

COLONIAL FORGE MUSIC BOOSTERS BY LAWS

Article I – Meetings

- Section 1. Regular monthly meetings of the Colonial Forge Music Booster organization shall be scheduled on the 3rd Monday of every month from October through May. There will not be a meeting held in December.
- Section 2. If the third Monday of the month is a holiday or there is no school scheduled on that day, then the regular monthly meeting will be held on the following Monday.
- Section 3. The purpose of the meetings will be to discuss the business of the organization.
- Section 4. Special meetings may be called by a majority of the members, by the President or by a majority of the Executive Board.
- Section 5. The Executive Board shall meet the second Monday of every month from August through May of the current school year. There will not be a meeting held in December. The President or any board member may call a meeting as necessary.
- Section 6. If the members of the executive board have the available resources, the board meetings may be conducted via video conference. The board meetings will not take place via email.

Article II – Membership

- Section 1. Dues, if required, shall be set annually by the Executive Board.
- Section 2. Persons shall be considered active members after filling out the required membership form, upon payment of marching band dues (if applicable), the annual membership dues (if required) and by attending at least five booster meetings (executive or general) or by volunteering at some of the band activities.
- Section 3. For the purposes of executive board elections, an individual must be an active member and must have a participating student in one of the ensembles during the year in which elections take place.

Article III – Election of Executive Board

- Section 1. The Executive Board of this organization shall be a President, a First Vice President, a Second Vice President, a Recording/Corresponding Secretary, a Treasurer and a Co-Treasurer.
- Section 2. A nominating committee shall be appointed by the Executive Board, two meetings prior to the election. This committee shall consist of three members. This committee shall inform all members of the slate of nominations during the March general meeting. Only the names of active members, who have consented to serve, if elected, will be accepted into nomination. Nominations can be taken on the evening of the elections. All elections shall be by a majority vote of all members present at the time of elections.
- Section 3. No anonymous nominations will be accepted.
- Section 4. For the purposes of executive board elections, an individual must be an active member and must have a student enrolled in one of the instrumental music programs during the year in which elections take place and for the year in which the person will hold office.
- Section 5. Election of the Executive Board shall be held during the April general meeting, of the current school year. New board members will take office during the May general meeting of the current school year. A term of office shall be defined as one consecutive school year, from May of the year elected until May of the following school year.
- Section 6. Any vacancy of an office shall be filled by a special election held at the next organizational meeting following the announcement of the vacancy.
- Section 7. The Executive Board shall have the authority to appoint temporary officers in certain instances when a regular officer is unable to fulfill his/her duties. This appointment must be confirmed by a majority of the members at the next regular meeting.

Article IV – Duties of Officers

- Section 1. The President shall open the session at the time at which the assembly is to meet, by taking the chair and calling the members to order; to announce the business before the assembly in the order in which it is to be acted upon; to recognize members entitled to the floor; to state and to put to vote all questions which are regularly moved, or necessarily arise in the course of the proceedings, to announce the result of the vote; to protect the assembly from annoyance from evidently frivolous or dilatory motions by refusing to recognize them; to assist in the expediting of business in every way compatible with the rights of the

members, as by allowing brief remarks when un-debatable motions are pending, if he/she thinks it advisable; to restrain the members when engaged in debate, within the rules of order; to enforce on all occasions the observance of order and decorum among the members, deciding all questions of order (subject to an appeal to the assembly by any two members) unless when in doubt he prefers to submit the question for the decision of the assembly; to inform the assembly, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business; to authenticate, by his/her signature, when necessary, all the acts, orders, and proceedings of the assembly declaring its will and in all things obeying its commands. The President shall preside over all meetings of the organization and of the Executive Board. He/she shall appoint chairpersons of standing committees and have general supervision of the work of the organization. He/she shall be an ex-officio member of all committees except the nomination committee.

- Section 2. The First Vice President shall assume all duties of the President in his/her absence, and the First Vice President shall assist the President when called upon to perform such other duties as the President may direct.
- Section 3. The Second Vice President shall have charge of all chaperones. He/she will be responsible for the general supervision of all Music Booster fundraisers in the capacity of ex-officio members of each fundraising committee, providing assistance to the Committee Chairman as needed.
- Section 4. The Recording/Corresponding Secretary shall have custody of the organization's Constitution and By-Laws; all other records and documents of the organization. He/she shall keep an accurate record of the meetings and activities of the organization, the Executive Board and shall transmit those records to his/her successor. A permanent copy of this record will be kept in the Music Library at Colonial Forge High School. It shall be the property of the organization and shall be available for inspection by active members upon request. The Secretary shall also have charge of all correspondence. Copies of such correspondence shall be kept in the Music Library, and this file will be available to active members upon request. All records of correspondence will be transmitted to his/her successor.
- Section 5. The Treasurer shall be responsible for receiving and disbursing with the approval of the organization or Executive Board; all organization funds and shall keep an accurate account of these funds. He/she shall make a written financial report to the organization and to the Executive Board on a monthly basis or whenever requested by the same. The Treasurer shall transmit the accounts and all undistributed funds to his/her successor. The Treasurer and one other designated Executive Board officer must sign all checks. The exception to this rule shall be allowed when a check may be dually signed by the Concession Chairman or the Hospitality Chairman, for purposes of their committee's events. He/she shall keep full and accurate books of all accounts, which will be the property of the organization and which shall be available for inspection by members upon

request. The Treasurer will be responsible for compiling and filing the required 1099 and 1096 forms every January for the prior calendar year. The Treasurer will meet yearly with the organization's CPA firm and turn over required records to the CPA firm for the purpose of compiling the annual tax return. He/she will provide guidance and coordination of co-treasurer activities.

- Section 5a. The treasurer will ensure that once the IRS dollar threshold is met, and prior to remitting additional monies to individuals (i.e. staff, advisers, assistants, consultants, etc.) for any services rendered for the band boosters the appropriate IRS form will be submitted to the treasurer for our required records.
- Section 6. The Co-Treasurer under the direction of the Treasurer, shall have the same duties and responsibilities as the Treasurer and will work in tandem with the Treasurer to ensure that all the following duties and responsibilities are performed: Receive and disburse, with the approval of the organization or Executive Board, all organization funds, to include student accounts and shall keep an accurate account of these funds. He/she shall assist in the preparation of the written financial report, to the organization and to the Executive Board on a monthly basis or whenever requested by the same. He/she will also keep a complete record of transactions performed on behalf of the organization.

Article V – Committees

- Section 1. The standing committees of this organization shall be the following: Membership, Publicity, and Hospitality.
- Section 2. Ad Hoc and special committees, other than those listed herein, may be designated as the need arises.
- Section 3. Committees may be required to promote certain specific, stated objectives and interests of the organization, in addition to the duties implied by the name of the committee.
- Section 4. The President shall appoint committee leaders. These committee leaders may be asked to attend Executive Board meetings in order to coordinate their activities and events.
- Section 5. The Executive Board shall consist of the President, First Vice President, Second Vice President, Recording/Corresponding Secretary, Treasurer and Co-Treasurer. This Committee, led by the President, shall have charge of all business affairs of the organization, shall consider all matters concerning the welfare of the organization and present all recommendations to the organization for action.
- Section 6. The Membership Committee shall be responsible for maintaining organization membership and personal contacts with members.

- Section 7. The Publicity Committee shall have charge of all organization publicity and public relations. Further responsibilities include any parade/special event applications necessary for the Band to be registered in other events that go beyond the scope of school calendar performances.
- Section 8. The Hospitality Committee will be responsible for organizing and coordinating social functions and performing art events.
- Section 9. The Ways and Means Committee (under the Second Vice President) shall have charge of overseeing and providing support as needed to all fundraising of the organization.
- Section 10. The Concession Committee shall be responsible for the operation of any and all refreshment stands operated by this organization during the school year.
- Section 11. The Uniform Committee shall be responsible for the purchase, cleaning, maintenance, and alteration of student uniforms.
- Section 12. The Volunteer Coordinator shall have the responsibility of coordinating Chaperones and volunteers for events as needed and coordinating with other committee chairs as required.
- Section 13. The Pit Crew Committee shall be responsible for transporting and setting up equipment and props at football games and competitions.
- Section 14. The Color Guard Committee shall have the responsibility of coordinating the role of the Guard in organizational events as well as providing a representative to attend all Board and General Meetings.
- Section 15. The Concert Wear Committee shall be responsible for the purchasing of student evening wear for concert performances.

Article VI – Parliamentary Authority

- Section 1. The most recent edition of Robert’s Rules of Order, Revised, shall be used as a guide to parliamentary procedure, insofar as it does not conflict with any provisions of this organization’s Constitution and By Laws.

Article VII – Accounts

- Section 1. Student accounts are the result of the individual student’s fundraising efforts. The Executive Board determines the percentage or portion of money, if any, allotted to

the students' accounts from the sale of the White House Christmas Ornaments. The decision will be presented at the next booster meeting.

Section 2. Money in the student account may be used for field trips, for personal instrument repair and maintenance, and for music lessons taken at the school by music department personnel, upon approval by the Director of Bands.

Section 3. Upon a student's graduation, the remaining balance of a student's account shall revert to the general fund unless there is a younger sibling in the music program and then the funds will be transferred into the sibling's account. If an underclassman withdraws from his/her music class or transfers to a different school, the remaining balance in their student account shall revert to the general fund.

Article VIII – Amendments

Section 1. These By Laws may be amended by resolution and adopted at any Regular meeting of this organization by a two-thirds vote of the members present. A member at the regular scheduled meeting immediately preceding the meeting at which the proposed amendment(s) are scheduled for a vote must submit such proposed amendment(s) in written form. Upon adoption, a copy of the amended article, numbered and dated, shall become a permanent record to be attached to the Recording/Corresponding Secretary's original file copy and also distributed to those in possession of copies of these By Laws.