

Frank W. Cox High School Band Boosters Association

BYLAWS

As amended *8 June*, 2015

ARTICLE I. ORGANIZATION

- Section A The name of this organization shall be the Frank W. Cox High School Band Boosters Association, a non profit organization.
- Section B The organization will use the seal of Frank W. Cox High School for official correspondence.
- Section C The organization name is permanent and shall not be changed as long as the organization exists.

ARTICLE II. PURPOSE

- Section A To continually organize and maintain a network of Band Boosters; whose sole annual purpose is to maintain a committed and enthusiastic support program at Frank W. Cox High School for the benefit of all students enrolled and participating in the performing musical bands at Frank W. Cox High School, by providing moral and financial support.
- Section B To foster cooperation and involvement in the band program by maintaining clear and constant communications with parents, legal guardians, Frank W. Cox administration and the community at large.
- Section C The organization will promote the entire band program of Frank W. Cox high school by assisting the Band Director(s), staff, band student leadership, and school administration and authorities in the development of an outstanding band program.
- Section D The Frank W. High School Band Boosters Association is organized exclusively for charitable and educational purposes under section 501(c) (3) of the Internal Revenue Tax Code and the Virginia State Corporation Commission.

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ARTICLE III. MEMBERSHIP

Section A Membership shall be open to all parents, legal guardians and persons interested in supporting the purpose of the organization and who agree to abide by the By-Laws of the organization.

- (1) The Voting members of the organization will consist of the parents or legal guardians of current band students.
- (2) Each voting member shall have the opportunity to hold office in the organization, as an unpaid volunteer.
- (3) The Executive board may determine additional levels of membership.
- (4) Membership dues, if any, will be approved annually by the general membership.
- (5) The Band Director, Principal and Assistant Principals of Cox High School will be honorary, ex-officio members of the association.

ARTICLE IV. OFFICERS AND DUTIES

Section A The officers of the association shall be the President, Vice President, Secretary, and Treasurer. This shall comprise the Executive Board

Section B No Officer, Committee Chair or General Member shall for the reason of his office or implied authority be entitled to receive any salary or compensation.

- (1) The President shall preside at all meetings of the Association and the Board of Directors.
 - (a) Will establish and appoint all committees, both temporary and permanent.
 - (b) Will be ex-officio member of all committees except for the the Nominating Committee.
 - (c) The President shall have the authority to sign checks for the association and be bound by the same regulations governing the Treasurer, responsible that all financial books, certificates and reports required by law are properly maintained.

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(2) The Vice-President shall assume all the duties of the President in the absence of the President with the same rights, privileges and powers.

(a) Will serve as Chairperson of the Ways and Means Committee.

(3) The Treasurer shall keep an accurate record of all receipts and all disbursements, showing each activity separately, as well as a complete record of all funds.

(a) An oral and written financial report will be given at each general meeting, illustrating the current budget status and the prior month's cash flow.

(b) A written report is to be submitted to the Secretary at each general meeting.

(c) The Treasurer shall be required to prepare a financial report and the records shall be audited by a non-Executive Board member at the close of the Treasurer's term of office.

(d) The Treasurer shall file copies of the report with the Board of Directors and with internal or external groups or individuals as the Board of Directors shall direct.

(e) The annual financial report shall become a part of the permanent records of the Association.

(f) The Treasurer and the President shall have joint authority to write checks.

(g) The Treasurer will be responsible for banking all cash and notes of the Association at a business banking institution.

(h) Escrow Funds will be maintained in a Savings account and operating funds maintained in a Checking account.

(i)... A minimum of \$9000 shall be preserved by the end of each fiscal year, as start up funds for the subsequent fiscal year.

(ii)... An annual deposit of \$3000 will be made to a Marching band uniform escrow account. These funds will be combined with allocated School District funds solely to purchase new uniforms in accordance with the School District's purchasing timetable.

(i) Fiscal years will commence on 1 Aug to end on 31 July.

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- (j) Funds may be invested to generate interest to benefit the association.
- (k) The Treasurer will draft an annually budget for review and refinement by the Board of Directors prior to the start of the fiscal year.
 - (i)... The Budget is to be approved by the membership at the first general meeting.
- (l) All expenditures not budgeted and or exceeding a \$500 value must be brought before the Board of Directors for approval.
 - (i)... The Association shall, in no way, be responsible for bills incurred without the knowledge and approval of the Executive Board, and or the Board of Directors.
- (4) The Secretary shall keep a record of the minutes, as well as the attendance roster for each general meeting of the Association.
 - (a) The minutes will be read and submitted at the subsequent general meeting for approval. Once approved, the Secretary will maintain permanent record of the minutes.
 - (b) The Secretary will also record the minutes at the Board of Directors meeting and will distribute a copy of those minutes to the Board members in a reasonable time.
 - (c) The Secretary shall create and process all necessary and official correspondence of the Association.

ARTICLE V. BOARD OF DIRECTORS

- Section A The Board of Directors shall consist of the Executive Board and the Band Director.
- Section B No Board Member shall for the reason of his office or implied authority be entitled to receive any salary or compensation.
- Section C The Association President will serve as Chairman.
- Section D Past Executive Officers can serve to provide continuity, at the pleasure of the Chairman.

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- Section E Monthly meetings of the Board of Directors will be held monthly on the second Monday of each month prior to the general membership meeting, for the administration of responsibilities between association meetings.
- Section F Called meetings of the Board of Directors may be at the discretion of the President.
- Section G Quorum for the Board of Directors shall be sixty percent. (60%)
- Section H The Board will review proposed budget, make required changes and adopt for approval by the general membership.
- (1) If required, Student Activity fee values will be determined by the Board of Directors in accordance with and by authority of the School Board of Virginia Beach and the Dept. of Education for the Commonwealth of Virginia.
- Section I The Board of Directors shall hire (and fire) and will fix the compensation amount of any and all employees which they in their discretion may determine to be necessary for the conduct of the business of the organization.

ARTICLE VI. MEETINGS

- Section A The Association will meet monthly on the second Tuesday of each month, at Frank W. Cox High School, unless otherwise determined by the Board of Directors.
- (1) Five percent (5%) of the Band Boosters Association membership shall constitute a quorum.
- Section B Special meetings of the Association may be called by the President, an Executive Board member or by request of any ten (10) members, with a five (5) day notice to the Association.
- Section C Meeting notice shall be made known by the Secretary using what every means available to publish and announce the date to the general membership.
- Section D The rules contained in "Roberts Rules of Order, Revised" shall govern the Association meeting format in all cases in which they do not conflict with the rules of the Association.

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Section E The President will determine the agenda for each meeting to include:

- (1) Roll Call (record of attendance)
- (2) Reading of the minutes of the preceding meeting.
- (3) Reports of Officers
- (4) Reports of Committees
- (5) Old and Unfinished Business
- (6) New Business
- (7) Adjournment

ARTICLE VII. STANDING COMMITTEES

Section A The standing committees will include and are not limited to the following:

- (1) Chaperone/Uniform – responsible for oversight and execution of fund raising activities as well as the maintenance and issue of all performance uniforms.
- (2) Web Content – maintains the COXBAND.ORG website content to include but not limited to: public affairs (in concert with the Cox HS Student Activities Coordinator); key information and dates; and governing documents.
- (3) Historian – documents the events of the band for use by other committees and school entities as requested.
- (4) Pit Crew – responsible for moving pit instruments on and off the Marching Band performance field; to include arranging the necessary trucking of these instruments to and from the school.
- (5) School Store – responsible for the profitable operation of food and material sold as concession.
- (6) Concessions – coordinates all band concession responsibilities across all applicable school activities.

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(7) New Parents – facilitates contact and integration of new parents into the band programs and volunteer committees.

(8) Marching Band Competition – coordinates the annual marching band competition hosted by Cox HS.

(9) Events – coordinates all event logistics and administrative requirements in support of the bands including but not limited to (fiesta-val, band camp, spring trip, band banquet, etc.)

(10) And other such committees as the President and the Board of Directors shall determine.

Section B All chairmen of the Association will keep a portfolio of his duties activities throughout the year. This portfolio will be presented to his successor at the time of installation.

ARTICLE VIII. NOMINATIONS, ELECTIONS, AND VACANCIES

Section A The Nominating Committee shall be appointed at April meeting of the Association. It shall consist of three members: the President and two at large members.

Section B The Nominating Committee shall meet ad-hoc, elect a chairman and develop a slate of new officers for presentation at the May Meeting.

Section C The Nominating Committee will identify Chairs for the standing committees for appointment by the incoming President.

Section D Election of the new officers of the Association shall be held at the June meeting. Officers are to be elected by a vote from the floor by a majority of the members present. Nominations may be made from the floor in addition to the slate of officers presented by the Nominating Committee.

Section E Those nominated, must accept the nomination before it can be brought to a vote.

Section F Installation of the new officers shall be immediately after the election at the June meeting.

Section G No officer shall be eligible to serve more that two (2) terms in in the same office. In filling vacancies for unexpired terms, an officer who

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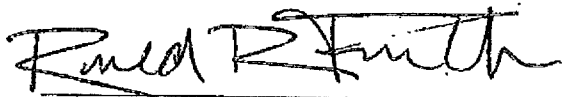
has served more than half a term is considered to have served a full term in that office.

Section H Committee chairs and members are appointed by the new president and do not require a vote from the membership.

Section I Vacancies of all offices shall be filled by the Board of Directors by appointing a member to fill and serve out the unexpired term: with the exception of the Presidency, which shall be filled by the Vice President. If more than two (2) vacancies occur simultaneously, the Nominating Committee shall be reactivated and it shall present nominations for election at the next meeting of the general membership.

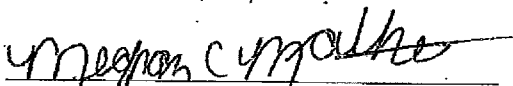
ARTICLE IX. AMENDMENTS

Section A The Bylaws of the Association may be amended by a two-thirds majority vote of the members present at any regular meeting. The amendments must be presented in writing to the Secretary at the proceeding regular meeting of the Board of Directors and distributed to the membership at least seven days prior to the meeting at which they are to be voted upon.



Ron Finelli, President
Cox High School Band Parents Association

Date 8 June 15



Meghan Mathews, Vice President
Cox High School Band Parents Association

Date 8 June 15