

BYLAWS
Poquoson Band Boosters, Inc.
Approved May 19, 2026

Amended 9/3/99, 5/9/00, 2/13/01, 9/7/06, 5/27/10, 3/3/14, 5/3/21, 5/19/26

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, Vice President, Secretary, Treasurer, and five Members at Large. The number of Board members 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 is an advisor only and serves as an ex officio member 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 for the following school year.

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 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 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. The Board will make recommendations for nominations for future Board members.

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, and to perform all other duties of the office. The President can call for a vote to create or dissolve any non-special committees by majority vote.

Section 2. The duties of the Vice President are to perform the duties of the President in the absence of the President and oversee the activities of the any committee overseen by other officers in absence of the presiding officer and to perform all other duties of the office.

Section 3. 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, and to perform all other duties of the office.

Section 4. 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 collect membership dues and to keep a current membership roster, and to perform all other duties of the office.

Section 5. The duties of the Members at Large will be directed by the Board of Directors prior to election of new officers each year. Members at Large will direct activities for concessions, fundraising, technology, volunteers, and hospitality, respectively. The Concessions officer will organize and facilitate the operation of the concessions stand and perform all other duties of the office. The Fundraising officer will organize and facilitate any fundraising activities and perform all other duties of the office. The Technology officer will oversee all publicity on behalf of the Poquoson City Public Schools Band Boosters, Inc., including the website or any other media, and perform all other duties of the office. The Volunteer officer will recruit and organize Pit Crew for football games and competitions and to perform all other duties of office. The Hospitality officer will organize and facilitate social events, to include welcome and closing events for the year, and to perform all other duties of office.

ARTICLE FIVE – Meetings

Section 1. There are a minimum of two general membership meetings held throughout the year, including one in the fall 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, approval of the budget, and for any other business that may arise.

Section 3. The Board may call special general membership 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. Committees may be created to facilitate any duties required or for the benefit of the organization as directed by the Board. The President will appoint committee chairs for any committee as directed by the Board. All committees coordinate with the Band Director in their functions.

Section 2. If active, the Concessions Committee will run the concession stands at the football games. If active, 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. If active,

Fundraising Committee will handle all fundraising activities to including, but not limited to, sponsorship and spirit wear sales.

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 spring general membership meeting. The proposed budget will then be voted upon at the spring general membership meeting. The budget must include, but not limited to, a savings account for future major needs, and scholarship awards.

Section 2. 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 3. A Scholarship Committee, composed of Board members who are not related to a student eligible for a scholarship, will meet at a date and time to be specified by the band director. The committee will also include the Band Director and others as coordinated by the Band Director. 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.

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