

FOREST PARK HIGH SCHOOL BRUIN BAND BOOSTERS
CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the “Forest Park High School Bruin Band Boosters,” hereinafter, referred to as the “Bruin Band Boosters” (BBB).

ARTICLE II – PURPOSE

The Bruin Band Boosters is organized exclusively for the purpose of supporting activities and providing resources to improve, enhance and maintain the band programs at Forest Park High School in Woodbridge, Virginia. This organization operates as a non-profit, tax-exempt organization in accordance with Section 501(C)(3) of the Internal Revenue Code.

The Boosters shall not be operated for the financial profit of any person or group of persons other than the Forest Park High School Band(s). No individual will be granted any financial interest in or right to any property used, acquired or held in the operation of the Boosters.

ARTICLE III – MEMBERSHIP

Membership in the BBB shall be open to any parent/legal guardian who has a student enrolled in the band program at Forest Park High School. No discrimination will be permitted with regard to membership or program participation based on race, color, sex, age, national origin, religion or physical / mental disability.

ARTICLE IV – EXECUTIVE BOARD

The BBB Executive Board shall be elected by the general membership, in accordance with the by-laws, to serve a one-year term and can be re-elected by the membership. The Executive Board shall be composed of the following officers:

- President
- Executive Vice President
- Vice President of Ways and Means
- Vice President of Financial Affairs
- Treasurer
- Secretary
- Chairperson of Public Affairs
- Forest Park Band Director

The Executive Board may include members-at-Large (number to be established by the then current Board, and appointed by the President) and Forest Park Student Representatives (appointed by band director). These positions shall be non-voting members.

ARTICLE V – BUDGET

The fiscal year shall be the year commencing July 1st and ending June 30th. The general membership shall approve the operating budget. The objective of the BBB to generate approximately half of the total annual revenue required to support the budget through fundraising activities and donations. The remainder of the budget income will be received from student fees.

ARTICLE VI – EXPENDITURE OF FUNDS

It is the policy of the BBB that all revenue shall be utilized to improve, enhance and maintain the Forest Park High School Bruin Band Programs. All expenditures shall be within the limitation of funds made available by vote of the responsible body. The BBB shall adhere to practices established under generally accepted accounting practices.

It is the policy of the BBB to help all students, even if the member's parents or guardians are not active members in the BBB organization, or do not take part in any of BBB fundraising activities. The support of a student will not depend on the fundraising effort of the student's parents or guardians. We will make this policy clearly known to all members of Forest Park High School Bruin Band Programs.

The BBB will not participate in any fundraising program where there is any direct benefit to the student/member who raises the funds.

ARTICLE VII – AWARDS & SCHOLARSHIPS

A group of awards shall be awarded annually to recognize members of the Forest Park High School Bruin Band Programs who have been instrumental in promoting the Forest Park High School Bruin Band Programs.

Subject to Executive Board approval, scholarships shall be established for those students who are accepted to a Band/Group camp and are identified by the Band Director, as potentially in need of financial support. The J.R. Snow Music Education Scholarship will be awarded annually to a graduating senior band program participant pursuing a college major in music.

ARTICLE VIII – MEETINGS

At least two general membership meetings of the BBB shall be held annually. Special general meetings may be convened by the president and shall be convened upon the written request of ten active members. Conduct of the general meetings, as well as the Executive Board Meetings, will be in accordance with the by-laws.

ARTICLE IX – COMMITTEES

Committees shall be established as needed on an Ad-Hoc basis, and shall operate in accordance with the by-laws.

ARTICLE X – BY-LAWS

The Executive Board shall pass by-laws respecting the affairs of the BBB. Any by-law passed by the board shall be confirmed by a simple majority of the general membership voting at a meeting duly called for that purpose and approved by the Executive Board, and shall not be effective until so confirmed and approved.

ARTICLE XI – AMENDMENTS

Any amendment to this Constitution must be approved by a majority of the Executive Board and sent to all members one month prior to a meeting duly called to consider the amendment. No amendment shall be effective until confirmed by a two-thirds majority vote of the general membership.

ARTICLE XII - DISSOLUTION OF BBB

Upon the dissolution of the BBB, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the Forest Park High School band account. If the school no longer exists, the funds shall be distributed as determined by the Board, to a non-profit fund, foundation or corporation in Prince William County. The fund, foundation or corporation shall be dedicated to music appreciation and/or the music education of youth, and shall be organized and operated exclusively for charitable purposes, and shall have established its tax exempt status under Section 501(C)(3) of the Internal Revenue Code.

FOREST PARK HIGH SCHOOL BRUIN BAND BOOSTERS
BY-LAWS

ARTICLE I – BY-LAWS

In accordance with Article X of the Constitution (“Constitution”) of the Forest Park High School Bruin Band Boosters (“BBB”), the following by-laws are established to govern its affairs.

ARTICLE II - PURPOSE

The following basic policies support the purpose of the BBB:

- The BBB shall be noncommercial, nonsectarian, and nonpartisan.
- The name of the BBB or names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or for any purpose not appropriately related to promotion of the Objects of the organization.
- The BBB shall not – directly or indirectly – participate or intervene (in any way, including the publishing or distributing of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities to attempting to influence legislation by propaganda or otherwise.
- The BBB shall work with Forest Park High School Bands to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- The BBB shall not enter into membership with other organizations except such international or national organizations as may be approved by the Executive Board. This organization may cooperate with other organizations and agencies concerned with child welfare, but a member shall make no commitments that bind the BBB without the express permission of the executive board.
- No part of the net earnings of the BBB shall inure to the benefit of, or be distributable to its members, directors, trustees, officers or other private persons except that the BBB shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article VI of the Constitution.
- The BBB shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code.

ARTICLE III – SUPPORTED PROGRAMS

The programs that will be supported by the BBB are those under the direction of the Forest Park High School Band Director to include:

Concert Band	Symphonic Band
Wind Ensemble	Jazz Band
Marching Band and Guard	Indoor Guard
Indoor Percussion	Pep Band

ARTICLE IV – RESPONSIBILITIES OF MEMBERSHIP

Membership in the BBB shall be open to any parent/legal guardian who has a student enrolled in the band program at Forest Park High School. Members are requested to attend as many BBB meetings as possible. Each member in attendance shall be allotted one vote. Members should represent a willingness to participate as a volunteer and are encouraged to act as committee chairpersons or as a committee member. Membership may be withdrawn at any time at the discretion of the Executive Board.

ARTICLE V – OFFICERS AND RESPONSIBILITY

In accordance with Article IV of the Constitution, the BBB Executive Board shall be composed of the following officers:

President: elected to serve a one year term, the President shall have oversight authority on all actions pertaining to the BBB, acting as the spokesperson for the BBB by maintaining communications with the Forest Park High School administration, School Board, other school organizations and the community. If an office becomes vacant, the President has the authority to make an appointment to that office for the remainder of the term, subject to Executive Board approval. The President shall be responsible for:

- making sure the Forest Park High School Bruin Band Boosters has a current Liability Insurance Policy for the purpose of covering fundraising, competitions and trips.
- preparing General Membership meeting agendas and Executive Board meeting agendas.
- planning and execution of the logistics for marching band camp
- be responsible for the BBB liaison with the Band Director regarding the band camp scholarships and the J.R. Snow Music Education Scholarship.

Executive Vice President: elected to serve a term of one year, the Executive Vice President shall be responsible for the adherence to and maintenance of the BBB Constitution and By Laws. The Executive Vice President shall:

- serve as the chairperson of the nominating committee for elections purposes.
- maintain a current roster of Band Booster Members.
- act as the President in his/her absence.

Vice President of Ways and Means: elected to serve a term of one year, the Vice President of Ways and Means shall act as Chairperson of all revenue-producing committees, ensuring all legal requirements and Prince William County Schools policies are satisfied.

Vice President of Financial Affairs: elected to serve a term of one year, the Vice President of Financial Affairs shall be responsible for preparing a prioritized budget for the following school year in conjunction with the Band Director and Treasurer, to be approved at the April Executive Board meeting. The Vice President of Financial Affairs shall ensure all accounts are examined within 45 days of the close of the Fiscal Year in preparation for transfer to the new Executive Board, and ensure information returns are filed annually. For the proposed and approved events to be supported, the Vice President of Financial Affairs shall coordinate with the Band Director and Trip Coordinator to ensure reservations, transportation, logistics and chaperones.

Treasurer: elected to serve a term of one year, the Treasurer shall be responsible for maintaining a checking account and a record of all revenues and expenditures. The Treasurer shall be responsible for preparing a prioritized budget for the following school year in conjunction with the Band Director and Vice President for Financial Affairs. An independent review of all accounts shall be made within 45 days of the close of the Fiscal Year in preparation for transfer to the new Executive Board. The treasurer shall be responsible for preparation and filing of any required Federal or State tax return, any Federal or State Non-Profit Status updates, and any Prince William County Schools reporting requirements.

Secretary: elected to serve a term of one year, the Secretary shall be responsible for recording the minutes of Executive Board and membership meetings and ensure their distribution to the membership. The Secretary shall also write official correspondence and maintain records of all activities, and maintain a central filing system for all band booster documentation. Minutes for the Executive Board or General Membership meetings shall be prepared for presentation at the next scheduled Executive Board meetings. The Secretary will forward the corrected copies to the Executive Board.

Chairperson of Public Affairs: elected to serve a term of one year, the Chairperson of Public Affairs shall be responsible for establishing and maintaining communications with newspapers and other organizations. The Public Affair Chairperson shall be responsible for coordinating, with the President, the dissemination of information and announcements via email, the BBB website and other social media tools.

Band Director: The BBB shall look to the Band Director for leadership and guidance in identifying the needs of the band students and band program. The Band Director shall provide a proposed budget for the following school year, and shall be an Ex-Officio Member of all committees. The Director will make the BBB aware of actions being taken

by the State, County, School Board, or other entities or individuals that may impact the Forest Park Band Programs.

Members-at-Large: nominated by the President and approved by the Executive Board, Members-at-Large shall serve a term of one year and serve as advisors to the Executive Board. The number of Members-at-Large shall be determined by the Executive Board based on current requirements. The Members-at-Large shall have no voting rights on the Executive Board.

Student Representatives: As directed by the Band Director, up to four Student Representatives may be appointed to act as advisors to the Executive Board on behalf of the students in the Forest Park Band Programs. The Student Representatives shall have no voting rights on the Executive Board.

All members of the Executive Board (with the exception of the Members-at-Large and student representatives) will have one vote for each action requiring Executive Board approval. In case of a tie, the President will cast the deciding vote.

If an office of the Executive Board should become vacant, the President will appoint a replacement with the Executive Board approval.

In order to encourage maximum parental involvement and ensure maximum transparency of BBB efforts, it is the policy of the BBB that a parent volunteer will only serve in one position of responsibility at a time. However, only if necessary, the President, with the Executive Board approval, may appoint a parent volunteer to serve in a second position.

The BBB Executive Board will be responsible for providing the organizational structure to accomplish the purpose of the BBB as defined by Article II of the Constitution, within the guidelines established by the Constitution and its By-laws. The Executive Board will maintain the integrity and viability of the BBB organization.

ARTICLE VI – ELECTIONS

In accordance with Article IV of the Constitution, officers are elected to serve a one-year term and can be re-elected by the membership.

Not less than 90 days prior to the May General Membership meeting, the Executive Vice President will head a nominating committee made up of at least three members from the general membership. The nominating committee will attempt to establish a candidate for each office. Members of the committee will work with prospective board members to determine if they wish to be included on the slate for election prior to the presentation of the slate of candidates. Nominations from the floor will be accepted when the slate is presented at the May general membership meeting provided the nominee is present at the time of nomination or has accepted the nomination in writing prior to the nomination. Members in good standing may also nominate themselves for any office at that meeting.

All members of the BBB have the right to vote (one vote per member) for Executive Board officers. The election shall be by show of hands, at the May general membership meeting, unless more than one candidate is seeking the same office. In the case two or more people seek the same office, the vote shall be by written ballot. The chairperson of the Nominating Committee shall be responsible for tallying the vote should a written ballot be required. A majority vote of those members present is necessary for election. In the event of a tie, the Executive Board members will, by majority vote, select the officer. No proxy or absentee voting allowed.

Officers will be elected from the membership on an annual basis by a majority vote of the membership present at the May BBB meeting. The newly elected officers shall be installed and assume their respective roles commencing July 1st and ending June 30th.

ARTICLE VII – ANNUAL BUDGET

The Forest Park High School Band Director shall, prior to the April Executive Board meeting and in conjunction with the Vice President for Financial Affairs and the Treasurer, develop a preliminary budget proposal for the following program year. The Treasurer shall draft the proposed budget for the following program year and present it to the Executive Board for consideration during the scheduled April meeting. The Board will present the budget to the General Membership for a vote at the May meeting; this will constitute approval of expenditure of funds to acquire all line items identified in the budget.

ARTICLE VIII – FISCAL POLICY AND PROCEDURES

In accordance with Article VI of the Constitution, the following are the policy and procedures for the BBB concerning the expenditure of funds.

- All expenditures shall be within the limitation of funds made available by vote of the BBB.
- Receipts/canceled checks will be provided to the Treasurer for documentation purposes.
- The check writing authority shall be invested with the Treasurer. If the Treasurer is not present then the President, Vice President of Financial Affairs or Director of Bands may write and sign checks.
- Checks exceeding \$500.00 require two (2) Officer's signatures.
- It is the policy of the BBB to publicize for every fund-raising event, in advance of the event, the fair market value of the benefit received in such a way that contributors can clearly determine what portion is deductible, and what portion is not.
- Funds allocated for purchase of band uniforms shall be deposited in a fund separate from the general Band Booster account and shall be called the "Marching Band Uniform Fund". Funds allocated for specific purposes, except band uniforms, but not utilized shall revert to the general operating funds of the BBB Treasury at the end of each school year.

- All requests for Financial Aid shall be authorized at the discretion of the Band Director in consultation with the President and Treasurer.
- The Band Director shall be allotted \$1,000.00 annually for use at his/her discretion.
- Approval for expenditures shall be as follows:
 - Major expenses (not including line items and normal operating expenses) in excess of \$500 – majority vote of BBB membership present.
 - Amounts greater than \$100 but less than \$500, and all line items and normal operating expenses – Majority of the Executive Board.
 - Amounts less than or equal to \$100.00 – Treasurer, President, or Vice President of Financial Affairs.

Procedural Policy:

- Accounts. The Treasurer shall maintain a savings and checking accounts for the purposes of managing FPHS BBB funds. The FPHS BBB operating budget will be executed out of the checking account.
 - A credit account shall also be maintained. The Treasurer shall be the authorizing officer for the account and hold the primary account. The Vice President for Financial Affairs and the Band Director may hold secondary accounts. The Treasurer is authorized to make electronic payment to the credit card amount in the amount due. For payments exceeding \$500, the Treasurer will notify and receive acknowledgement from another signatory on the checking account (President, Vice President of Financial Affairs, or the Band Director).
- Budget. The following restricted funds shall be maintained:
 - The Uniform Fund is established for the purpose of uniform replacement. The Uniform Fund shall be maintained in a savings account. All interest earned shall be re-invested in the Uniform Fund.
 - The following scholarships shall be budgeted for annually:
 - Marching Band Camp Scholarships in the amount of \$825.
 - J.R. Snow Music Education Scholarship in the amount of 1,000.
 - The Treasurer shall submit a proposed operating budget to the FPHS BBB Executive Board in April of the next fiscal year.
- Income
 - Checks should be made out to FPHS BBB and the activity identified on the memo line.
 - Cash should be submitted in an envelope with the student name, amount and activity identified on the envelope.
 - Checks and cash should be submitted to the Treasurer or Vice President for Financial Affairs. Payments may be placed in the BBB box located in the Band Director's office.
 - The Treasurer is responsible for depositing all funds received as soon as possible.

- Deposits shall be documented in a spreadsheet (or other means) listing each check number, issuer, the amount and appropriate accounting category.
 - Tag Day donations should be deposited prior to the bank closing at 2 PM on Saturday. Subsequent deposits will be made as soon as practicable.
 - Donations received (other than Tag Day) require an acknowledgement letter (to the donor) indicating the funds will be used “to improve, enhance and maintain FPHS band programs.”
- Payments and Expenditures
 - The Treasurer is responsible for paying all expenses against received invoices as soon as possible and within established billing cycles, in accordance with policy set forth in the Constitution.
 - The Treasurer is authorized to make electronic payments against charges applied to the BBB credit card.
 - Individuals compensated by the BBB for instruction / services provided must complete a Payroll Personal Information sheet upon agreement to provide instruction / services to FPHS students.
 - The Treasurer will reimburse individuals upon submission of a reimbursement request and associated receipts. Reimbursement for non-budgeted items requires approval from the BBB President. Reimbursement checks will not be written for requests less than \$10.
- Reconciliation and Audit
 - The Treasurer will reconcile the Operating Fund monthly.
 - The Treasurer will reconcile the Uniform Fund quarterly.
 - The Vice President of Financial Affairs will review the Operating Fund and Uniform Fund reconciliation.
 - The Treasurer and Vice President of Financial Affairs shall prepare an annual financial report, and will arrange for an independent audit review.
- Taxes
 - The Treasurer shall prepare ISR Form 990, Return of Organization Exempt from Income Tax, and accompanying Schedule A after the close of the Fiscal Year (June 30).
 - The Treasurer shall prepare the Co-op Activities Form 3 at the conclusion of the Fiscal Year. This form is filed with the Prince William County Public Schools, and can be submitted to the FPHS bookkeeper.
 - The Treasurer shall prepare a 1099-MISC for all individuals compensated \$600 or more in a calendar year for instruction / services. The Treasurer should order the 1099-MISC forms from the IRS by December of the tax year, and mail the 1099-MISC forms to the individuals and the IRS by 31 January.

ARTICLE IX – AWARDS & SCHOLARSHIPS

In accordance with Article VII of the Constitution, a group of awards shall be given annually to recognize members of the Forest Park High School Bruin Band Programs who have been instrumental in promoting the Forest Park High School Bruin Band Programs. The Director of Bands in consultation with the Executive Board shall establish selection criteria.

Marching Band awards shall include letters and/or pins for first-year and recurring marchers. Other awards given at the discretion of the Director of Bands will include the John Phillip Sousa Band Award, the Louie Armstrong Jazz Award, and the Director's Award.

The Executive Board may establish Scholarships for those students participating in a music related activity. Scholarships shall be established for those students who are accepted to a Band/Group camp and are identified by the Band Director, as potentially in need of financial support. The dollar amounts and numbers of such scholarships shall be established and approved by the Executive Board on a case-by-case basis.

The J.R. Snow Music Education Scholarship will be awarded annually to a graduating senior band program participant (with at least a 3.0 GPA) that plans to pursue a college major in music. All scholarship recipients must be in good standing. The amount of the scholarship is to be determined each year during the budget process. The Band Director shall form a section committee in consultation with the Executive Board for the purposes of determining a scholarship winner. Scholarship funds will be provided directly to the winner's college/university. If the winner does not enter directly into college after graduation (due to illness, etc.), disbursement of the scholarship may be delayed up to one year.

ARTICLE X – MEETINGS

In accordance with Article VIII of the Constitution, there will be at least two general membership meetings of the BBB held annually. The President will be responsible for the agenda and conduct of the meeting, or the Executive Vice President, in case of the President's absence. During the May general membership meeting, the annual elections will be held and the budget approved. A quorum will be constituted by 10% of the total general membership.

Executive Board meetings shall, with the exception of the month of July, be held monthly at a time and location specified by the President or Executive Vice President. To constitute a quorum of the Executive Board, there shall be present no less than one half of the voting board members serving at the time. A vote cast or action taken by a majority of the Executive Board present, and constituting a quorum at a meeting, shall control all matters unless otherwise overruled by majority of the membership where a vote of the General Membership is called for. Only those members present at the meeting will be eligible to vote on any action.

Any member of the Executive Board may call Ad-Hoc meetings. Except in emergency situations, notification of such meetings will be distributed no later than 7 days prior to the scheduled meeting date. Ad-hoc meetings cannot result in a change to the Constitution or By-Laws.

ARTICLE XI –COMMITTEES

In accordance with Article IX of the Constitution, Ad-Hoc committees may, with Executive Board approval, be established by any officer of the Executive Board to assist in conducting the activities of BBB for which they are responsible. The Committee Chairperson of such committee shall be approved by the Executive Board. The Executive Board shall be empowered to create or eliminate Standing Committees as it deems necessary. Only members in good standing may serve as a BBB Committee Chairperson. A member may serve concurrently on one or more committees; however, a member may not chair more than one committee. Committee meetings shall be held at a time and location selected by the Committee Chairperson.

ARTICLE XII – AMENDMENTS TO BY-LAWS

Any amendment to these by-laws must be approved by a majority of the Executive Board and shall be confirmed by a simple majority of the general membership voting at a meeting duly called for that purpose and approved by the Executive Board. No amendment to these by-laws shall be effective until so confirmed and approved.

ARTICLE XIII – PARLIMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order shall govern the BBB in all cases to which they are applicable and where they are not inconsistent with the Constitution, By-Laws, or any special rules of order the BBB may adopt.