

# **Constitution and By-Laws**

## **Glenvar Band Boosters**

*(Revised February, 2015. Approved May, 2015.)*

### **ARTICLE I – NAME**

Section 1: The name of this organization shall be the Glenvar Band Boosters (“Organization”)

### **ARTICLE II – PURPOSE**

Section 1: To arouse and maintain an enthusiastic interest in all aspects of the instrumental music programs in the Glenvar attendance area.

Section 2: To generate funds for the financial support of the Glenvar band program through various fund raising activities.

Section 3: To encourage respectful proactive two-way communication between the band director and the members by promoting an educational philosophy that allows this band to function at its highest possible degree of efficiency and maximum potential.

Section 4: To organize exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III – DEFINITIONS**

Section 1: Roanoke County Public Schools Parent Organization Guidelines – Hereinafter referred to as “POG” - issued June, 2013.

### **ARTICLE IV – MEMBERSHIP**

Section 1: Parents and guardians of students involved in the band program are, by virtue of their child’s participation, members of the Association. The Band Director is a member of the association.

Section 2: Members shall have the right to vote on the election of officers, and except where this Constitution and By-Laws specifically states, on the disposition of all issues coming before the organization and any amendment of the Constitution or By-Laws.

Section 3: Membership may also be extended to any person interested in and contributing to the activities of the organization. Extension of membership shall be granted by a majority vote of the Executive Board.

Section 4: Active members of the organization shall be those parents and guardians with a child currently in the band program of the organization.

## **ARTICLE V – QUORUM**

Section 1: A majority of the members of the Executive Board shall constitute a quorum.

## **ARTICLE VI – ELECTIONS**

Section 1: Officers shall be elected for a one-year term.

Section 2: Officers shall be elected at the annual meeting in May.

Section 3: An officer shall be elected by majority vote of the members present.

Section 4: Newly elected officers shall assume office immediately upon election.

Section 5: The President may serve a maximum of two consecutive full one-year terms.

Section 6: For the position of President only one person can be elected. Two or more individuals cannot share this office.

## **ARTICLE VII – EXECUTIVE BOARD**

Section 1: The Executive Board shall be composed of the officers of the organization and the Director of the Band. The school principal may also serve as an advisor to the Executive Board. All officers and the Band Director are full voting members of the Executive Board.

Section 2: The Executive Board shall have the general supervision of the affairs of the organization.

Section 3: The Executive Board shall meet when needed to determine the policies of the organization.

Section 4: The Executive Board shall appoint by May of each year Committee Chairs of all Standing Committees.

## **ARTICLE VIII – OFFICERS**

Section 1: Officers of this organization shall be active members of the organization.

Section 2: Officers of this organization shall be President, First Vice President, Second Vice President, Secretary, Treasurer, Past President and President Elect (if available).

Section 3: In the event of the resignation of the President, the President-Elect shall take over the office of the President. In the event of a resignation of any other officer of the Executive Board, the vacancy shall be filled by majority vote of the remaining members of the Executive Board.

Section 4: An officer may be removed from the board for inactivity, neglect of duty, incapacity or with or without cause by a majority vote of the Executive Board.

### **ARTICLE IX – DUTIES OF THE OFFICERS**

Section 1: The President shall preside at all meetings of the organization, appoint all committees and shall be ex-officio a member of all committees. The President may serve a maximum of two consecutive full one-year terms.

Section 2: The First Vice President shall assist and support the President as needed. The First Vice President will chair the Nominating Committee.

Section 3: The Second Vice President shall assist and support the President as needed. The Second Vice President will chair the Ways and Means Committee

Section 4: The Secretary shall assist and support the President as needed. The Secretary shall keep the records and minutes of all meetings and shall attend to correspondence as requested by the organization. The Secretary will provide minutes to the previous meeting at the regular meeting. Minutes of all meetings should be kept in writing in a safe place as a permanent record of the organization. The Secretary shall oversee the publication of any band-related activities.

Section 5: The Treasurer shall receive all funds due the organization and deposit same in the band's financial account as identified by the budget. The Treasurer will disburse funds as directed by the Executive Board and as approved by the President. The Treasurer will submit a written monthly financial report at the regular meeting or as requested by the President. The treasurer shall also file and provide the following to the President in August of each year a copy of form 990, 990EZ or 990N filed with the IRS, documentation that an audit of the books was performed and its findings and a copy of the financial statement as of the year ending July 31.

Section 6: The Past President shall assist and support the President as needed. The Past President shall assume all duties of the President in his/her absence. The Past President shall chair the Parliamentary Committee. If there is no Past President as a member, these duties shall fall to President Elect.

Section 7; The President Elect shall assist and support the President as needed. The President Elect shall serve as back up for the Treasurer and Secretary if necessary. In the event the president is not able to complete his or her term in office the president-elect will succeed to the office of president. If the year is more than half over this will not count as a full term.

### **ARTICLE X – MEETINGS**

Section 1: The Executive Board shall meet at decided times during the summer to work on plans and to establish the budget for the upcoming year.

- Section 2: The regular meeting of this organization shall be decided upon at the summer budget meeting. The Executive Board will choose which day of the month to meet, with no fewer than four meetings per year, with at least seventy-two hours prior notice given.
- Section 3: A meeting of the members shall be held in May each year for the election of officers of the organization for the ensuing year, and for the transaction of such other business as may properly come before the meeting.
- Section 4: Special meetings of this organization may be called by the Band Director and/or the President, or by a majority of the Executive Board, or by written petition of twenty-five or more members, with at least seventy-two hours prior notice given.
- Section 5: At all meetings of the organization, all questions and amendments to the Constitution shall be determined by a majority vote of the members present, with each member being entitled to one vote.
- Section 6: Notice of all meetings of this organization should be published no less than seventy-two hours prior to the meeting date. The notice should clearly indicate the date, time and location of the meeting. It is recommended that the principal or designee be in attendance.

#### **ARTICLE XI – STANDING COMMITTEES AND DUTIES**

- Section 1: **The Nominating Committee**, chaired by the First Vice President, shall convene before mid-January of each year. The committee will provide the name of at least one candidate for each office listed in this article by the March meeting. The committee will be dissolved after all nominations are made.
- Section 2: **The Ways and Means Committee**, chaired by the Second Vice President, will be responsible for all revenue-generating activities, such as any fall and spring fundraisers, sponsored by the organization. The chair will work closely with the chair of the Volunteer Committee for organizing volunteers for revenue-generating events.
- Section 3: **The Concession Stand Committee**, will conduct the business of operating and maintaining the concession stand(s), particularly during the Fall sports season. The chair or designee will work closely with the chair of the Volunteer Committee for organizing volunteers as needed to staff the Concession Stand.
- Section 4: **The Uniform Committee** will be responsible for the proper fitting, maintenance and repair of all band and color guard uniforms and accessories. A member of the Uniform Committee should be in the band room before and after each game and each competition to get uniforms and hats checked out and checked in and to confirm that apparel has been properly returned to its original orderly position.
- Section 5: **The Parliamentarian Committee**, chaired by the Past President, shall enforce the Constitution and By-Laws of this organization as well as the POG and Robert’s Rules of Order in all cases in which their rules do not conflict with the organization’s Constitution and By-Laws.

- Section 6: **The Equipment Committee** shall have knowledge of operating and maintaining band trailers. This committee will be responsible for the safe transportation of all band equipment and the daily upkeep of the band trailers.
- Section 7: **The Hospitality Committee** will be responsible for coordinating all social entertainment activities hosted by the Glenvar Band including, but not limited to, concerts, band banquet, senior night, the band picnic, and Celtic Classic, as directed by the Celtic Classic chair.
- Section 8: **The Volunteer Committee**, chaired by the First Vice President, shall be responsible for the recruitment, training and scheduling of volunteers at all band sponsored events where volunteers are required, specifically working closely with the chairs, or designees, of the Concession Stand and Celtic Classic committees to provide adequate staffing during these events. The committee will work closely with the band director to ensure that all activities are staffed in a precise and professional manner.
- Section 9: **The Celtic Classic Committee** will work with the band director to oversee the organization and production of the Celtic Classic. The committee will work closely with the chair of the Volunteer Committee for organizing volunteers and appointing leadership of each sub-committee for the Celtic Classic event.
- Section 10: **The Scholarship Review Committee**, appointed by the President, shall convene in April of each year. The committee is comprised of a variety of members such as parents from the organization who do not have children eligible for consideration for scholarships and/or awards, interested teachers and a sponsor. Many times the sponsor is an ex-officio member of the committee and not an actual voting member so that the sponsor is a source for additional information and input to the committee and a final review resource for the committee's decisions. This committee shall consist of a minimum of three and no more than five members. The committee will be dissolved after scholarship recipients are chosen.
- Section 11: All Committee Chairs and/or Co-Chairs are members of the Board Of Directors. They should attend each board meeting or provide a written update to the board of the committee's activities.

## **ARTICLE XII – SCHOLARSHIPS**

- Section 1: All qualifying seniors have the opportunity to apply for scholarships.
- Section 2: To be eligible, students must complete an application, even if scholarships are given to all eligible graduating seniors.
- Section 3: The application process must be clearly communicated, and the application must be readily available to all potential applicants.
- Section 4: The Scholarship Review Committee considers all qualifying applicants. Any scholarship applications which do not have the required information are considered incomplete and are not considered.
- Section 5: The applicant's intended major may or may not be a factor in scholarship consideration.

- Section 6: The applicant's enrollment in an accredited institution (college, university, trade school, etc.) is a requirement for receiving scholarship funds. Payment of the scholarship must be made to the institution.
- Section 7: Other areas where scholarship points may be earned should include responsibility, leadership, outside activities, service, academics, participation, and other criteria at the Scholarship Review Committee's discretion.
- Section 8: Applications must be turned into the band director by the end of March each year to be considered.
- Section 9: This Article applies only to scholarships and awards that have a monetary value.

### **ARTICLE XIII – COLOR GUARD**

- Section 1: For as much as the color guard (drill, flag, and twirler; "POG" pg. 5) shall be a supported arm of the Glenvar Band Boosters, they shall comply with this organization's Constitution and By-Laws.

### **ARTICLE XIV – FINANCES**

- Section 1: The Executive Board shall meet in June of each year to formulate and publish a budget for the upcoming year. The final budget shall be approved by the full membership no later than the end of August each year.
- Section 2: A year-end minimum balance of five thousand dollars shall be maintained for the next school year. No less than this amount shall be appropriated as a budgeted line item. Should an extreme circumstance occur where the minimum forwarding balance is not met, the minutes of the Executive Board should be clear and precise as to the reason.
- Section 3: All individual non-budgeted expenditures shall be voted on in advance by a majority of members present at any regular or special meetings of the organization. This vote may be handled via email if necessary. No non-budgeted funds shall be disbursed without prior approval of the Executive Board. The President shall be made aware as soon as possible of all non-budgeted expenditures.
- Section 4: All purchases of equipment shall be for the sole use of the Glenvar Band program. All items purchased by the Glenvar Band Boosters are property of Roanoke County Public Schools. The guidelines of Roanoke County Public Schools shall be followed when selling property.
- Section 5: The Treasurer's books shall be audited each July by a group of no less than two people who are independent of the day-to-day financial activities. The Executive Board shall approve these individuals.

- Section 6: The Treasurer should maintain a minimum balance in the checking account of one thousand dollars at all times.
- Section 7: No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except what the organization shall be authorized and empowered to pay according to this article. Reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in this article shall be an acceptable use of the organization's funds.
- Section 8: The Glenvar Band Boosters Organization helps anyone, who, for financial reasons, is unable to participate in band functions. A confidential Financial Needs Assessment Questionnaire (FNAQ) shall be completed to assist with the determination of financial aid. After determination is made, immediately or as soon as possible thereafter, without delay, the document will be confidentially disposed of by shredding. Each case will be decided on an individual basis. The final decision comes from the Glenvar Band Boosters Executive Board. A new FNAQ must be submitted each band year.
- Section 9: Notwithstanding any other provision of this document, the organization shall not carry on any activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
- Section 10: The President, Past President and the Treasurer shall have authority to sign checks drawn on financial accounts for the Glenvar Band Boosters.
- Section 11: All coaches, band directors, assistant band directors, band auxiliary coordinators (drill and flag), athletic trainers and camp assistants are considered employees of Roanoke County Public Schools by IRS definition and payments to these staff members must be processed through Roanoke County Public Schools payroll.
- Section 12: To avoid any potential violation of the Internal Revenue Code, this booster club will not establish individual fundraising accounts or "earmark" funds for individual students.
- Section 13: The treasurer shall submit an annual financial recap to the Roanoke County Public Schools Budget and Finance office each year as soon as all yearly transactions are complete but no later than September 1.
- Section 14: The fiscal year of this organization shall be August 1 to July 31.

#### **ARTICLE XV – DOCUMENTATION**

- Section 1: The Treasurer shall file and provide the following to the President in August of each year:
- Copy of form 990, 990EZ or 990N filed with the IRS
  - Documentation that an audit of the books was performed and its findings
  - Copy of the financial statement as of the year ending July 31

- Section 2: The President shall provide the documents listed in Section 1 of Article XV along with the following documents to the school principal before September 15 of each year:
- Copy of the organization’s Constitution and By-Laws
  - Current year’s budget
- Section 3: The President shall provide the names and contact information (address, phone number and email address) of the officers for the following school year to the school principal before August 1 (Appendix 1; “POG”).
- Section 4: Minutes of **all** meetings are to be forwarded timely to the principal for review.

### **ARTICLE XVI – DUES**

- Section 1: There shall be no dues.

### **ARTICLE XVII – DISSOLUTION**

- Section 1: In the event of dissolution of the Glenvar Band Boosters, all profits, property and assets of the organization, after payment of obligations, shall be rendered to Glenvar High School for use in the instrumental music program.
- Section 2: Upon the dissolution of the organizational assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of the Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

### **ARTICLE XVIII – MISCELLANEOUS**

- Section 1: No substantial part of the activities of the organization shall be the carrying on of propaganda or otherwise attempting to influence legislation of any sort. The organization shall not participate in, or intervene in any political campaign on behalf of any candidate for public office. This includes publishing or distributing any candidate’s political statement(s).
- Section 2: In the absence of mention to any specific matter not stated in this organization’s Constitution and By-Laws, guidance should be referenced in the Roanoke County Public Schools Parent Organization Guidelines (“POG” - issued June, 2013).
- Section 3: The Glenvar Band Boosters Organization is not responsible for the liability of any student’s property either during the school day or during any special events in which the student participates.



Section 4: Changes to the Constitution and By-Laws of this organization must be approved by the principal of Glenvar High School.