

**CONSTITUTION AND BYLAWS OF
LINGANORE HIGH SCHOOL BAND BOOSTERS, INC.**

Reviewed & Revised January 2007

Amended November 11, 2008

ARTICLE I

1.00 PURPOSE: This organization is formed to support sound instrumental music and guard programs and provide financial assistance for same.

1.01 GENERAL MEMBERSHIP: General membership shall consist of all band members, their parents/guardians, the band director, and any alumni or alumni parents who support the band through volunteer activities.

1. A band member is any Linganore High School student who participates in the activities of any of the band programs. This is to include members of the color guard as well as all instrumental playing members.
2. No dues shall be assessed for membership.
3. Any person, firm, or organization outside of the general membership making a contribution to the Band Boosters shall be considered a non-voting patron.

1.02 BOARD MEMBERSHIP: The Board of Directors shall consist of the Band Director, four elected officers (President, Vice-President, Secretary, and Treasurer), five elected adult members, and students as explained in 1.04, paragraph 6.

1.03 TERM OF OFFICE: All board members and officers shall serve a term of one year. The term shall begin at the end of the regularly scheduled meeting during the month of May and shall run until the regularly scheduled meeting during the month of May one year hence. No officer or Board member (with the exception of the band director) shall serve more than 3 consecutive terms in the same position. (Proviso: beginning in May 1997)

1.04 ELECTION PROCEDURE:

1. At the regularly scheduled February meeting, the President shall appoint a nominating committee of booster members who shall designate a chairman of the committee.
2. The nominating committee shall adopt a list of candidates for each position (Officers and Board members) to be decided by general election. The list shall be presented to the general membership at the regularly scheduled March meeting and shall be published in the March issue of the Booster newsletter.

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3. At the regularly scheduled April meeting, the President will again announce the names of the persons adopted by the nominating committee and shall call for any additional nominations from the membership in attendance. Nominations may be made from the floor by any eligible voting member. Self-nominations are permitted. Any and all such nominations so received from the floor shall be added to the official list of nominations.
4. All members present will be eligible to vote in the general election. Voting will be by secret ballot. Votes will be collected by the chairman of the nominating committee and counted by the members of the committee. A simple majority of the eligible votes cast shall be required for the election to any and/or each of the offices.
5. The nominee who receives the highest number of votes for each office shall be declared the winner. The 5 nominees for Board of Directors who receive the highest number of votes shall be elected.
6. The student members of the Board of Directors shall be elected by the Band students. Representatives for each grade level shall be elected by the band students in that grade level, with the student who receives the highest number of votes for each position being elected. Student members shall serve from September to September.

1.05 RESIGNATION, EXPULSION, OR OTHER VACANCY OF OFFICE:

The expulsion of any officer or board member who is in any way detrimental in his/her conduct or his/her actions, or who for any other valid reason is considered for expulsion, must be decided by a simple majority of the Board members in an official vote at any regular meeting or special meeting which may be held for such purpose, and in the event of any such expulsion and/or resignation, replacement of officer and/or board member is to be by election by the general membership at the next general meeting by a simple majority. The remaining board members will propose a candidate, and other nominations will be received from the floor. Detrimental actions which would cause consideration for expulsion are misuse of funds, three consecutive unexcused absences from Board meetings, deliberate misrepresentation of the organization, or other detrimental conduct.

ARTICLE II

DUTIES OF OFFICERS

- 2.01 **PRESIDENT:** The president shall preside at all meetings of the Organization, perform all duties usually pertaining to the office, and authorize disbursement of funds up to \$500 per fiscal year at the President's discretion and additional funds with the consent of the majority of the Board of Directors, and in amounts exceeding \$500 with the consent of the general membership.

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- 2.02 VICE PRESIDENT:** In the absence or disability of the President, the Vice President shall assume all duties of the President.
- 2.03 RECORDING/CORRESPONDING SECRETARY:**
The Recording//Corresponding Secretary shall keep minutes of all proceedings and record same. He/she shall give notice of all meetings and notify all members of elections.
- 2.04 TREASURER:** The Treasurer disburses organization funds as designated in the budget adopted by the general membership, reports on the status of funds, keeps financial records, prepares budgets and periodic financial statements, and assumes the responsibility, of behalf of the Organization, for all local banking relationships. The Treasurer, with the approval of the President, may open, close, or transfer bank accounts.
- 2.05 CONTRACTS:** Any officer may enter into a contract/ lease, or agreement on behalf of the organization. Any contract/lease with a total value exceeding \$500.00 must be authorized in advance by the Board of Directors and General Membership.
- 2.06 LOANS:** The President or Treasurer, with the approval of the General Membership, is authorized to enter into a loan agreement on behalf of the organization.

ARTICLE III

MEETINGS

- 3.01 REGULAR MEETINGS:** A regular meeting of the general membership will be held each month at a time and place determined by the President.
- 3.02 SPECIAL MEETINGS:** Special Meetings consisting of the adult members of the board may be called by the President, or by petition of no less than five members of the Board or by petition of no less than ten general members, five days notice having been given.
- 3.03 ELECTION MEETING:** The date of the election meeting shall be the regularly scheduled April meeting,
- 3.04 QUORUM:** A quorum shall consist of no less than five adult members of the Board for a Board meeting, and no less than twelve members for a general meeting.

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ARTICLE IV

PARLIAMENTARY PROCEDURE

- 4.01 ROBERT'S RULES OF ORDER:** ROBERT'S RULES OF ORDER shall be the procedure on all matters for the proper conduct and order of business at any and all meetings.

ARTICLE V

MISCELLANEOUS PROVISIONS

- 5.01 INTERNAL FINANCIAL AUDIT:** A committee of at least two persons shall be designated each year by the President and approved by the Board to audit all of the financial records and transactions during the preceding fiscal year. The audit committee shall render an oral and written report on the results and findings of their examinations and review to the Board of Directors and to the General Membership at the May meeting.
- 5.02** These bylaws shall be reviewed by a committee appointed by the President at least every three years.
- 5.03** The Board of Directors has the authority to appoint an assistant treasurer as needed for the current fiscal year.
- 5.04** In the case of a family that has three (3) or more students involved in marching band at the same time, a family discount for the operating expenses for all the students will be applied at the freshmen rate. Added to the Bylaws November 11, 2008.

**These bylaws have been reviewed and approved by the Officers, Board of Directors, and the General Membership the 9th day of January, 2007.
5.04 was amended November 11, 2008**

Printed Name

Signature

Position

Linganore High School Band Boosters, Inc.

(Jan. 2007 review committee: Dan Hauprich, Debbie Bofinger, Agatha Condon, Mark Koehler, Tracy Hill, Mischelle Colella, Tamara Kees, and Keith Prather)

Date of next review: January 2010