



Patuxent High School Band Boosters Bylaws

Revised April 30, 2018

Patuxent High School Band Boosters Bylaws

RECORD OF CHANGES	4
ARTICLE I - NAME	5
Section 1.01. Name.....	5
Section 1.02. Legal Definitions	5
ARTICLE II – PURPOSE	5
Section 2.01. Purpose	5
ARTICLE III – MEMBERSHIP	6
Section 3.01. Voting members.....	6
Section 3.02. Non-voting members.....	6
Section 3.03. Dues	7
Section 3.04. General Membership	7
ARTICLE IV – MEETINGS	7
Section 4.0.1. General meetings	7
Section 4.0.2. Special Meetings	7
Section 4.0.3. Quorum	7
Section 4.0.4. Parliamentary Procedure.	7
ARTICLE V – OFFICERS	7
Section 5.0.1. Officers.....	7
Section 5.0.2. Officer Duties	8
Section 5.0.2.1. President	8
Section 5.0.2.2. Vice President.....	8
Section 5.0.2.3. Secretary	8
Section 5.0.2.4. Treasurer.....	8
Section 5.0.2.5. Historian.....	8
Section 5.0.3. Terms.....	9
Section 5.0.4. Vacancies.....	9
Section 5.0.5. Removal from office.	9
ARTICLE VI – EXECUTIVE BOARD	9
Section 6.0.1. Membership	9
Section 6.02. Quorum	9
Section 6.03. Responsibilities.....	9
Section 6.04. Fees and Compensation.....	10

Section 6.05. Non-Liability of Officers.....	10
Section 6.06. Executive Board Responsibilities.	10
Section 6.06.1. The Executive Board.	10
Section 6.06.2. The President	10
Section 6.06.3. The Vice President.	11
Section 6.06.4. The Secretary.....	11
Section 6.06.5. The Treasurer.	11
Section 6.06.6. The Historian	12
ARTICLE VII – FINANCES	12
ARTICLE VIII – COMMITTEES	12
ARTICLE IX– BAND DIRECTOR	12
ARTICLE X – OFFICER ELECTIONS	13
ARTICLE XI – STANDING COMMITTEES	13
Section 11.01. Chaperone.....	13
Section 11.02. Uniforms	13
Section 11.03. Merchandise	13
Section 11.04. Fundraising.....	13
Section 11.04.1. PHS Band Trailer Sponsorship.....	14
ARTICLE XII – FINANCES	16
ARTICLE XIII – GENERAL	16
ARTICLE XIV – AMENDMENTS	16
ARTICLE XV – DISSOLUTION	17
Section 15.01. Dissolution Approval	17
Section 15.02. Distribution of Assets.	17
ARTICLE XVI	17
Section 16.0.1. Construction and Terms.....	17

RECORD OF CHANGES

Change No.	Date	Title or Brief Description	Signature of Officer
Original	5/14/2013	Adopted - Original	
Revision 1	4/30/2018	Major Revision, administrative changes throughout document	

ARTICLE I - Name

Addition of Section 1.02. Legal Definition

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code and the non-profit corporation statute of the State of Maryland.

No substantial part of the activities of this organization shall consist of caring on propaganda, or otherwise attempt to influence legislation, except as provided in section 501(h) of the Internal Revenue Code of 1986. The organization shall not participate or intervene in any political campaign (including the publishing distribution of statements) on behalf of, or in opposition, to any candidate for public office, except as provided in section 501(h) of the Internal Revenue Code of 1986.

Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by and organization exempt from federal income tax under section 501(c)(3) of the internal Revenue Code of 1986 (or corresponding provision of any future United Staes Internal Revenue Law), or (b) by organization contributions that are deductible under section 170(c)2 of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).

The property of this organization is irrevocably dedicated to section 501(c)(3) exempt purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer or member of the organization, or to the benefit of any private purpose.

The principal office for the transaction and business of the Band Boosters is located at 12485 Southern Connector Blvd., Lusby, MD 20657. The Executive Board has full power and authority to change the principal office from this location to another location within the same county at any time with approval from Band Director

ARTICLE II - Purpose

Changes and additions to Section 2.01. Purpose

The purpose of the organization is to support all of the Patuxent High School Band programs including, but not limited to, classroom, concert and extra curricular ensembles and all related activities for the Patuxent High School Bands. The Band Boosters will achieve this by:

1. Encouraging and sustaining an enthusiastic interest in the various Patuxent High School (herein referred to as PHS) band programs among band members, parents, the PHS student body, faculty and staff and members of the community;
2. Support the PHS Band Director, PHS administration and the Calvert County Board of Education to ensure that the band program is maintained to the highest degree of quality, efficiency and integrity;

3. Provide financial support to the band program through fund-raising and efforts and charitable donations that meet the guidelines specified by the Band Director, PHS administration and the Calvert County Board of Education;
4. Organizing and executing various Band-related activities and events;
5. Assisting the Band Director as needed in the planning and logistics of Band performances; and promoting the Band's activities and achievements throughout the school, district, community and beyond;
6. Chaperoning and supervising Band students during Band-related activities;
7. Helping the Band Director recruit new Band members;
8. Maintaining effective communications with the Band Director and Band Booster members;
9. Fostering a sense of unity between the high school and feeder middle school band programs;
10. Providing, organizing and maintaining various supplies and equipment necessary for Band activities;
11. Advocating for the best interests of the Band; and
12. Executing other activities which in the opinion of the Band Director and Executive Board are necessary or advisable in furthering Band programs

ARTICLE III – MEMBERSHIP

Addition of Section 3.01. Voting members.

The voting (“active”) membership of this organization shall consist of all parents or guardians of Band students currently participating in the Band programs at Patuxent High School. Voting membership ends upon the student’s disenrollment or separation from participation in the Band program.

Addition of Section 3.02. Non-voting members.

The non-voting membership of this organization (“honorary members”) shall consist of persons who have contributed or wish to contribute to the objectives of the organization. Honorary membership may be granted upon recommendation of the Executive Board, voted upon by the Executive Board. Honorary membership may be terminated at the discretion of the Executive Board and Director.

Addition of Section 3.0.3. Dues.

Membership dues are not a requirement for participation in the Band Boosters.

Addition of Section 3.0.4. General Membership.

Membership in the Band Boosters shall be extended to:

- Parents and legal guardians of all PHS band students;
- PHS staff and administration personnel;
- Other personnel interested in promoting the purpose of the Band Boosters

ARTICLE IV – MEETINGS

Changes to Section 4.0.1. General meetings.

General Band Booster meetings shall be held on the first Monday of each month or as determined by the Executive Board. Additional meetings may be called by the Executive Board. Meetings may also be rescheduled or cancelled by the Executive Board. Any changes to the meeting schedule must be communicated in a timely manner to the membership via email, text messaging, REMIND, or posted on the Patuxent High School Marching Band social media platforms.

Addition of Section 4.0.2. Special Meetings.

Special meetings may be called by the President or the Band Director. Notice of the date, time, place and business to be transacted shall be given to the members at least five (5) days in advance. Only that business for which notice has been given shall be transacted at special meetings.

Addition of Section 4.0.3. Quorum.

The quorum for general meetings shall be six (6) members of the organization, including two of the following: President, Vice President, Secretary, Treasurer, or Historian.

Section 4.0.4. Parliamentary Procedure.

Parliamentary Procedure shall be used to conduct meetings of the Band Boosters and Executive Board.

ARTICLE V – OFFICERS

Section 5.0.1. Officers.

The officers of the Band Boosters shall be Co-Presidents, Vice President, Secretary, Treasurer, and Historian.

Addition of Section 5.0.2. Officer Duties.

The duties of each office shall be carried out by its respective officer as outlined below:

Addition of Section 5.0.2.1. President.

The Co-Presidents preside at meetings and events of the Band Boosters, facilitate the formation of committees and is are ex-officio members of all committees and activities. The co-presidents will work directly with the Band Director to facilitate communication to the general membership regarding all band related activities. The co-presidents will also serve as the head of the Executive Committee.

Addition of Section 5.0.2.2. Vice President

The Vice President assumes all the duties of the President in their absence.

Addition of Section 5.0.2.3. Secretary

The Secretary shall keep the records and minutes of all meetings. Minutes of the meeting are to be submitted to the Executive Board within two weeks of every meeting. The Secretary shall also maintain a current copy of the Bylaws and an updated membership list. The Secretary shall maintain the Band's membership roster and email distribution lists, and is responsible for all written and electronic communication to members.

Addition of Section 5.0.2.4. Treasurer.

The Treasurer shall track the income and expenditures of the Band Boosters. In addition, the Treasurer will coordinate with the PHS fiscal officer to ensure accuracy of all financial records. The treasurer will deposit funds within the guidelines of PHS and the Calvert County Board of Education. The Treasurer will provide a treasurer's report (accounting of all funds received and paid for by the band program) at each meeting of the Band Boosters. The Treasurer will communicate directly with the Band Director regarding all band dues and miscellaneous fees owed to the band by students. This information is not to be communicated with the general membership of the Band Boosters for privacy reasons.

Addition of Section 5.0.2.5. Historian.

The Historian will record the history of the PHS Band and Band Boosters. The historian will coordinate the taking of photos at band events and fundraisers, and maintain a file consisting of photographs, news articles, programs, and other items tracking the activity of the PHS Bands. In addition, the historian will notify local news outlets (newspapers, community websites, etc.) of upcoming events.

Addition of Section 5.0.3. Terms.

Officers shall serve one-year terms or until the selection of a successor. The term shall begin June 1 in the year they were elected and terminate on May 31. For continuity, outgoing Officers shall attend the June Board meeting to effect a smooth transition to incoming Officers. Officers may continue in their role for a maximum of two years if no other nomination is made, or they may step down at the end of their year of service.

Addition of Section 5.0.4. Vacancies.

If there is a vacancy in the office of the President, the Vice President will become the new President. If there are any other vacancies in elected offices, the Executive Board shall appoint a replacement to complete the remaining term. Once an appointed term is expired, that officer can still be elected to serve in the same office.

Addition of Section 5.0.5. Removal from office.

In the event that any officer fails to fulfill the responsibilities of the position stated in the bylaws (Section 6.06), the Executive Board will issue a written warning detailing the areas of concern. The warning shall be approved by a majority vote of the other Executive Board members and Band Director. If the officer fails to address the issue within 30 days, the Executive Board shall vote to remove the officer. Results are effective immediately.

An Officer may also be removed for cause by a majority vote of the other members of the Executive Board and upon approval of the Band Director. Cause may include, but not be limited to, malfeasance, dishonesty or any other action which is harmful to the organization or the Band program. In that case, removal will be effective immediately, without a written warning.

ARTICLE VI – EXECUTIVE BOARD

The Executive Committee shall consist of the elected officers (Article V).

Changes to Section 6.0.1. Membership.

Voting members of the Executive Board shall consist of the five Officers elected by the membership, and any Members-at-Large appointed by the Executive Board and voted on by the membership.

Addition of Section 6.02. Quorum.

A quorum for Executive Board meetings shall be three (3) members.

Addition of Section 6.03. Responsibilities.

Executive Board responsibilities are specifically described in Section 6.06 for each Officer. With mutual consent, it is the Board's desire to operate with intentional flexibility to shift duties among the Board as needed and where appropriate, to best match tasks with Officers' subject matter expertise and interests. Duties may also be delegated to a Member At-Large or a committee at the discretion of the Board.

Addition of Section 6.04. Fees and Compensation.

Officers shall not receive any compensation for services rendered, except that Officers may be reimbursed for expenses that are incurred in the performance of their duties, in reasonable amounts as approved by the Executive Board or Director.

Addition of Section 6.05. Non-Liability of Officers.

Officers shall not be personally liable for the debts, liabilities or other obligations of the Band Boosters.

Addition of Section 6.06. Executive Board Responsibilities.

Addition of 6.06.1. The Executive Board.

1. Shall meet monthly, or more or less often as needed.
2. Shall dedicate the June meeting as a combined meeting with the incoming and outgoing board for transition and continuity purposes.
3. Shall coordinate its activities with the Band Director.
4. Shall carry out the stated purposes of the organization as outlined in Article II.
5. May take actions typically transacted at Board meetings without a meeting if consent is granted in writing by all members of the Board.
6. Shall organize committees including but not limited to Ways and Means, Social Media, Hospitality and Operations.
7. Shall serve as the Budget Committee and present a proposed budget for approval by the general membership at the first Booster meeting of the new school year.
8. The Executive Board shall have the power to act in an emergency on behalf of the membership between meetings of the Band Boosters with Director's approval.

Addition of 6.06.2. The President.

1. Shall preside at and set the agenda for all Executive Board meetings and Band Booster member meetings.
2. May call a special meeting of the Executive Board at any time.
3. Facilitates the formation of committees and is an ex-officio member of all committees and activities.
4. Work directly with the Band Director to facilitate communication to the general membership regarding all band related activities.
5. Serve as the head of the Executive Board.
6. Shall act as the organization's representative for purposes of consulting and coordinating with the Band Director, principal, and school district in other matters as appropriate unless the President designates a different representative.
7. Shall provide oversight of committees as needed to equalize workload in collaboration with the Vice President.

Addition of Section 6.06.3. The Vice President.

1. Shall preside at all meetings in the absence of the President.
2. Shall assume the duties of Co-President if either Co-President is unable or unwilling to perform his or her duties for any reason.
3. Shall assist the Presidents in all activities of the organization.
4. Shall provide oversight of committees as needed to equalize the workload in collaboration with the Presidents.

Addition of Section 6.06.4. The Secretary.

1. Shall record minutes of monthly Band Booster meetings and present those minutes for approval at the next Band Booster meeting.
2. Shall record minutes of Executive Board meetings.
3. Shall maintain a permanent electronic and printed file of all meeting minutes.

4. Shall maintain the Band's membership roster and email distribution lists, and is responsible for all written and electronic communication to members.
5. Shall be responsible for official Band Booster correspondence such as thank you notes and acknowledgments of sponsor donations.
6. Shall maintain current and past copies of the bylaws, and make amendments to the document as needed per Article XIV below.

Addition of 6.06.5. The Treasurer.

1. Shall ensure all financial activities are done in compliance with the approved financial procedures outlined in Article VII below.
2. Shall keep accurate records of any disbursements, income, and bank account information.
3. Shall promptly pay any bills presented for payment authorized under the budget or approved by the Executive Board.
4. Shall promptly prepare deposits for all payments, on a weekly basis, and maintain an accurate balance of the account(s) at all times.
5. The treasurer will facilitate deposit of funds, as well as the completion of receipts for all incoming money.
6. Shall present a treasurer's report at each monthly Band Boosters meeting.
7. Shall present monthly account standing and a year-end financial statement to the Executive Board.
8. Shall present a draft annual budget to the Executive Board for review and approval at the July Board meeting.
9. Shall maintain and report student Fair Share (participation fee) records.
10. Shall maintain electronic and printed permanent financial records at the end of each fiscal year.

Addition of 6.06.6. The Historian:

1. Responsible for recording the history of the PHS Band and Band boosters.
2. Coordinate the taking of photos at band events and fundraisers.
3. Maintain a record consisting of photographs, news articles, programs, and other items tracking the activity of the PHS Bands.
4. Notify local news outlets (newspapers, community websites, etc.) of upcoming events.

ARTICLE VII – FINANCES

All financial business and transactions of the PHS Band Boosters will take place through the Financial Officer of Patuxent High School.

The treasurer will facilitate deposit of funds, as well as the completion of receipts for all incoming money.

ARTICLE VIII – COMMITTEES

The President of the Band Boosters reserves the right to appoint committees and chairpersons of committees to satisfy the needs of the PHS Band.

ARTICLE IX– BAND DIRECTOR

The Band Director will be the final decision maker regarding all matters pertaining to the band program and all efforts directly affecting the band program.

The Band Director may request the resignation of any member of the Executive Board of the Band Boosters upon majority concurrence of the remaining Executive Board members. The Band Director's vote will break any tie in the vote among the remaining Executive Board members.

ARTICLE X – OFFICER ELECTIONS

Officers are to be elected at the general meeting in May each year. New officers will assume their duties at the general meeting in June.

Officers of the organization will be selected from the members of the PHS Band Boosters who have a student participating in the band the following school year.

The term of each officer is one year or until the selection of a successor. Officers may continue in their role if no other nomination is made or they may step down at the end of their year of service.

Additions of Sections to ARTICLE XI – STANDING COMMITTEES

The following committees shall remain active at all times, headed by a chairperson and including at least two members of the general membership:

Section 11.01. Chaperone.

The Chaperone Chairperson will organize a sufficient number of chaperones for all band events within the guidelines of PHS administration and the Calvert County Board of Education. Must ensure all chaperones have been cleared by the county and follow all Calvert County chaperone policies.

Section 11.02. Uniforms.

The Uniform Chairperson will coordinate recording and issuing marching, guard, and concert uniforms, and their accessories, to students, coordinate uniform replacement, cleaning and collection of uniforms at the end of the year.

Section 11.03. Merchandise.

Facilitates the sale and ordering of PHS Band apparel and accessories. The Merchandise committee will be responsible for the sale of merchandise at home football games and other appropriate band and/or school events.

Change to Section 11.04. Fundraising.

The Fundraising committee will be responsible for facilitating each fundraiser, as well as exploring other fundraising options which will be acted upon pending a majority vote by both the Executive Committee and General Membership quorum.

Changes to Section 11.04.1. PHS Band Trailer Sponsorship

Policy and Procedures Regarding Sponsorships of the Patuxent High School Band Trailers:

1. Purpose
 - a. To establish minimum guidelines concerning sales of advertising space on the PHS Band trailers and to comply with Calvert County Public Schools (CCPS) policies.
2. References
 - a. Policy Statement #1047 (Administration) of the Board of Education Regarding Display and Distribution of Materials (REV 7/13/17)
 - b. Policy Statement #2718 (Instruction) of the Board of Education Regarding Responsible and Appropriate Use of Computer Systems and Other Electronic Communication Media (REV 11/19/17)
3. Policy
 - a. Reference (a) is the policy that governs all advertising in CCPS. In case of conflict, the requirements of Reference (a) shall take precedence over this document.
 - b. Reference (b) is the policy that governs the PHS Band website. In case of conflict, the requirements of Reference (b) shall take precedence over this document.
 - c. The PHS Band Boosters may choose to sell advertising space on the band trailers in order to raise funds to support band activities. The PHS Band Boosters are responsible for ensuring compliance with all requirements and that sales of advertising are of benefit to the band.
4. Trailer Sponsorship Committee
 - a. The PHS Band Boosters shall appoint a chairperson of the Trailer Sponsorship Fundraiser at the January Band Booster meeting each year, and may appoint committee members as necessary.
 - b. The committee chair shall be responsible for organizing and coordinating all advertising efforts.
 - c. The committee chair shall review CCPS policies after appointment and before beginning sales of any advertising to ensure compliance with current policy.
 - d. The committee shall recommend a price structure at the February

- e. Band Booster meeting each year for approval.
5. Advertising Requirements
- a. The primary purpose of graphics on the PHS band trailers is to identify the band. In keeping with that; all new logos sold and placed on the trailer will be of an appropriate size to not overpower the band logo.
 - b. All advertising placed on a PHS band trailer shall comply with appropriate content guidelines in Reference (a). In general, content shall be age appropriate for high school students and shall not depict or promote alcohol, tobacco, drugs, drug paraphernalia, weapons; or pornographic or illegal materials or activities.
 - c. All advertising placed on a PHS band trailer shall comply with all applicable vehicle laws, regulations, and safety requirements.
 - d. All advertising shall be reviewed by the PHS Band Boosters for content approval prior to any funds being spent to procure the advertisement.
 - e. PHS band reserves the right to refuse a sponsorship if the content of the ad is deemed inappropriate.
6. Proceeds
- a. All funds raised from the sales of advertising shall be deposited directly to the PHS BandBoosterAccount.

The Chairperson(s) of each standing committee will deliver an update on their activities at each general meeting of the Band Boosters.

The chairperson(s) of each committee will be selected by the Executive Board. The term of each Chairperson(s) is one year or until the selection of a successor. Chairperson(s) may continue in their role if no other nomination is made or they may step down at the end of their year of service.

Additional committees may be organized as needed by the President or by vote of general membership.

Addition of ARTICLE XII – FINANCES

The Band Boosters are not a separate legal entity and as such, all funds raised go directly to the PHS administration for the band program. No separate accounts shall be opened or funded by the proceeds of Band Booster Activities. Do you want this section?

All funds raised by Band Booster activities shall go toward the support of the various PHS band programs. This will include, but is not limited to, expenses for travel, instruments and their maintenance, uniforms, additional marching band staff, band promotion and recruitment efforts and other needs as identified by the Band Director.

All funds received through Band Booster efforts will be recorded by the Treasurer and a receipt will be issued for all incoming funds. The Treasurer will deposit all funds as directed by the guidelines of PHS Administration and the Calvert County Board of Education.

Payments for all band related expenses must be requested by the Band Director and issued by PHS administration. The Band Boosters will be informed of all expenses although they have no authority over any such payments.

Addition of ARTICLE XIII – GENERAL

The fiscal year for the PHS Band Boosters shall begin on July 1st of each year.

Addition of ARTICLE XIV – AMENDMENTS

These Articles of the PHS Band Booster Bylaws may be amended at any regular meeting of the Band Boosters by a two-thirds vote of the members present, provided notice was given at the previously scheduled meeting. These bylaws may be amended at a special meeting (as defined in Article IV) providing members have been notified of the meeting date and time, as well as the proposed changes at least 5 days in advance.

The Band Boosters are not a separate legal entity and as such, all funds raised go directly to the PHS administration for the band program. No separate accounts shall be opened or funded by the proceeds of Band Booster activities.

Notice of the proposed amendment shall be filed with the Secretary of the organization and a copy either presented to the general membership at the meeting preceding the one at which it is to be considered for adoption, or distributed by email or posted on the PHS Band's website approximately one week prior to the meeting at which it is to be considered for adoption.

The bylaws shall be reviewed and voted in at the first general meeting of each Band year.

Addition of ARTICLE XV – DISSOLUTION Section 15.01. Dissolution Approval.

If at any time the organization is not fulfilling its stated purpose, the Band Director may recommend to the principal that the organization be dissolved.

Section 15.02. Distribution of Assets.

Addition of ARTICLE XVI Section 16.0.1. Construction and Terms.

Should any of the provisions or portions of these Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of the Bylaws shall be unaffected by such holding.

All references in these Bylaws to a section or sections of the Internal Revenue Code shall be such sections of the Internal Revenue Code of 1986 as amended from time to time, or to corresponding provisions of any future federal tax code.

Upon dissolution of the Patuxent High School Band Program, the Executive Board, after paying or making provision for payment of the liabilities of the organization, shall distribute all of the assets of the organization to a nonprofit fund, foundation or corporation which is operated exclusively for charitable and educational purposes and which has established its tax exempt status under Section 501(3)(c) of the Code.