice President shall serve as the Fundraising Committee Chairperson.

**Duties of 2nd Vice President** **– Policy and Programs Director**:  The 2nd Vice President shall perform the duties of President should both the President and the 1st Vice President be absent and shall assist in carrying out the objectives of the Band Boosters. The 2nd Vice President will chair the Policy and Program Committee.

**Duties of Communication Director**:  The Communication Director will chair the outreach and communication functions including media relations, publicity, social media, and Band Booster’s website.

**Duties of the Secretary**:  The Secretary shall record minutes of board meetings and general meetings, issue notices for all meetings, and perform such other duties as prescribed by the Band Boosters and the Executive Board.

**Duties of the Treasurer**:  The Treasurer shall collect and keep all monies of the Band Boosters in banks designated by the Executive Board, maintain a regular book of accounts (which shall be reviewed by the Finance Committee at the end of the fiscal year), submit a summary report at an early meeting of the following administrative year, and perform all of the duties usually associated with the office.  The Treasurer shall cooperate with the Finance Committee in administering the budget and shall assist in the preparation of tax forms.

**Duties of Directors-at-Large**: Directors at Large will be the Executive Board’s representatives on the Standing Committees established by Article VIII.  A Director-at- at Large may be the chairperson of a Standing Committee.

Any Officer or Director who does not perform his/her duties may be removed from office by a majority vote of the Executive Board.

In the case of a resignation or vacancy on the Executive Board, the President shall nominate a member to fill the vacancy.  The Executive Board will vote (simple majority) to confirm the nominee at the next regular or special Executive Board meeting.  Upon confirmation, the nominated individual will assume the duties of the position.

**Article VII - Elections**

Not less than one month prior to the Band Boosters’ annual meeting (generally held at the spring concert in May or June), the President shall appoint, with the Executive Board’s approval, a Nominating Committee made up of three members, at least one of whom will be eligible for membership the following year.  No more than one member of the Executive Board may serve on the Nominating Committee. The Nominating Committee shall select at least one candidate for each office (excluding the Directors- at- Large) and shall report their nominations to a meeting of the Executive Board.  The Executive Board shall, in turn, notify the voting membership of the nominees for all offices at the annual meeting .  Prior consent must be obtained from any candidate before his/her name is placed in nomination.  Additional candidates may be nominated from the floor at the time of the annual meeting.  The election of officers shall be held at the annual meeting.  In the event there is more than one nominee for a single position, election shall be by secret ballot. For offices with only one nominee, the election may be conducted by voice vote or by a show of hands.  If an election is by secret ballot, tellers shall be appointed by the President to gather and count ballots and return a signed summary to the President who will announce the results at the end of the annual meeting.  The Secretary shall retain the ballots for 14 days and make them available for review by any voting member during this period. The newly elected office holders shall begin serving alongside the current holder of that particular office in a non-voting capacity until the July 1 transition at which time they will assume the full duties of their office.  However, transition in the offices of President and Treasurer will not occur until the year’s tax forms have been prepared, signed and filed with the appropriate authorities (generally no later than August 1).

**Article VIII - Committees**

With the advice and consent of the Executive Board, the President shall appoint all standing committee chairpersons and a Band Booster Parliamentarian within one month after transition of officers.   All committees will prepare and submit to the Executive Board for approval a work plan for the year’s activities prior to November 30 each year.  The primary purpose of these plans is to support the objectives of the overarching 5-Year Strategic Plan.

Committees will include, but not be limited to:

* + - * The Fundraising Committee: The Fundraising Committee shall plan all profit-making projects.  The 1st Vice President will serve as this committee’s chairperson.
      * The Policy and Programs Committee:  The 2nd Vice President shall serve as chairperson of the Policy and Programs Committee.  This committee drafts Band Booster policy related-publications and is responsible for planning all non-fundraising and non-performance related activities of the Band Boosters, including, but not limited to:
      * Policy Development
      * Advocacy
      * Bylaws
      * Membership
      * Non-fundraising, non-performance related events
      * The Communication and Outreach Committee:  The Communication Director shall serve as the chairperson of this committee, which is responsible for all media relations, publicity, social media, and Band Booster’s website. .
      * The Finance Committee:  The Finance Committee Chairperson will serve as an at-large member of the Executive Committee and will work closely with the Treasurer, the band director(s), and the Board to formulate a budget for the following year to be presented at the annual meeting to the membership for consideration and adoption.  The 1st Vice President and 2nd Vice President shall be ex officio members of the Finance Committee. This committee will be responsible for ensuring an annual review of the Band Boosters’ financial books to ensure finances are in order. The committee will also be responsible for working with the Treasurer to set financial policies and procedures.
      * The Performance Committee: The Performance Committee Chairperson will serve as an at-large member of the Executive Committee and is responsible for assisting the band directors in the logistical planning and preparation for band performances and educational trips.  The committee should include a Uniform Coordinator, a Travel Coordinator, a Pit Crew Coordinator, and a Performance Coordinator.  Other Coordinators/Managers may be defined by the committee.  This committee will work with the Finance Committee in establishing the annual budget
      * The Pyramid Committee:  The Pyramid Committee Chairperson will serve as an at-large member of the Executive Committee and will work with the band directors and school principals or their representatives to determine band program needs and to plan, facilitate and conduct activities to address these needs and to promote harmonious, beneficial relationships among the individual South Lakes High School Pyramid band programs.

The composition of each of the above named committees shall be the prerogative of the chairperson of the committee who may identify as many subcommittees as may be necessary to efficiently accomplish the purposes of the group.  The activities of all committees shall be subject to the approval of the Executive Board. Special Committees may be appointed by the President as needed, with the advice and consent of the Executive Board including the request for an external financial review or audit if needed.

A Rules Committee shall be appointed by the President and Executive Board to review these bylaws as deemed necessary or useful (e.g., during the review of the 5-year Strategic Plan).

The Director of South Lakes High School Bands and the President shall be ex officio members of all committees.

**Article IX - Dues**

The annual dues of the Band Boosters, if any, shall be determined by the Executive Board each year with any increase being contingent upon approval by the membership at the annual meeting.  The membership year will begin July 1.

**Article X - Meetings**

A regular meeting of this organization shall be held (at a minimum) one time during the school year, typically at the spring concert in May or June.  Meetings of the Executive Board will generally be held monthly and will be held at such times and places as the President and Board may determine.  The President or the Director of South Lakes High School Bands may call special Band Booster meetings. At the annual meeting, any reports may be given to the membership, the next fiscal year’s budget will be adopted and other necessary business will be conducted.  The last item of business at the annual meeting shall be the election of officers for the upcoming year. Parliamentary procedure shall be observed in accordance with *Robert’s Rules of Order Newly Revised*, except where they conflict with the bylaws, in such cases, bylaws- shall govern.

**Article XI - Quorum and Voting**

Ten percent of the voting membership shall constitute a quorum for the transaction of business at any annual meeting.   To vote in the election of Officers and to vote to amend the bylaws, a person must have had voting rights for the three months prior to voting.  Voting will typically be done by voice vote. If necessary, the chairperson of the Membership Committee shall provide a roll of those eligible to vote, and the Membership Committee shall be the sole judge in determining a voter’s eligibility.

**Article XII - Amendments**

Any proposed amendment to or revision of bylaws shall be submitted to the Executive Board who shall, in turn, submit such proposed amendments for discussion to the members of the Band Boosters.  The Band Boosters are required to hold a meeting to discuss proposed changes prior to voting on the proposed amendments.  These amendments may be voted upon at a meeting following the discussion meeting.  The vote will typically take place at the annual meeting.  Voting shall typically be by voice vote.  The President shall request a voice vote at the annual meeting.  An affirmative two-thirds vote shall be necessary for the adoption of any amendments or revisions.  Amendments and revisions so adopted shall take effect immediately. In the event there is a highly sensitive amendment, the President may declare a secret ballot vote.  In this case a two-thirds vote will still be required to adopt any amendments or revisions and tellers will be appointed to count the ballots. The Secretary shall retain the ballots for 14 days and make them available for review by any voting member during this period.

**Article XIII - Dissolution**

Any dissolution of the Band Boosters and termination of its affairs shall take place in the following manner:

Section 1.  The Executive Board shall adopt a resolution recommending that the Band Boosters be dissolved and directing that the question of such dissolution be submitted to a vote at a special meeting of members having voting rights.  Written or printed notice, stating that the purpose of such a meeting is to consider the advisability of dissolving the Band Boosters, shall be given to each member entitled to vote at such a meeting at least thirty (30) calendar days prior to the date of such meeting.  Such meeting shall be held only on calendar school days during the academic year of the schools.

Section 2.  Approval of dissolution of the Band Boosters shall require presence of a quorum and the affirmative vote of at least two-thirds of the members present and entitled to vote at the special meeting.

Section 3.  If dissolution is approved, the Band Boosters shall cease and desist from further use of any funds, or representation of the name of South Lakes Band Boosters and yield up and surrender all of its books and records.  All Band Booster's assets and property after payment of outstanding debts and other legal obligations shall be paid to South Lakes High School, to be used for the South Lakes High School Pyramid band programs if any exist - otherwise, for other pyramid schools’ music purposes.  If neither South Lakes High School nor any of its feeder schools exist, such assets shall be paid to Fairfax County Public Schools to be used for other schools’ music programs.

Section 4.  However, if the named recipient is not then in existence or no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or corporation organized and operated exclusively for the purposes specified in Section 501(c)3 of the Federal revenue Code (or corresponding section of any future Federal tax code).

**Article XIV - Parliamentary Authority**

*Robert’s Rules of Order Newly Revised* shall govern the Band Boosters in all cases in which they are applicable and in which they are not in conflict with these bylaws.

**Article XVI- Fiscal Year**

The fiscal year of the Band Boosters shall begin 1 July and end 30 June, the following year.

End of Bylaws