

BY-LAWS OF THE  
Queen Anne's County High School Band Boosters, Inc.

## **Article I – Name and Purpose**

**Section 1** - The name of the organization shall be **Queen Anne's County High School (QACHS) Band Boosters**. It shall be a nonprofit organization incorporated under the laws of the State of Maryland.

**Section 2** - The purpose of QACHS Band Boosters is:

- To encourage an enthusiastic interest in all aspects of the QACHS Band Program.
- To lend all possible support, both moral and financial to the general instrumental music program in the school.
- To cooperate with the Band Director and Principal so that the Instrumental Music Department may perform at an optimal level.
- To help promote all QACHS Band activities.

**Section 3** - The QACHS Band Program consists of all instrumental groups as well as the color guard.

## **Article II – Membership**

**Section 1 - Eligibility for membership:** The membership of the organization shall not be limited in number. Any parent/guardian that has a student participating in the QACHS band program is considered a member and has the right to vote at general meetings.

**Section 2 - Non-voting membership:** Anyone interested in supporting the QACHS Band Program who does not meet the eligibility criteria for membership will be considered a non-voting member.

## **Article III – Meetings of Members**

**Section 1 - General Membership meeting:** General membership meetings shall be held monthly at a time and place designated by the Executive Board. The time and place is to be determined at the previous meeting and is subject to change due to extenuating circumstances.

**Section 2 - Annual meeting:** An annual meeting of the general members shall take place in the month of January. The date, time, and location will be designated by the Executive Board. At the annual meeting the members shall receive reports on the activities from the past year, hold an election of officers, and determine the direction of the QACHS Band Boosters for the coming year.

**Section 3 - Special meetings:** Special meetings may be called by the Band Director or by any member of the Executive Board. A petition signed by ten percent of voting members may also call a special meeting.

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*Section 4 – Notice of meetings and agenda:* Notice of each meeting shall be available on the website to members not less than two weeks prior to each meeting. The meeting agenda and a copy of the minutes from the previous meeting will be provided electronically prior to each general membership meeting.

*Section 5 – Quorum:* The members present at any properly announced meeting shall constitute a quorum.

*Section 6 – Voting:* All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

*Section 7 – Norms and procedures:* **Robert's Rules of Order** will be the guiding document in determining norms and procedures for meetings

#### **Article IV – Executive Board**

*Section 1 – Members:* The Executive Board shall be composed of the officers of this organization and the Director of Instrumental Music. The Band Director shall be a nonvoting member of the Executive Board and shall guide the Executive Board regarding school programs and policies. Any past QACHS Band Boosters Executive Board Member may serve on the Executive Board in a nonvoting, advisory capacity if circumstances deemed necessary by the Executive Board and approved by 2/3 majority vote by General Membership.

*Section 2 – Role and size:* The Executive Board is responsible for establishing the overall policy and direction of the organization. The Executive Board also delegates responsibility of day-to-day operations accordingly. The Executive Board shall have up to 9, but not fewer than 5 members. The officers of the Executive Board receive no compensation.

*Section 3 – Terms of office:* All Executive Board Officers shall serve an annual term, but are eligible for re-election. The term shall be from February to January.

*Section 4 – Meetings and notice:* The Executive Board shall meet as needed at an agreed upon time and place.

*Section 5 – Elections:* New Executive Board Officers shall be elected or re-elected by the voting members at the annual meeting. The Executive Board will be elected by a simple majority of members present at the meeting.

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***Section 6 – Election procedures:***

A. *Nominating Committee:* A nominating committee consisting of 2 or more members shall be appointed by the Executive Board at the October general membership meeting each year. The committee shall be responsible for presenting a slate of prospective Executive Board Officers representing the organization's diverse constituency. Nominations may only be made by voting members.

B. *Eligibility:* Candidates/Officers shall be parents or guardians of students directly involved in the QACHS Band Program and must meet, or agree to meet, the following criteria: a. All financial obligations to the QACHS Band Boosters must be paid-infull or current on payment plans. b. Must agree to participate in 12 or more events in a 12 month period. Events include but are not limited to, volunteering (concessions, fundraising, etc.), attending meetings, chaperoning events, and donating items for events. Being an audience member in any event involving the Band Program does not count toward participation.

C. *Nomination Process:* The committee shall accept and report all nominations from the membership. Nominees shall be contacted within 2 weeks of receipt of nomination so the nominee has an opportunity to accept or reject the nomination, unless nominated from the floor at the annual meeting. The committee shall report the names of all nominees at the general membership meeting in December. Additional nominations may be accepted from the floor in December and may be made prior to the election at the January meeting.

D. *Voting and Counting Votes:* The officers shall be elected by ballot at the general membership meeting in January. The Executive Board shall appoint at least 2 people from the general membership in attendance at the annual meeting who will openly tally ballots. Ballots shall be maintained for 30 days. After 30 days, the ballots will be destroyed.

E. *Installation:* The newly elected officers shall be installed at the general membership meeting in February. Installation shall be done at the beginning of the meeting by the previous President with an introduction of the new officers.

***Section 7 – Quorum:*** More than fifty percent of the Executive Board members present at any properly announced Executive Board meeting shall constitute a quorum.

***Section 8 – Duties of Officers:*** The officers of this organization shall be a President, First Vice-President, Second Vice-President, Treasurer, Corresponding Secretary, and Recording Secretary.

A. *President-*The President shall preside at all meetings of the organization and shall be an ex-officio member of all committees, except the nominating committee.

B. *1<sup>st</sup> Vice President-*The First Vice-President shall assume all the duties of the President in his/her absence.

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C. *2<sup>nd</sup> Vice-President*-The Second Vice-President shall coordinate fundraisers, i.e. dinners, sales, etc.

D. *Recording Secretary*-The Recording Secretary shall keep the records and minutes of all meeting (regular, executive, and special)

E. *Corresponding Secretary*-The Corresponding Secretary shall have a list of all Executive Board Officers, and general membership with current addresses and telephone numbers. (S)He shall notify the Executive Board members of meetings, shall conduct correspondence as directed by the President and Band Director, and shall read important correspondence or summarize it at meetings.

F. *Treasurer*-The Treasurer receives and deposits all money due to this organization and keeps an accurate record of all financial transactions. The treasurer will ensure that all expenses of the organization are paid in a timely manner and will handle any other financial needs as determined by the Executive Board.

**Section 9 – Vacancies:** When a vacancy exists on the Executive Board mid-term, then a replacement will be appointed by the Executive Board to fulfill the term as soon as is practical.

**Section 10 – Resignation and termination:**

A. *Resignation*-Resignation from the Executive Board must be submitted to the Recording Secretary in writing.

B. *Termination*-An Executive Board member may be removed from the Executive Board due to excessive absences and may be removed for other reasons, such as flagrant disregard for the written by-laws or no longer meeting the eligibility criteria. Removal requires a unanimous vote by the remaining members of the Executive Board.

## **Article V – Committees**

**Section 1 – Committee formation:** The Executive Board may create committees as needed, such as fundraising, public relations, data collection, etc. The Executive Board appoints all committee chairs. Committee Chairpersons are responsible for establishing and maintaining written guidelines for that committee. The guidelines and suggested revisions shall be submitted to the Executive Board for approval at the first Executive Board meeting of each school year.

**Section 2 – The Scholarship Committee:** The Scholarship Committee of at least 2 people from the general membership shall be appointed by the Executive Board. The committee members shall not have a child in the band program that is eligible for the scholarship. The committee will find neutral volunteers from the community to score applications.

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**Section 3 – The Concession Stand Committee:** The Concession Stand committee shall consist of a Chairperson, to be appointed by the Executive Board, and additional members as needed or requested.

*Responsibilities:* Responsibilities of the Concession Stand Committee include:

- ensuring the it is in proper repair prior to the beginning of each season
- obtaining an adequate number of volunteers
- managing routine operations, within the guidelines of the Queen Anne's County Health Department
- ensuring food and supplies are restocked
- arranging for winterization with the Board of Education
- disposing of expired perishable items
- disposing of unused perishable items
- ensuring it is properly shut down at the end of each session and any necessary repairs are reported to the Executive Board
- providing input regarding the proposed operating budget for the upcoming school year

**Section 5 – The By-Laws Committee:** The By-Laws Committee shall be formed at the direction of the Executive Board in consultation with the Band Director. Membership shall consist of at least 3 members, 1 must be an officer of the Executive Board. It shall be the duty of this committee to recommend revisions and put them in proper parliamentary form. Revisions of the by-laws will be subjected to the same approval process as an amendment to the by-laws.

**Section 6 – The Nominating Committee:** See Article IV Section 6 C.

## **Article VI –Treasury**

**Section 1 – Fiscal Year:** The fiscal year of this organization shall be from July 1 to June 30.

**Section 2 – Deposits:** Funds from any sales shall be counted by 2 people at the end of the event then verified by the Treasurer. Funds shall be returned to the treasurer after being counted within a reasonable time frame established by the treasurer and the lead person for the event.

**Section 3- Fundraising:** Fundraisers will be held for the purposes of funding the organization's budget and assisting students with their obligations toward a trip of the Band Director's choice. The treasurer will establish and maintain a record of earnings for band members, who participate in fundraising efforts. Each band member's record of earnings will be referred to as "student trip accounts." "Student trip accounts" are line items in the record keeping, not separate bank accounts.

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**Section 4 – Budget:** A line item operating budget for the next school year shall be prepared by the Executive Board with input from the Concession Stand Committee.

*A. Preparation of Budget:* A planning meeting will be held prior to the beginning of the new school year. An emergency fund for band trips and a contingency fund for unexpected expenses will be established as line items in the budget.

*B. Approval:* The proposed budget will be presented for approval at the September Executive Board meeting. Upon approval, the operating budget will be shared with the general membership at the September general membership meeting.

*C. Bonding:* The Treasurer, President, & First Vice-President shall be bonded.

*D. Accounts:* This organization shall have two banking accounts: one checking and one interest-bearing account (i.e., savings, CD, etc.).

*E. Money Transfers:* Transfers will be made by the Treasurer upon approval from the Executive Board.

*F. Access to funds:* Committee representatives or other people responsible for particular funding categories within the budget may access the approved funds without additional approval from the Executive Board. Reimbursements will be made after receipts are turned in to the Treasurer. The check reimbursement will be provided as soon as is practical. Expenditures in excess of the approved budget require a request to the Executive Board for consideration. The request will be presented at the next general membership meeting and voted on.

*G. Payment by check:* Checks may be signed by the Treasurer, President, or 1<sup>st</sup> Vice-President. Checks to reimburse the Treasurer, President, or 1<sup>st</sup> Vice-President may not be signed by the payee. Counter signatures are not required.

**Section 5- Reporting of Finances-** The treasure will present a written report of income and expenditures for each month at the Executive Board meeting. A summary of the organization's financial status will be shared at the general membership meetings.

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**ARTICLE VII-CONCESSION STAND OPERATIONS**

**Section 1-Purpose:** The organization runs the concession stand as a money-making endeavor to raise funds for the operating budget and for various band expenses (i.e.music, Tournament of the Bands entrance fees, etc.)

**Section 2-Operating Times:** The concession stand will open for all stadium events requiring admission tickets. The Executive Board may authorize opening the concession stand for additional events.

**Section 3-Prices:** Concession prices will be approved by the Executive Board. The Concession Stand Committee and/or the Treasurer may propose recommendations for price changes to the Executive Board by requesting the President add the topic to the agenda. Changes to prices will not be arbitrary.

**Section 4-Food Provisions:**

*A. Band Members: Band members performing at each game where concessions are available will be provided with their choice of a sandwich and with potato chips. The food will be picked up from the concession stand by parent chaperones or section leaders. The water cooler may be filled/refilled by the concession stand during games and a cooler of hot chocolate will be provided in cooler weather. Students will need to stand in line and wait for other concession items.*

*B. Concession Stand Volunteers: Volunteers who work at least half of the time the concession stands are open will receive 1 sandwich or nuggets, nachos or fries, and a soda or water free of charge. Additional items may be purchased by the volunteer.*

**Section 5-Volunteer Incentives:** As an incentive for volunteering in the concession stand, the Executive Board may authorize a contribution to the student's trip account each time the student or someone from the student's family works the concession stand. The contribution is not per volunteer. The student may only earn a maximum of \$20.00 for the each time the concession stand is open. The number of volunteers that can be accommodated is dependent on the event and the anticipated volume of sales. The Concession Stand Committee will determine the number of volunteers required each time the concession stand is open.

Contribution Maximum Amounts-

\$10.00 for working half of the operating hours

\$20.00 for working the entire shift

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**Article VIII – BY-LAW AMENDMENTS**

Revisions or amendments may be suggested by any member either in writing to the Executive Board or on the floor of an Executive Board or General Membership meeting. Suggested revisions or amendments must be voted on by the Executive Board then, if approved, must also be voted on by the general membership. Revisions or amendments to the by-laws must be available for the membership to review a minimum of 2 weeks prior to voting.

**CERTIFICATION**

These by-laws were approved by the Executive Board by a vote on \_\_\_\_\_.

These by-laws were approved by the general membership by a majority vote on \_\_\_\_\_.

Signed by all members of the Executive Board and 2 members of the general membership and dated.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
1st Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
2nd Vice-President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corresponding Secretary

\_\_\_\_\_  
Date

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Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Member

\_\_\_\_\_  
Date