



John Champe High School  
Band Boosters Association

Bylaws

Revised April 3<sup>rd</sup>, 2019

# **John Champe High School Band Boosters Association Bylaws**

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## **ARTICLE I: NAME**

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- 1.1 The name of this organization is the John Champe High School Band Boosters Association, hereinafter referred to as the Band Boosters or the Association.
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## **ARTICLE II: DEFINITION OF BYLAWS**

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- 2.1 These bylaws constitute the code of rules adopted by the Band Boosters for the regulation and management of its affairs. They are adopted consistent with the Articles of Incorporation to be filed with the Virginia State Corporation Commission and the purposes envisioned under Section 501(c)(3) of the Internal Revenue Service Code as in effect or herein after amended.
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## **ARTICLE III: PURPOSE**

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- 3.1 The Association is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.
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## **ARTICLE IV: POLICIES**

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- 4.1 The Association shall:
- Promote the involvement of parents in band-oriented activities;
  - Provide the opportunity to raise supplemental funds for needs of the band that are not budgeted or paid for by the school or school district;
  - Cooperate with the John Champe High School administrators and instructors to promote the band and the education of band students. The Association may take no action which conflicts with school policy;
  - Be nonprofit, noncommercial, nonsectarian, and nonpartisan;
  - Have no authority to direct a band director in any of his/her duties.
- 4.2 No individual is authorized to obligate the Association in any manner, financially, or otherwise, without the prior approval of the Executive Committee.
- 4.3 The raising of funds will be through voluntary contributions and projects developed by the Association.
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- 4.4 Purchases of band equipment by the Association will be donated to the John Champe High School Band.
  - 4.5 All fundraising projects that are developed and initiated will benefit the band and be used in a way determined by the Association with the advice and consent of the John Champe High School Band Director(s).
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## **ARTICLE V: MEMBERSHIP AND DUES**

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- 5.1 **Qualifications:** Membership shall be extended to any parent or guardian of a registered band student or color guard participant at John Champe High School.
  - 5.2 **Duration:** Membership shall align with the school's fiscal year that begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year. Membership in the Association is nontransferable and non-assignable.
  - 5.3 **Voting:** Each member will have one vote and will have the power to cast it upon any and all occasions that require a vote of the membership to be taken. All members may participate in the voting process, hold elective office, serve as a committee chair, and serve on committees.
  - 5.4 **Non-Liability for Debts:** No member shall be liable or responsible for any debts or liabilities of the Association. The private property of the members shall be exempt from execution or liability for any debt of the Association.
  - 5.5 **Dues and Assessments:** The Executive Committee, at its discretion, may levy dues and assessments on the members of the Association.
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## **ARTICLE VI: EXECUTIVE COMMITTEE OFFICERS**

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- 6.1 **Membership:** The Executive Committee shall consist of six members elected by and from the members of the Band Boosters, and the Band Director at John Champe High School. The elected Executive Committee shall consist of a President, two Vice-Presidents, a Secretary, a Treasurer, and a Color Guard Liaison. The Band Director(s) at John Champe High School shall be ex-officio, non-voting member(s) of the Executive Committee.
  - 6.2 **General Powers:** The business and affairs of the Association shall be managed by the Executive Committee at any regular or special meeting. The Executive Committee shall have in addition to such powers as are hereinafter expressly conferred upon it, all of the powers of the Association except such as are by law, the Articles of Incorporation or these bylaws conferred upon or reserved to the members.
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- 6.3 **Special Powers:** The Executive Committee shall have the power to purchase or otherwise acquire property, rights, or privileges for the Association, which the Association has power to take, at such prices and on such terms as the Executive Committee may deem proper; to pay for such property, rights, or privileges in whole or in part with money, securities or property of the Association; to create, make and issue mortgages, bonds, deeds of trust, trust agreements and negotiable or transferable instruments and securities, secured by mortgages or otherwise and to do every other act and thing necessary to effectuate the same.
- 6.4 **Plan of Work:** The Executive Committee shall prepare and submit to the membership, by the first meeting of the school year, a Plan of Work for the coming year.
- 6.5 **Budget:** The Executive Committee shall prepare and submit the budget to the membership for approval at the first meeting of the school year.
- 6.6 **Compensation:** The Executive Committee members shall not receive any salary or payment for their services to the Association.
- 6.7 **Nomination for Executive Committee Membership:** A nominating committee shall be appointed by the Executive Committee at the April general meeting. The nominating committee will present candidates for all Executive Committee positions at the May general meeting. Nominations can be made from the floor at the general meeting, providing that the nominee is a member in good standing, is present, and consents to the nomination.
- 6.8 **Elections:** The Executive Committee members shall be elected by ballot at the June general meeting/banquet. However, if there is but one nominee for any position, the election for that position may be made by voice vote.
- A majority vote of the members present shall constitute an election.
  - Newly elected Board members term of office will be for one (1) year. Their term will align with the school's fiscal year which begins on July 1<sup>st</sup> and ends on June 30<sup>th</sup> of the following year.
  - No Executive Committee member may serve in the same office for more than three (3) consecutive years.
  - No individual shall hold more than one office concurrently.
  - Only one member of an immediate family may be elected to the Executive Committee.
- 6.9 **Vacancies:**
- A vacancy occurring in any Executive Committee position shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Executive Committee. Vacancies shall be filled within two months.
  - In case of a vacancy occurring in the office of President, one of the Vice-Presidents shall be elected by majority vote of the remaining members of the Executive Committee to serve temporarily until such time as a new election is held. The new election shall be held within two months.

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- Any Board member who is absent for two (2) consecutive meetings without notifying the President prior to the meetings, may be replaced. Such absence shall vacate the office and the vacancy may be filled by the Executive Committee.

6.10 **Removal of Officers by Executive Committee:** Any officer elected by the members or appointed by the Executive Committee may be removed by a majority vote of the remaining members of the Executive Committee whenever, in its judgment, the best interests of the Association will be served thereby.

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## **ARTICLE VII: DUTIES OF THE EXECUTIVE COMMITTEE OFFICERS**

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### **7.1 President**

- Be the principal executive officer of the Band Boosters with primary authority in all areas and, subject to the Executive Committee, shall supervise and control the management of the Band Boosters in accordance with these bylaws.
- Recommend the chairperson of all committees for election by the Executive Committee.
- Serve as a member ex-officio of all committees except the nominating committee.
- Prepare the annual Plan of Work for review by the Executive Committee and presentation to the membership.
- Provide an agenda for each regular, special and Executive Committee meeting of the association.
- Preside over all regular, special and Executive Committee meetings of the Association.
- Serve as the representative of the Band Boosters in Band Booster matters.
- Serve as chairperson of the Executive Committee.
- Serve as the official Band Boosters spokesperson in consultation with the Band Director(s). He/she shall represent the Association in coordination with school administration, Athletic Booster Club, the PTSA, and other similar organizations.
- Provide information pertaining to band activities and news to local radio and television stations and to the school and local newspapers.
- Monitor all financial accounts.
- With the assistance of the band director(s), prepare the yearly budget for review by the Executive Committee and presentation to the membership.
- Participate as a voting member of the Executive Committee.

### **7.2 Vice-President of Operations**

- Serve as the liaison between the Band Director and Band Boosters, including assisting the director in daily operations of band programs as requested.
- Perform duties of the President in the absence of or at the request of that officer.
- Manage volunteer sign-ups for all events.
- Determine volunteer needs for all John Champe High School Band activities that require volunteers.
- Perform other duties as designated by the President.
- Participate as a voting member of the Executive Committee.

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## 7.3 Vice-President of Logistics

- Manage the equipment and uniforms of the band program and transportation and movement of such, as requested by the Band Director.
- Perform duties of the Vice-President of Operations in the absence of the Vice-President of Operations or at the direction of the President; or perform the duties of the President in the absence of both the President and the Vice-President of Operations or at the request of the President.
- Facilitate training as needed for equipment operation (driving)
- Coordinate rental of equipment for events
- Perform other duties as designated by the President.
- Participate as a voting member of the Executive Committee.

## 7.4 Secretary

- Keep written minutes of all regular, special, and Executive Committee meetings. Post approved minutes online as appropriate.
- Present a brief summary (minutes) of the proceedings from the immediate past meeting at each new meeting. The report may be done either vocally or in print.
- Keep a current copy of the bylaws on hand for reference at meetings.
- Maintain a file of all recordings, communications, and flyers.
- Develop and maintain the John Champe High School Band Boosters Handbook.
- Perform other duties as designated by the President.
- Participate as a voting member of the Executive Committee.

## 7.5 Treasurer

- Prepare the end of year budget for review by the Executive Committee and presentation to the membership.
- Maintain custody of all funds, expending money only by check and as authorized by the Executive Committee.
- Maintain checking and other accounts as needed at a local financial institution.
- Maintain the non-profit status for the Association.
- Maintain any needed business licenses for the Association.
- Maintain the Band and Student accounts.
- Collect deposits from Band director and fundraising events.
- Make deposits to bank of all income and into the proper accounts as designated in the budget.
- Maintain the books for the Association. The books of the treasurer shall be audited annually by an auditor or auditing committee, which, satisfied that the report is correct, shall sign a statement to that effect at the end of the report.
- Prepare an annual report at the end of the fiscal year (July 1 - June 30). Included in this report shall be an itemization of expenses and profits from each fundraising activity.
- File all required forms with IRS and State of Virginia.
- Perform other duties as designated by the President.
- Participate as a voting member of the Executive Committee.

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## **7.6 Color Guard Representative**

- Serve as the liaison between the Band Boosters and the Color Guard, including assisting the directors in daily operations of Guard programs as requested.
  - Coordinate Guard events with Boosters (competitions, special fund raising, etc.)
  - Perform other duties as designated by the President.
  - Participate as a voting member of the Executive Committee.
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## **ARTICLE VIII: MEETINGS OF MEMBERS**

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8.1 **Meetings:** Regular meetings of the membership shall be held throughout the year with a minimum of seven (7) beginning in September and ending in May. Meetings will be held in the John Champe High School Band Room or other appropriate location as determined by the Executive Committee. Announcements of the meeting time and place shall be posted on the Charms calendar, the Champe Band website and/or social media websites and sent to the last known valid e-mail or similar address of each member of record.

8.2 **Special Meetings:** A special meeting of the Association may be called by the President, by any two Executive Committee members requesting it, or by seven members at any time and place named in the call, by giving five days' notice by e-mail, by similar manner calculated to reach the recipient, or by written notice, sent to the last known valid e-mail or similar address of each member of record stating the purpose of the meeting.

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## **ARTICLE IX: MEETINGS OF EXECUTIVE COMMITTEE**

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9.1 **Regular Meetings:** A regular meeting of the Executive Committee may be held without notice, and at the same place as, the meeting of the members.

9.2 **Special Meetings:** Special meetings of the Executive Committee may be called by the President or any other Executive Committee member, at any time or place named in the call, by giving five days' notice by e-mail, or by similar manner calculated to reach the recipient, stating the purpose of the meeting, or by mutual consent of all members of the Executive Committee.

9.3 **Quorum:** A majority of the then members of the Executive Committee shall constitute a quorum, provided, that if less than such majority of the Executive Committee is present at said meeting, a majority of the Executive Committee present may adjourn the meeting from time to time; provided further, that the Secretary shall notify any absent Executive Committee members of the time and place of such adjourned meeting. The act of a majority of the Executive Committee present at a meeting at which a quorum is present shall be the act of the Board.

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- 9.4 **Action Without a Meeting by Executive Committee:** Any action required by law to be taken at a meeting of the members, or any action which may be taken at an Executive Committee meeting, may be taken without a meeting if a unanimous consent in writing or by electronic means, setting forth the action so taken, shall be signed by all Executive Committee members entitled to vote with respect to the subject matter thereof. The action shall be evidenced by one or more written consents bearing the date of execution and describing the action taken, signed by all members of the Executive Committee entitled to take such action without a meeting for inclusion in the minutes of the next Executive Committee meeting.
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## ARTICLE X: STANDING COMMITTEES

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- 10.1 **Fundraising:** The Fundraising Chairperson and committee will be responsible for the following:
- Will work with the Executive Committee to help develop the plan and execute fundraising activities and events to support the budget presented at the Annual meeting.
  - Identify and appoint coordinators for Tag Day, Spirit Nights, Sponsorship's and any other fundraising efforts throughout the year and work closely with these coordinators to ensure these efforts align with the fundraising goals.
  - Identify and appoint Spirit Wear Coordinator who will supervise the design, purchase and sale of John Champe High School Band clothing, accessories and logo gear. The Spirit Wear Coordinator will also organize sales at school events and via online order forms on the Champe Band website and social media sites.
- 10.2 **Hospitality:** The Hospitality Chairperson and committee will be responsible for the following:
- Identify and appoint the Incoming Freshman & New Student Coordinator that will organize and lead a committee of volunteers to help with the transition of incoming freshman/new band students and their parents to the John Champe High School Band.
  - Organizing activities such as the hosting of visitors, organizing volunteers and refreshments for concerts and band events.
  - Organizing the mid-year banquet in December and the end-of-year banquet in June. This includes determining location and costs, volunteer needs, food, gifts and other necessary items.
  - Organize and serve meals prior to varsity football games and marching competitions
- 10.3 **Uniform:** The Uniform Chairperson and committee will be responsible for the following:
- Responsible for the issue, fit and maintenance of all band uniforms.
  - Maintain an accurate inventory of all band uniform items and order new items as needed.



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- 10.4 **Website & Social Media:** The Website & Social Media Chairperson and committee will be responsible for the following:
- Maintain the Champe Band web site
  - Maintain the John Champe High School Band Boosters Facebook page, Twitter, Instagram and any other social media sites and use these to communicate important messages to the membership.
  - Arrange for a photographer(s)/videographer(s) to be at all band events such as football games, marching competitions, concerts, and social events. The Photographer(s)/videographer(s) will be responsible for uploading photos and videos from these events to the designated locations.
- 10.5 Each Standing Committee shall have a Chairperson elected by the Executive Committee.
- 10.6 The Chairperson will assemble the committee.
- 10.7 The Chairperson or their designated committee member will report at every meeting.
- 10.8 Vacancies
- A vacancy occurring in a Chairperson position shall be filled for the unexpired term by a majority vote of the Executive Committee. Vacancies shall be filled within two months.
  - Any Chairperson who is absent for two (2) consecutive membership meetings without notifying the President prior to the meetings, may be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible in accordance with item 1 above.

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## **ARTICLE XI: SPECIAL COMMITTEES**

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- 11.1 Special committees can be formed by the Executive Committee as required to accomplish special projects.
- 11.2 Each Special Committee shall have a Chairperson elected by the Executive Committee.
- 11.3 The Chairperson will assemble the committee.
- 11.4 The Chairperson will report at every meeting while the committee is in effect.
- 11.5 Special committees will be dissolved by the Executive Committee when:
- The project is completed
  - The special committee is deemed no longer required by the Executive Committee.

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## 11.6 Vacancies

- A vacancy occurring in a Chairperson position shall be filled for the unexpired term by a majority vote of the Executive Committee. Vacancies shall be filled within two months.
- Any Chairperson who is absent for two (2) consecutive membership meetings without notifying the President prior to the meetings, may be replaced. Such absence shall vacate the office and the vacancy shall be filled as soon as possible.

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## **ARTICLE XII: FINANCIAL MATTERS**

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12.1 **Contracts:** Except as otherwise provided in these Bylaws, the Executive Committee may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Association, and such authority may be general or confined to specific business.

12.2 **Checks, Drafts, Etc.:** All checks, drafts, or other orders for the payment of money and all notes, bonds, or other evidence of indebtedness issued in the name of the Association shall be signed in the name of the Association by the Treasurer upon approval by at least one other officer.

12.3 **Deposits:** All funds of the Association shall be deposited from time to time to the credit of the Association in such bank or banks as the Executive Committee may select.

12.4 **Fiscal Year:** The fiscal year of the Association shall begin on July 1st of each and every year and shall end on June 30<sup>th</sup> of the following year.

12.5 **Accounting System and Reports:** The Executive Committee shall cause to be established and maintained, in accordance with generally accepted principles of accounting, an appropriate accounting system, including reports.

12.6 **Financial Records:** Financial records shall be audited during the last two weeks of the fiscal year by an auditor or audit committee selected by the Executive Committee.

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## **ARTICLE XIII: DISSOLUTION**

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13.1 In the event the Band Director and the John Champe High School Principal determine the Association is unable to fulfill its purposes the Band Director and John Champe High School Principal reserve the right to dissolve this Association.

13.2 Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

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Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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## **ARTICLE XIV: MISCELLANEOUS**

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- 14.1 **Waiver of Notice:** Any member or officer may waive in writing any notice of a meeting required to be given by these By-Laws. The attendance of a member or officer at any meeting shall constitute a waiver of notice of such meeting by such member or officer, except in a case where a member or officer shall attend a meeting for the expressed purpose of objection to the transaction of any business on the ground that the meeting has not been lawfully called or convened.
- 14.2 **Rules and Regulations:** The Executive Committee shall have the power to make and adopt such rules and regulations, not inconsistent with the law, the Articles of Incorporation or these By-Laws, as is deemed advisable for the management of the business and affairs of the Association.
- 14.3 **Rules of Order:** The rules contained in The New Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Bylaws or the Articles of Incorporation.
- 14.4 **Gifts:** The Executive Committee may accept on behalf of the Association any contribution, gift bequest or devise for the general purpose or for any special purpose of the Association.
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## **ARTICLE XV: CONFLICT OF INTEREST**

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- 15.1 Whenever an officer has a financial or personal interest in any matter coming before the Executive Committee, the affected person shall fully disclose the nature of the interest and withdraw from discussion, lobbying, and voting on the matter. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested Executive Committee members determine that it is in the best interest of the Association to do so. The minutes of meetings at which such votes are taken shall record such disclosures, abstention, and rationale for approval.

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## ARTICLE XVI: AMENDMENTS

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- 16.1 The Constitution and Bylaws of the John Champe High School Band Boosters Association may be altered, amended or repealed by a two-thirds majority vote of the Association members present at any regular or special meeting, provided the following conditions have been met:
- Members of the Association shall be notified in writing of proposed Amendments and be given 30 days in which said Amendments are to be voted upon.

The above Amended Bylaws of The John Champe High School Band Boosters Association is duly accepted by the Executive Committee voted on April 3rd, 2019.



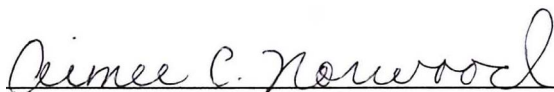
Mark DeVol, President



Tiffany Johnson, Vice-President of Operations



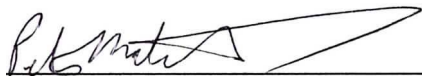
Steve Carroll, Vice-President of Logistics



Aimee Norwood, Secretary



Kathy Bradshaw, Treasurer



Peter Mitchener, Color Guard Representative