

# **COLONIAL FORGE MUSIC BOOSTERS CONSTITUTION**

## **Article I – Name**

Section 1. The name of the organization shall be Colonial Forge Music Boosters.

## **Article II – Purpose**

Section 1. The purpose of the organization shall be to serve as a music education advocacy group for the band and color guard students at Colonial Forge High School by:

- a. Identifying ways to support the music program.
- b. Developing, managing, and implementing fundraising projects.
- c. Chaperoning activities.
- d. Sponsoring social events.
- e. Caring for uniforms or concert attire.
- f. Transporting students and equipment.

## **Article III – Membership**

Section 1. The membership of this organization shall not be limited.

Section 2. Anyone interested in the progress and development of instrumental music at Colonial Forge High School is eligible for membership. The parents or legal guardians of students enrolled in the instrumental music programs or in the color guard at Colonial Forge High School are strongly encouraged to become members.

Section 3. 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 3a. 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 or color guard during the year in which elections take place.

Section 3b. Members are subject to the Parent and Student Codes of Conduct as written by Stafford County Public Schools (SCPS).

#### **Article IV – Meetings**

Section 1. Meetings shall be held as provided in the bylaws.

#### **Article V – Executive Board**

Section 1. The Executive Board of this organization shall consist of a President, a 1st Vice President; a 2nd Vice President; a Secretary; a Treasurer, and a Co-Treasurer. The Executive Board shall be selected as provided for in the bylaws.

Section 2. The Executive Board will act of behalf of the organization for any and all transactions that affect the organization.

Section 3. The Executive Board will have the authority to authorize one-time purchases of up to \$150.00 without full Board or membership approval.

Section 4. Executive Board members are subject to the SCPS Parent Code of Conduct. Violations could result in removal from the Executive Board and General Membership, if deemed appropriate. A vote by the Executive Board and/or General Membership, with 2/3 voting for removal is required to remove an officer from the Board.

#### **Article VI – Quorum**

Section 1. A quorum shall be constituted of at least eight (8) members, to include at least three (3) members of the Executive Board.

#### **Article VII – Amendments**

Section 1. This constitution may be amended by resolution, adopted at any meeting at which a quorum of members is present and two-thirds of those present vote for such amendment. However, such proposed amendment(s) must have been in written form by a member at the regularly scheduled meeting immediately preceding the meeting at which the proposed amendment is scheduled for a vote. Upon its (their) adoption, a copy of the amendment(s), numbered and dated, shall become a permanent record to be attached to the Secretary's original file copy and also distributed to those in possession of copies of this constitution.

#### **Article VIII – Review**

Section 1. This constitution and bylaws shall be reviewed on an annual basis by the Executive Board. Upon completion of the review, the constitution and bylaws will be republished by the Secretary with the current date of the review.

**COLONIAL FORGE MUSIC BOOSTERS BYLAWS**  
**(Supporting Colonial Forge Band Programs)**

**Article I – Meetings**

Section 1. Regular monthly meetings of the Colonial Forge Music Booster organization shall be scheduled on the third Monday of every month from the first month of the school year through the last month of the school year. There will be no meeting 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 the first month of the school year through the last month of the school year. There will be no meeting in December. The President or any Executive Board member may call a meeting, as needed. Meetings in June, July and August will be scheduled as necessary by the Executive Board.

Section 6. If the members of the Executive Board have the available resources, Board meetings may be conducted via video conference. Board meetings will not take place via email. Whenever possible, meetings will take place on school grounds, therefore, all members are subject to the Stafford County Public Schools (SCPS) Codes of Conduct.

**Article II – Membership**

Section 1. Membership fees, if required, shall be set annually by the Executive Board, with input from Band Director.

Section 2. Persons shall be considered active members after filling out required membership forms and upon payment of marching band fees (if applicable), the annual membership fees (if required), and by attending at least five Booster meetings (Executive or General) and/or by volunteering. Under special circumstances, a member may substitute volunteer hours for meeting attendance upon Board approval.

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, marching band, or color guard during the year in which elections take place and the school year in which they will hold office.

Section 4. All members must be in good standing, i.e. current in dues and no violations of the SCPS Codes of Conduct.

### **Article III – Election of Executive Board**

Section 1. The Executive Board of this organization shall be a President, a 1st Vice President, a 2nd Vice President, a 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 two to three members who will have graduating students. Preferably, these members will have no other children in the program. This committee shall inform all members of the slate of nominations during the March General Membership meeting. Only the names of active members, who have consented to serve, if elected, will be accepted into nomination. In addition, only one adult per household may hold a position on the Executive Board. 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; however, nominees may nominate themselves.

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 or color guard during the year in which elections take place and the school year in which the person will hold office. Nominees must be in good standing.

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 on 1 July of that year. A term of office shall be defined as one consecutive school year, from 1 July to 30 June of the year elected.

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 General Membership meeting.

Section 8. Should the removal of an officer of the Executive Board be deemed necessary, a vote of 2/3, in favor of removal, of the Executive Board and/or General Membership is required.

### **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 members to order; to announce 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; will keep the assembly on task; to assist in the expediting

of business in every way compatible with the rights of the members, as by allowing brief remarks when 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 1st Vice President shall assume all duties of the President in his/her absence, and the 1st Vice President shall assist the President when called upon to perform such other duties as the President may direct. They shall assume responsibility of Volunteer Coordinator when needed.

Section 3. The 2nd Vice President shall 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 and 1st Vice President, as needed.

Section 4. The Secretary shall have custody of the organization's Constitution and Bylaws; 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 Uniform Room 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 Uniform Room, and this file will be available to active members upon request. All records of correspondence will be transmitted to his/her successor. The Secretary will maintain all membership information and membership forms.

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, or two Executive Board members when special circumstances arise. 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 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.

a. 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. Audits by an independent professional shall occur at the minimum of every three years, or when Treasurers change.

b. 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 all of 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: Concessions, Hospitality, Uniforms/Concert Attire, Spring Trip, Pit Crew, Color Guard, Gift Wrap, and Tag Day.

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, 1st Vice President, 2nd Vice President, 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 Concessions Committee shall be responsible for maintaining concessions operations during marching season. Responsibilities include preparing for, operating, and closing down concessions.

Section 7. The Hospitality Committee will be responsible for organizing and coordinating social functions, ensuring the students are fed during Band Camp, competitions, and games.

Section 8. The Uniform/Concert Attire Committee shall be responsible for the purchase, cleaning, maintenance, and alteration of student uniforms and concert attire.

Section 9. The Spring Trip Committee shall be responsible for the planning, coordination, and execution of all aspects of the Spring Trip, as they occur.

Section 10. The Pit Crew Committee shall be responsible for transporting and setting up equipment and props at football games and competitions.

Section 11. 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 12. The Gift Wrap Committee shall be responsible for the scheduling, coordination, set up/tear down, and operation of the Gift Wrap Booth fundraiser each November/December.

Section 13. The Tag Day Committee shall be responsible for scheduling, coordination, and execution of the Tag Day fundraiser in August or September of each year.

## **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 Bylaws.

## **Article VII – Accounts**

Section 1. Student accounts are the result of the individual student’s Individual Fundraising Account (IFA) efforts. The Executive Board determines the percentage or portion of money, if any, allotted to the students’ accounts from participation in any fundraiser. The decision will be presented at the next Booster meeting.

Section 2. Money in a student’s IFA may be used for field trips, for personal instrument repair and maintenance, uniforms and concert attire. The Treasurer and Co-Treasurer will outline procedures for IFA disbursements on the most current IFA form that is signed by parents at the beginning of each school year.

Section 3. IFA monies may be used for lessons taken, at the school, by that school year’s approved music department personnel, per the Director of Bands. One disbursement per semester will be permitted for lessons taken and upon receipt of proof of payment and lessons taken. Only students who have IFA funds available may use them for lessons taken. No advancement of IFA funds will be permitted.

Section 3. Graduating students may submit qualified expense receipts for lessons until May 31 of their graduation year for reimbursement from their student IFA. After that date, the remaining balance of a student’s IFA shall revert to the general fund unless there is a younger sibling in the music program. In that case, 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 Bylaws may be amended by resolution and adopted at any General Membership 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 Bylaws.