

**Proposed BY-LAWS  
of the  
Colonel's Pride Band Booster Association**

**Article One**

**Section I**

Each officer of the association shall be a member of this association. Only members whose accounts are current shall be eligible to hold office.

**Section II**

**DUTIES OF OFFICERS**

The President shall:

1. Preside at all meetings of the organization
2. Appoint a freshman parent representative, a color guard representative, and the publicity chairperson. These appointees will serve as voting members on the Executive Board.
3. Appoint other non-voting committee chairpersons as deemed necessary, with the approval of the Executive Board.
4. Be an ex-officio member of all committees
5. Coordinate the work of all officers and committees
6. Have the authority to sign checks (one of two signatures required)
7. Oversee the annual audit of the association's funds and liabilities

The Vice President shall:

1. Assume all duties of the President in his/her absence
2. Have the authority to sign checks (one of two signatures required)
3. Serve as the chairperson of the Ways and means Committee
4. Coordinate all fundraising events

The Secretary/Parliamentarian shall:

1. Keep the records and minutes of all Association meetings
2. Attend to all correspondence
3. Present previous meeting minutes for approval at succeeding meetings
4. Maintain a current roster of participating students and their parents/guardians including contact information
5. Ensure a quorum is present for all meetings of the association
6. Shall enforce the By-Laws and ensure Roberts Rules of Order govern the proceedings of the Association

The Treasurer shall:

1. Keep correct and complete records of accounts showing the financial condition and results of operations of the Association and report thereon to the Executive Board and/or Association as directed by the President
2. Make disbursements as authorized by the President, Executive Board, or the Association in accordance with the budget adopted by the Association with all checks signed by both the Treasurer/Financial Assistant and the President or Vice President prior to release.
3. Be bonded

4. Present a written financial statement at every meeting of the Association and as requested by the Executive Board.
5. Perform other financial duties as prescribed by the Executive Board
6. Recommend a Financial Assistant candidate to the Executive Board for approval and appointment should the Board decide to fill that position

Financial Assistant shall:

1. Assist the Treasurer in the performance of his/her duties as needed under the direction of the Treasurer
2. Assume the duties of the Treasurer in his/her absence
3. Not vote unless the Treasurer is not present for a vote (the Treasurer and Financial Assistant have one vote between the two positions)

The Publicity Chairperson shall:

1. Coordinate the publicity of JWHS band events and fundraisers to internal and external constituents
2. Maintain the band website and update social media sites as needed

## **Article Two**

### **THE EXECUTIVE BOARD**

#### ***Section I***

The Executive Board shall be composed of:

1. The elected officers and the appointed members of the Association
2. The Director of the James Wood High School Bands
3. Elected student officers of the James Wood High School Band. Of these students, only the President shall have a vote
4. The immediate past President, who shall serve as a non-voting, advisory member

#### ***Section II***

The term of the Executive Board shall begin July 1 and end two weeks after June 30 of the following year. An individual shall be limited to two consecutive years in any one position unless extended by unanimous vote of the general membership at the May meeting.

#### ***Section III***

Members of the Executive Board shall not take any action or assume any responsibility as individuals

#### ***Section IV***

The Executive Board shall:

1. Administer the policies and activities of the Association
2. Meet prior to each general membership meeting of the Association in order to determine, plan, and present proposed activities and programs to the Association at said meeting
3. Execute such programs and activities as it deems necessary during the school year
4. Present a general outline of activities planned at the August general membership meeting
5. Appoint a replacement for any elected officer who is unable to fulfill his/her term of office

### ***Section V***

While chairing any session of the Executive Board, the President shall abstain from voting. In the event of a tie vote, the President is authorized to cast the deciding vote.

### ***Section VI***

All appointed members of the Executive Board will act as direct liaisons between the Executive Board and their respective groups in order to ensure an open flow of news and information.

## **Article Three**

### **MEETINGS**

#### ***Section I***

Regular meetings of the Association will be held on the first Monday of each month. In the event school is not in session, an early school closing occurs, or there is a school scheduling conflict, the meeting will occur the second Monday of that month

#### ***Section II***

The annual meeting shall coincide with the date of the annual Year-End Banquet. If there isn't an Annual Banquet, the annual meeting will be held at the regular June meeting.

#### ***Section III***

Special meetings may be called by the President

#### ***Section IV***

The Secretary/Parliamentarian will have a copy of the current By-Laws and Constitution available at all meetings.

## **Article Four**

### **STANDING COMMITTEES**

#### ***Section I***

Only members whose accounts are current shall be eligible to serve on a standing or special committee.

#### ***Section II***

There shall be a standing Ways and Means Committee, Publicity Committee, and other committees the Executive Board determines necessary.

1. The Ways and Means Committee shall consist of no more than five Association members, including the chairperson. The Vice President shall serve as Chairperson of this committee. The committee shall be open to all fundraising suggestions submitted by the general membership. The committee will submit all plans for raising funds to the Executive Board, for approval. All fundraising activities shall conform to Frederick county School Board policies.
2. The Publicity Committee shall be chaired by the Publicity Chairperson. The Publicity Chairperson shall attend all regular meetings and meetings of the Executive Board. He/She will assume the responsibility for marketing and publicizing the band(s).

## **Article Five**

### **ANNUAL FINANCIAL REPORT/AUDIT PROCEDURES**

#### ***Section I***

An auditing committee or a professional auditor shall be selected by the Executive Board prior to the end of the fiscal year. The committee shall consist of no fewer than three members and no one with signature authority.

#### ***Section II***

The Treasurer/Financial Assistant shall submit the books to the auditing committee or professional auditor at the close of the school year. The audit report shall be submitted in writing to the Executive Board prior to the finalization of the proposed budget for the coming school year.

#### ***Section III***

The audit report shall be presented to the general membership for adoption. The fiscal year-end report shall be presented to the membership for adoption at the first general membership meeting held after the report is complete.

## **Article Six**

### **DUES**

#### ***Section I***

There are no membership dues, but there are student fees associated with band participation.

## **Article Seven**

### **QUORUM**

#### ***Section I***

Voting membership shall be limited to family units consisting of parents or guardians of band students currently participating in one or more James Wood High School band programs.

#### ***Section II***

Members present at any announced General Membership meeting shall constitute a quorum

#### ***Section III***

Three voting members of the Executive Board must be present at the board meeting to constitute a quorum.

## **Article Eight**

### **ELECTIONS**

#### ***Section I***

A nominating committee shall be appointed by the President at the regular April meeting each year. The committee shall solicit the membership and present a slate of one or more candidates for each office for the ensuing year, at the May meeting. Additional nominations may be made from the floor, prior to elections.

#### ***Section II***

Officers shall be elected at the annual meeting in June.

***Section III***

A majority vote of the members present shall be required for the elections of any and all candidates for office.

***Section IV***

Newly elected offices and Executive Board members shall assume office on July 1.

**Article Nine**

Authority

The rules contained in Roberts Rules of Order, as revised, shall govern the proceedings of the Association in all cases in which they do not conflict with the rules of the Association.

**Article Ten**

Amendments

The Constitution and By-Laws may be amended by the majority vote of the members present at any regular/annual meeting. The amendments must have been presented at the preceding regular meeting of the Association and posted for the general membership