

J.R. Tucker Band Boosters By-Laws

J.R. Tucker Band Boosters, Inc.
Last Revision Approved: 2/6/2017

Article I Name

The name of the organization shall be the J.R. Tucker Band Boosters, Inc., hereinafter referred to as the “Boosters”. The Boosters is a 501(c)(3) tax-exempt organization that provides support to the PROGRAM in compliance with and under the auspices of the Henrico County Public School (HCPS) District and within the meaning of 501(c)(3) of the Internal Revenue Code.

Article II Purposes

The Boosters is organized to: encourage band student interest, leadership and sense of responsibility; provide financial assistance for the J.R. Tucker High School Band including the Musicians, Guard Auxiliary and other units as may be added. The Boosters work collaboratively with the Music Director(s), parents, students, and the school administration in carrying out the PROGRAM curriculum and activities; and to do and deal in other things necessary and desirable consistent with these purposes.

Article III Membership

Section 1. Membership in the Boosters is open to all persons and organizations with an interest in the purposes of the Boosters. There are three classes of Membership: Active, Associate and Honorary.

Section 2. Active Members shall be the parents or legal guardians of students enrolled in the J.R. Tucker High School Band program. Representatives of the Henrico County Public Schools system directly affiliated with the J.R. Tucker High School Band program shall also be afforded Active Membership. Active Members shall be voting Members of the Boosters and eligible for election as Officers of the Boosters. Only active members that are parents/guardians of students enrolled in a J.R. Tucker High School Band class are eligible for election as Officers of the Boosters.

Section 3. Associate members shall be band program graduates, former Active Members, and organizations interested in the band program.

Section 4. Honorary Members shall be persons who have made outstanding contributions to the J.R. Tucker High School Band program and shall be elected to Honorary Membership by the Members of the Boosters after recommendation by the Executive Committee. Honorary Membership shall be for the life of the individual or until terminated by the Members of the Boosters. Honorary Members shall not be voting members of Officers of the Boosters.

Article IV Duties of Officers

Section 1. The President shall preside at all meetings of the Boosters and the Executive Committee and shall appoint all standing committees, the nominating committee and special committees. The President shall be an ex-officio member of all committees except the nominating committee.

Section 2. The Vice President, in the absence of the President, shall perform the duties of that office and may serve as chairperson of a committee as well. The VP will become President after their term as VP ends or if the President role is vacant. A new VP will be appointed by the executive committee.

Section 3. The Secretary shall keep a report of the proceedings of the meetings of the Boosters and the Executive Committee, notify officers of their election and committees of their appointment, and maintain a record of attendance at meetings of the Executive Committee. The Secretary shall notify the membership of meetings. The Secretary shall prepare correspondence as requested by the President or the Board of Directors.

Section 4. The Treasurer shall receive all funds and deposit in an account approved by the Executive Committee and the Board of Directors, shall be bonded, and shall submit reports as requested by the President. The Treasurer shall submit an annual report. The Treasurer shall maintain official records and documents pertaining to finances and taxes.

Article V Executive Committee

Section 1. The Executive Committee shall be composed of the Band Director, the Officers, and the Chairpersons of the Standing Committees.

Section 2. The Executive Committee shall meet as the President deems necessary.

Section 3. The Executive Committee shall have general supervision of the affairs of the Boosters between its meetings. The Committee shall act in the best interests of the membership, according to the Articles of Incorporation and the Bylaws, and band program.

Article VI Board of Directors & Registered Agent

Section 1. The Board of Directors shall consist of the Executive Committee and the Registered Agent. (President or appointed by the President.)

Section 2. The registered agent shall represent the Boosters in all matters related to the State Corporation Commission. Upon resignation, the President will appoint a successor immediately.

Article VII Committees

Section 1. The President shall appoint committees consisting of members of the Executive Committee and/or Active Members.

Section 2. The following committees shall be appointed as standing committees: Uniform, Communications, Ways and Means, Hospitality, Free for All, Equipment and Logistics, Volunteers, Travel.

Section 3. The Uniform Committee shall fit, issue, maintain and, as needed, purchase uniforms for the J.R. Tucker High School Band.

Section 4. Communications – Shall create and publish a serial parent/community newsletter highlighting current events, student accomplishments, BOOSTERS news, advocacy news, and fund-raising opportunities benefitting the PROGRAM.

Section 5. The Ways and Means Committee shall plan all projects pertaining to generating revenue for the organization, except for the Free for All. Authorized to enter into contracts for purposes of fundraising. This position may be shared.

Section 6. The Hospitality Committee shall be responsible for hospitality and ensemble support and shall plan and coordinate for the provision of food and drinks for PROGRAM students at designated on- or off-campus events, including Band Camp.

Section 7. The Free for All Committee shall be responsible for all aspects of planning and executing the Free for All fundraiser.

Section 8. Equipment and logistics shall manage transportation of equipment, props, and instruments for events held on and off of school grounds. Authorized to enter into contracts with truck rental agencies on behalf of the Boosters.

Section 9. Volunteers/Chaperones – Shall recruit and schedule HCPS-approved adult volunteers in sufficient numbers to chaperone students and to staff BOOSTER events on and off of school

Section 10. Travel - shall work with the band director on required travel arrangements and accommodations.

Section 11. Other Special committees shall be appointed as deemed necessary

Article VIII Finance

Section 1. The Executive Committee shall propose and the general membership shall approve an annual budget at the annual meeting held in April/May. **The fiscal year shall be July 1 – June 30.** The budget shall be a working document whereas to guide the revenues and expenditures resulting in a solvent financial state at the fiscal year ending June 30. (For the purposes of this section, “working document” is defined as a document which can be amended throughout the year with prior approval or action by the Executive Committee. A “solvent financial state” is defined as having a surplus or zero balance, including any outstanding expenditure, by the end of the fiscal year.)

Section 2. Monies for non-budget items under \$200 shall be earned or disbursed without the approval of the Executive Committee but with the approval of the band director and Treasurer. A “non-budget item” is an item that does not clearly fall within any line within the approved budget but whose expenditure clearly aligns with the vision of the organization and Article of the Boosters.

Section 3. The Treasurer and either the President or the Secretary who will be assigned the duty by the President in his/her absence must sign all checks of the Boosters.

Section 4. Budget revenues, not listed in the budget as anticipated revenues, in excess of \$500 for any one project must have the approval of the Executive Committee before proceeding. This does not include donations in-kind.

Section 5. Budget expenditures that fall within the approved budget lines need no prior approval of the Executive Committee. The Treasurer shall, at his or her discretion, determine the applicability of the items to be paid from the specific line in the budget. Accordingly, additional documentation may be required to justify the expenditure per the Treasurer's request. If the determination of the expenditure cannot be made clearly, the Treasurer may defer to the members of the Executive Committee where the expenditure may be accepted or denied.

Section 6. If the budget of a particular line is exhausted during the course of the year, the Executive Committee must order a reduction in one or more subsequent lines. The line reduction may not put that particular budget line over budget.

Section 7. Funds collected or raised will be used in accordance with the purpose for which the organization was formed. No personal fees outside of the organization's activities will be paid from these funds.

Section 8. The Executive Committee will ensure that an internal audit is completed at least annually as specified by HCPS.

Article IX Meetings

Section 1. There shall be a minimum of four meetings per school year scheduled at the discretion of the Executive Committee. One of these shall be the annual meeting held in May/June and one shall be a mandatory planning meeting scheduled at the director's discretion.

Section 2. The annual meeting shall be for the purpose of receiving the annual reports of the officers, the installation of officers, and any other business regularly before the Boosters.

Section 3. Special meetings may be called by the President or the Executive Committee. Special meetings, held by the Executive Committee, may be held electronically for the purposes of voting on items of the by-laws; or for the purposes of setting the agenda. Motions needing immediate action made be made electronically in a medium determined by the Secretary; properly seconded; and then voted upon. All Executive Committee members will have 24 hours from the motion and proper second to discuss. The Secretary shall call the question and deliver the motion at the end of the 24-hour period following the motion and second. Executive Committee members should respond in the affirmative, negative or abstain. The secretary shall record the motion; its second; and the result of the vote and recorded within the minutes of the next regular meeting.

Section 4. Executive Committee meetings may be held prior to general membership meetings for the purpose of setting the agenda for the general membership meeting. The Executive Committee may defer to the President to set the meeting agenda.

Section 5. All regular meetings shall be open to general membership. When discussing sensitive matters, attendance will be restricted to the Executive Committee.

Section 6. Executive Committee votes will require a quorum, electronically or in-person, of those members. General Membership votes require a quorum of all members (including Executive Committee) present.

Section 7. Robert's Rules of Order will govern meetings of the Executive Board.

Article X Standing Rules

Section 1. The President or his/her delegate shall be the official representative at all meetings where a representative is required.

Section 2. A copy of the Articles of Incorporation and Bylaws shall be kept on record by the Secretary and posted on the Boosters website so as to be available to others.

Section 3. Bylaws will be reviewed by a committee every four years or as deemed necessary by the Executive Committee. The President shall appoint a review committee consisting of three members, two of whom shall be from the regular membership.

Article XI Election of Officers

Section 1. The President shall appoint a nominating committee consisting of three members, one of whom shall be an officer and two of whom shall be non-officer members of the executive committee or regular membership. This Committee shall present the slate of officers to the Executive Committee to be voted on at the April/May general membership meeting. At the March meeting, there may be nominations from the floor if prior consent has been received from these candidates. Officers elected by the membership and approved by the Board of Directors shall be installed at the annual meeting.

Section 2. The election shall be by a show of hands. A majority vote by those present and voting is necessary for election. Should there be only one candidate for any office, the Secretary may be instructed to cast the unanimous ballot.

Section 3. The term of office shall be for one year. No member shall be eligible to serve more than two consecutive terms in the same office. Officers shall assume their office at the close of the annual meeting.

Section 4. In the event an officer cannot finish a full term, the President shall, with the approval of the Executive Committee and the Board of Directors, appoint a successor.

Section 5. If the President is unable to complete his/her term, the Executive Committee will appoint a successor.

Article XII Amendments to the Bylaws

These bylaws may be amended at any regular meeting of the Boosters membership by a two thirds vote of the Active Members present and voting, provided the amendment has been submitted in writing at the previous regular meeting and published to Active Members at least two weeks prior to the meeting at which the vote is to be taken.

Article XIII Suspension of the Bylaws

If considered appropriate by the President and so recommended, these bylaws may be suspended on a particular item by a two-thirds vote of those present and voting.