

TJHSST Band Boosters, Inc.  
BYLAWS

ARTICLE I. PURPOSES

TJHSST Band Boosters, Inc. (hereinafter called "Band Boosters") is formed for the purposes set forth in its Articles of Incorporation, and, in particular, to promote interest in bands, music, and related activities at The Thomas Jefferson High School for Science and Technology (hereinafter "TJHSST"), to support the activities of TJHSST's curricular and extra-curricular bands, Indoor Drum Line, and Elite Winter Guard, and to provide other services where possible.

ARTICLE II. MEMBERS

- Section 1. The parents or guardians of students in any of the TJHSST Band Programs during the school year shall be members of the Band Boosters. The parents or guardians of current TJHSST students who have been participants and intend to participate in the future in any TJHSST Band may be members of the Band Boosters with the approval of the Board of Directors.
- Section 2. The Band Director of TJHSST shall be a nonvoting member of Band Boosters and its Executive Committee, serving in a consulting capacity.
- Section 3. At General Membership meetings, each family shall have one vote.

ARTICLE III. GENERAL MEMBERSHIP MEETINGS

- Section 1. There shall be a minimum of two general membership meetings each school year.
- Section 2. Notice of general membership meetings for the school year, indicating the time and place, shall be given to all members, with such notice being given at least seven days in advance.
- Section 3. Special meetings of the general membership may be called by the President with the concurrence of a majority of the Board of Directors, or upon the written petition of seven or more members.

- Section 4. A quorum for a general membership meeting at which business shall be transacted shall be the number of members present. A majority vote of the membership present shall constitute approval of all matters properly brought before Band Boosters.
- Section 5. Robert's Rules of Order (revised) shall be the parliamentary authority for Band Boosters.

#### ARTICLE IV. GOVERNING ENTITIES

- Section 1. The elected officers shall be Band Boosters' governing body and shall consist of a President or co-Presidents, a Vice President or co-Vice Presidents, a Secretary, and Co-Treasurers elected from among the membership in accordance with Section 5 of this Article. The officers shall also be Directors of Band Boosters and shall collectively comprise its Board of Directors. The number of Directors shall equal the number of elected officers.
- Section 2. Meetings of the Board of Directors may be called by any Director with a minimum of one day notice to all Directors, which notice any Director may waive. The quorum for a meeting of the Board of Directors shall be two-thirds of the number of Directors in office. Members may participate in such a meeting via telephone. The President or the President's designate shall preside. Each Director will have one vote, and a majority vote of Directors present will constitute approval of any matter brought before the Board of Directors. The Board of Directors may, by unanimous consent, take any action without convening a meeting.
- Section 3. The Executive Committee shall consist of the Board of Directors, the chairman of each standing committee, the band director, and the band council president, and may also include one member, named by the President and subject to ratification by the Board of Directors, of any ad hoc committee created to conduct Band Boosters' business.
- Section 4. The Executive Committee shall meet at least five times each year, or more often when considered necessary. Other meetings of the Executive Committee shall be called by the President upon the written petition of three or more members of the Board of Directors. All members of the Executive Committee shall be Notified in advance of all meetings. A quorum for the Executive

Committee meeting at which business may be transacted shall be the number of Executive Committee members present. Unless otherwise specified herein, each person who serves on the Executive Committee shall have one vote and a majority vote of the Executive Committee members shall constitute approval of all matters properly brought before the Executive Committee.

Section 5. A nominating committee of five Band Boosters members shall be appointed by the Board of Directors for the purpose of proposing a slate of candidates for positions as officers for the ensuing year. The Board of Directors will decide whether there shall be a President or two co-Presidents and whether there shall be one Vice President or two. The nominating committee will report the persons nominated to the Board of Directors prior to the election. The nominating committee will present its slate of candidates at a general membership meeting preceding the end of the school year, at which elections will be held. Nominations may also be made from the floor, with the consent of the person so nominated. A majority vote of those members present shall be sufficient for election. The officers shall assume their duties on July 1.

Section 6. All officers shall be elected for a term of one year. Officers shall be eligible for reelection for succeeding years. Vacancies in offices shall be filled for the unexpired terms by a majority vote of the Executive Committee.

Section 7. The retiring officers, at their discretion and as convenient, may be available for an indeterminate period in an advisory capacity to and at the request of the new officers. There shall be a joint meeting of the incoming and outgoing Board of Directors following the election.

#### ARTICLE V. DUTIES AND AUTHORITY OF GOVERNING ENTITIES

Section 1. The Board of Directors shall set policy of Band Boosters and provide overall management of its affairs. At the beginning of the school year, the Board of Directors will set a schedule, subject to change, for the work of the general membership and the committees, including meetings of the Executive Committee. By January, it will set a schedule for appointment of the nominating committee, the report to the Board of Directors of the nominating committee's work, the meeting of the Budget Committee, approval of the budget, and election of officers, and the joint meeting of

officers and officers-elect.

- Section 2. Band Boosters' ongoing business shall be run by its Executive Committee. The Executive Committee shall be responsible for all the management of Band Boosters' finances, and shall recommend activities to further the Band Boosters' purposes.
- Section 3. The Executive Committee may approve previously unbudgeted Expenditures of up to \$500 on a project of activity without prior approval from the general membership. Previously unbudgeted expenditures in excess of \$500 shall require the approval of the general membership. Where circumstances, because of time or distance, make it impractical or impossible to obtain the vote of a majority of the Executive Committee, then in that event, any member of the Executive Committee can approve an expenditure not to exceed \$500.
- Section 4. Neither the Board of Directors nor the Executive Committee nor any of their individual members shall be held personally liable for the disbursement and expenditure of funds in contravention of the provisions of this Article provided such disbursements and expenditures are made in good faith and pursuant to the legitimate business of Band Boosters.

#### ARTICLE VI. DUTIES OF THE ELECTED OFFICERS OF THE ASSOCIATION

- Section 1. The President or co-Presidents (referred to herein as "the President") shall preside at all meetings of the Executive Committee, the Board of Directors, and the General Membership, shall be the official spokesperson of Band Boosters, shall be an ex-officio member of all committees, and shall be entitled to vote in committee meetings only in the event of a tie. The President shall appoint chairmen of all standing committees, subject to the ratification by the Board of Directors. If there are co-Presidents, each will be entitled to a vote in all situations where the President would have a vote.
- Section 2. The Vice President or co-Vice President (referred to herein as "the Vice President") shall act for and assume the duties of President during the President's absence and at all other times shall assist the President in the executive of official duties. If there are co-Vice Presidents, each will have one vote in all instances where the Vice President would have a vote.

- Section 3. The Secretary shall keep a record of the minutes of all meetings of the general membership, the Board of Directors, and the Executive Committee; shall conduct correspondence as designated by the President; and shall notify the Executive Committee members of all Executive Committee meetings. The Secretary shall keep a record of documents establishing Band Boosters' corporate status, as well as record of documents promulgating statements of policy by the Board of Directors.
- Section 4. The co-Treasurers (referred to herein as "the Treasurers") shall accept funds; shall keep an accurate record of all receipts and expenditures; and shall give a report of the receipts, expenditures, and general financial condition of the Corporation at all Executive Committee meetings and meetings of the General Membership. A Treasurer shall serve as registered agent for the Band Boosters. The Treasurers shall make disbursements from Band Boosters' funds by check or by other form of disbursement, as authorized by the Executive Committee and in accordance with the provisions of Article V, Section 3 and Article VII, Section 1, hereof. The Treasurers shall not be held personally liable for expenditures made without prior approval of the Executive Committee or otherwise in contravention of these Bylaws, provided such expenditures are made in good faith and pursuant to the business of Band Boosters.

#### ARTICLE VII. FINANCES

- Section 1. The funds of Band Boosters shall be deposited in one or more local financial institutions (as appropriate) in the name of Band Boosters. The Treasurers and the President(s) shall be authorized to sign checks or otherwise disburse funds, with two signatures required for any check or other form of disbursement to be valid if it exceeds \$500. Only one signature shall be required for any check of \$500 or less. Transfers of funds between accounts within a given local financial institution, regardless of the amount, shall require one authorization, in a form acceptable to that financial institution.
- Section 2. A budget committee consisting of the candidates for offices designated by the Nominating Committee for the ensuing year and the current President and Treasurers shall meet and prepare a proposed budget for the ensuing budget year. This proposed budget shall be presented to the general membership for approval

at the final meeting of the school year. The budget year will be from July 1 through June 30.

- Section 3. The Board of Directors shall appoint an audit committee of two or more to review Band Boosters' accounting records and procedures semi-annually. The audit committee will report its results to the Executive Committee. The chairman of the audit committee will be appointed by the Vice President for Long Range Planning.
- Section 4. The Executive Committee may permit credits to band students' individual accounts for a portion of fundraiser proceeds, in accordance with the provisions of the IRS letter of determination dated October 19, 1998. Amounts so credited may be used to pay fees for TJHSST band-sponsored events. The Treasurer shall maintain records for such accounts and make the records available to students. When a student leaves the band program, any funds remaining in that student's account shall become part of the general fund of the Band Boosters. If the departing student has a sibling who is a current or prospective band member, those funds will be credited to the account of that student's sibling.

#### ARTICLE VIII. RESIGNATIONS

Any member of the Executive Committee or any officer may resign at any time by giving written notice to the Executive Committee. Any such resignation shall be effective on the date denoted therein, and if no date is therein set forth, then on the date of the first Executive Committee meeting following receipt of said written resignation.

#### ARTICLE IX. DISSOLUTION

- Section 1. Dissolution of Band Boosters shall be by a two-thirds vote of the general membership.
- Section 2. Upon dissolution of Band Boosters, the Executive Committee shall undertake to liquidate all of its liabilities.
- Section 3. In the event of dissolution of Band Boosters, any assets in excess of the amount needed for liquidation of its liabilities shall be assigned to the Principal of TJHSST to be used in the school's music programs.

ARTICLE X. RATIFICATION AND AMENDMENT OF BYLAWS

- Section 1. These Bylaws shall be ratified and effective upon the vote of a majority of the members present at a meeting where notice has been given the general membership that adoption of bylaws is on the agenda.
- Section 2. These Bylaws may be amended by the majority vote of the members present at a general membership meeting, provided notice of the proposed amendment has been given the membership at least seven days in advance of such meeting.

Bylaws adopted at General Membership meeting held on May 7, 1997, as amended at General Membership meetings held on June 6, 1999, and June 2, 2002.