

BYLAWS
Poquoson Band Boosters, Inc.
Approved May 3rd, 2021

Amended 9/3/99, 5/9/00, 2/13/01, 9/7/06, 5/27/10, 3/3/14 and 5/3/21

ARTICLE ONE – Articles of Incorporation

The articles of Incorporation of the corporation supersede all other rules. As according to the Articles of Incorporation, the name of this corporation is the Poquoson City Public School Band Boosters, Inc. and, as according to the Articles of Incorporation, the purpose of this corporation is to support and encourage the band program in the Poquoson Public School System.

ARTICLE TWO – Membership

Section 1. Any adult interested in the support and encouragement of the band program is eligible for membership. All persons who have paid annual dues are members until the following September 1, at which time the next year's dues are due.

Section 2. The annual membership dues will be determined annually by a majority vote of the Board of Directors.

ARTICLE THREE – Board of Directors

Section 1. The Board of Directors is elected at the spring general membership meeting. The Board of Directors is made up of a President, First Vice President, Second Vice President, Third Vice President, Secretary, Treasurer, and 3 Members at Large: (Volunteer Coordinator, Technology Officer and a Student Band Member Representative. The elected board appoints each Member at Large. The number of Directors is nine (9) and only an amendment to the Articles of Incorporation of the corporation can change this number. The Poquoson High School Band Director and a Student Band Member Representative are advisors only and serve as ex officio members of the board.

Section 2. Officers are elected for terms of two years, or until their successors are elected. No member may hold more than one office at a time, and two consecutive years is the limit of service in the same office. New officers assume duties at the first meeting after election.

Section 3. Election of officers takes place at the spring general membership meeting at which time nominations may be made from the floor.

Section 4. The First Vice President will automatically succeed to the unexpired term of the office of President. The Board will appoint a replacement to fill the unexpired term of the First Vice President and other vacancies should they occur.

Section 5. The Board has general supervision of the corporation between its business meetings, makes recommendations to the corporation, and performs other duties as specified by these bylaws.

Section 6. Unless otherwise ordered by the Board, regular meetings of the Board of Directors are held monthly from August through June. Five members of the Board constitute a quorum. Additional meetings of the Board may be called by the President or must be called upon the written request of three members of the Board.

ARTICLE FOUR – Duties of Officers

Section 1. The duties of the President are to preside at all meetings, to oversee the activities of any committees not overseen by other officers, to represent the corporation at all times, to sign checks in the absence of the Treasurer, to be an ex officio member of all committees, to chair the Long Range Planning Committee, and to perform all other duties of the office.

Section 2. The duties of the First Vice President are to perform the duties of the President in the absence of the President and the First Vice President, to oversee the activities of the Fundraising Committee and to perform all other duties of the office.

Section 3. The duties of the Second Vice President are to perform the duties of the President in the absence of the President and the First Vice President, to oversee the activities of the Concessions Committee, and to perform all other duties of the office.

Section 4. The duties of the Third Vice President are to perform the duties of the President in the absence of the President, the First Vice President and the Second Vice President, to oversee the activities of the Hospitality Committee, and to perform all other duties of the office.

Section 5. The duties of the Secretary are to keep a record of all business and Board meetings and maintain a permanent file of all minutes, to provide a substitute in the event of the Secretary's absence, to answer all correspondence at the direction of the President, to be a member of the Long Range Planning Committee, and to perform all other duties of the office.

Section 6. The duties of the Treasurer are to collect all monies, to pay bills the corporation is legally bonded to pay, to present a financial report at each Board meeting, to be a member of the Long Range Planning Committee, to collect membership dues and to keep a current membership roster, and to perform all other duties of the office.

Section 7. The duties of the Members at Large will be directed by the Board of Directors prior to election of new officers each year and include Volunteer Coordinator, Technology Officer and a Student Band Member Representative. The duties of the Volunteer Coordinator are to recruit and organize Pit Crew for football games and competitions and to perform all other duties of office. The duties of the Technology Officer is to oversee all Publicity on behalf of the Poquoson City Public Schools Band Boosters, Inc., including the website: www.phsislanderbands.com, Gmail and Google Drive and monthly Newsletters, and to also perform all other duties of the office. The duties of the Student Band Member Representative are to attend each board meeting, and give a report. This member is the liaison between the Boosters and the Band Council.

ARTICLE FIVE – Meetings

Section 1. There are a minimum of three general membership meetings held throughout the year, including one in the fall, one in the winter, and one in the spring. The Board sets the hour, date, and place of the meetings.

Section 2. The purpose of the spring general membership meeting is for electing officers and for any other business that may arise.

Section 3. The Board may call special meetings. At least three days' notice must be given, unless in case of emergency.

Section 4. Ten members constitute a quorum for general membership meeting.

ARTICLE SIX – Committees

Section 1. The officers in charge appoint their Committee Chairs, including Concessions, Hospitality, and Fundraising. The President appoints any other directed by the Board. All committees coordinate with the Band Director in their functions.

Section 2. The Concessions Committee runs the concession stands at the football games.

Section 3. The Hospitality Committee handles all social aspects of the corporation including, but not limited to, any dessert social, freshman orientation, snacks distribution or banquets for the corporation.

Section 4. The Fundraising Committee handles any fundraising activities for the corporation and the concession stand at the football games. The committee also oversees spirit wear sales for the band.

ARTICLE SEVEN – Special Committees

Section 1. A Finance Committee, composed of the Treasurer and four other Board members, will be appointed by no later than the February board meeting. The Band Director serves as an advisor to this committee. The committee will prepare an annual budget to be presented at a Board meeting prior to the winter general membership meeting. The proposed budget will then be voted upon at the winter general membership meeting. The budget must include, but not limited to, (1) funds for the bonding of the Treasurer and any other officers deemed necessary, (2) an escrow account for future major uniform replacements, and (3) scholarship awards.

Section 2. A Long Range Committee, composed of the President as Chair, First Vice President, Secretary and Treasurer, will prepare a “5 year plan” to plan for major expenditures, such as uniform replacement, and to ensure any future major expenditures will not significantly reduce annual band program activities. The Band Director serves as an advisor to this committee. The Committee prepares the “five year plan” and presents the plan to the Board no later than the February meeting. The approved plan is used in preparing the annual budget. The Long Range Planning and Finance Committees may be combined at the discretion of the President and Treasurer.

Section 3. An Auditing Committee, composed of a Chair and other members as needed will be appointed by the Board at a spring Board meeting. This committee is responsible for auditing the financial records. The committee’s findings are reported at the August Board meeting.

Section 4. A Nominating Committee, composed of a Chair and two Board members, will be appointed at a winter Board meeting. This committee reports its nominations at a winter Board meeting. This committee reports its nominations at a spring Board meeting, before the spring general membership meeting.

Section 5. A Scholarship Committee, composed of five Board members who are not related to a student eligible for a scholarship, will be appointed at a spring Board meeting. If there are not at least five members of the Board, then the Board will appoint additional Booster members to equal five. The committee will also include the Band Director and others as coordinated by the Band Director, including a Band Auxiliary Coordinator and a school Guidance Counselor. The purpose of the committee is to review and score applications for scholarships to be awarded by the corporation. The committee will complete their work in time for the annual Awards Banquet.

ARTICLE EIGHT – Parliamentary Authority

The rules contained in the current edition of Robert’s Rules of Order Newly Revised govern the corporation.

ARTICLE NINE – Amendments and Revisions

Section 1. At intervals not exceeding four years, a Review Committee, appointed by the Board, reviews these Bylaws for amendments and or/ revisions.

Section 2. These Bylaws may be amended at any meeting of the general membership of the corporation by a two-thirds vote, provided that the membership has been given three days’ notice of the amendment.