

**MILLS E. GODWIN HIGH SCHOOL
BAND BOOSTERS**

**CONSTITUTION
AND
BY-LAWS**

**REVISED
April 2021**

REVISION HISTORY

Approval Date	Author	Revision Purpose
June 2010	Laura Hudson	Updated
August 8, 2011	Michele Matthews	Updated to reflect approval of separate Standing Rules Document
April 2021	Robert Trull	Updated officer titles and duties.

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CONSTITUTION AND BY-LAWS

Article I: Name

The name of this organization shall be the Mills E. Godwin High School Band Boosters.

Article II: Definition

Band is defined as musicians, colorguard and any other marching or concert unit.

Article III: Objectives

The Mills E. Godwin High School Band Boosters are located in the City of Richmond, Virginia specifically in Henrico County.

The Mills E. Godwin High School Band Boosters 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 the corresponding section of any future federal tax code.

The objectives of the Band Boosters shall be: to promote the success of the school band program, to assist the director and his/her staff in the implementation of the band program, to assist financially in the operation of the band program and to work with parents, students, and the school administration in carrying out the band program.

Article IV: Membership

Any individual who subscribes to the objectives of the organization may become an Active Member. To be eligible to hold an active membership, a person must be a parent or legal guardian of a band member. An active member has all rights and privileges afforded membership, which include the right to hold office, vote, and to chaperone. Each active member of the organization shall pay annual dues as established by the Executive Committee and approved by the general membership meeting (generally August or September).

Article V: Officers and Elections

Section 1 - The officers of this organization shall consist of a President, Vice President, Secretary and Treasurer.

Section 2 - In March, the President shall appoint a nominating committee consisting of at least three (3) and no more than five (5) active members from the organization. One member shall be from the Executive Committee, and shall serve as chairman. This committee shall report to the organization at its regular April meeting, a slate of officers, at least one candidate per office, for the ensuing year. At the regular April meeting, there may be nominations from the floor. No member shall be nominated for any office who has not given his or her consent to serve if elected.

Section 3 - The election shall take place at the regular May meeting. The vote may be by show of hands or by voice vote, a majority vote of those present necessary for election, 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 ballot, a majority vote of those present necessary for election.

Section 4 - The term of office shall be for one year (July 1- June 30). No member shall be eligible to serve three consecutive terms in the same office.

Article VI: Duties of Officers

Section 1 - The President shall preside at all regular meetings of the organization and Executive Committee. The President shall call the meetings of the Executive Committee, appoint all standing committees and special committees, and shall coordinate the work of the officers and committees, in order that the objectives may be promoted. The President shall perform such other duties as may be prescribed in the By-Laws or assigned by the organization or the Executive Committee.

Section 2 - The Vice President, in the absence of the President, shall perform the duties of that office. The Vice President shall chair the Ways and Means Committee which shall be responsible for investigating, recommending, coordinating and implementing fund raising activities for the organization.

Section 3 - The Secretary shall record the minutes of all executive and regular meetings, shall carry on all correspondence for the organization, shall oversee the organization's communications (including newsletter, website, and publicity) and shall perform such other duties as may be delegated to him/her.

Section 4 - The Treasurer shall be responsible for accurate records of receipts and expenditures, and for allocation of funds as authorized by the organization. The Treasurer shall present a financial statement at every business meeting of the organization. The Treasurer is responsible for the handling of all funds in the organization and shall file necessary reports by the stated deadline as required by state and federal authorities.

Article VII: Executive Committee

Section 1 - The Executive Committee shall consist of the following:

- all elected officers,
- chairperson(s) of all standing committees,
- the music director,
- the immediate past president, if available.

Section 2 - The duties of the Executive Committee shall be as follows:

- to transact necessary business in the intervals between the organization's meetings,
- to create committees,
- to approve the plans of committees,
- to present a report at the regular meeting of the organization,
- to approve routine bills and authorize expenditures.

Article VIII: Standing and Special Committees

Section 1 - Such standing and special committees shall be created by the Executive Committee as may be necessary to promote the work of the organization.

Section 2 - The Standing Committees shall be:

1. Chaperones
2. Color Guard
3. Equipment
4. Hospitality
5. Tribute Book
6. Uniforms
7. Ways and Means (duty of Officer)
8. Game Day Meals

Section 3 - The chairperson(s) of each committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee. No funds can be committed without consent of the Executive Committee.

Section 4 - Members of committees shall not serve for more than one year unless reappointed by the new Executive Committee coming into office in July.

Section 5 - The President shall be the ex-officio member of all committees with the exception of the nominating committee.

Section 6 - Special Committees may include but are not limited to:

1. Audit
2. Band Camp/Fall After-School Practices
3. Field Show
4. Indoor Guard Show
5. Newcomer Liaisons
6. Photography
7. Tim Sullivan Scholarship Fund
8. Web Site

Article IX: Meetings

Section 1 - The regular meetings of the organization shall be held the first Monday of each month during the school year. Appropriate notice shall be given of change of date.

Section 2 - The Executive Committee shall meet once a month on the day and place as set by its members.

Section 3 - Special meetings of the organization may be called by the President or the Executive Committee.

Section 4 - The regular May meeting shall be for the election of officers; also, any other business regularly before the organization.

Section 5 - A quorum will consist of 10% of the membership or 10 members, whichever is greater. A quorum shall be present before business can be conducted.

Section 6 - A quorum of the Executive Committee shall consist of a majority of its members.

Article X: Amendments

The By-Laws may be amended at any regular meeting of the organization by two-thirds vote of those voting members present, provided the proposed amendment has been submitted in writing at the previous regular meeting of the organization. Amendments shall become effective upon adjournment of the meeting at which they were adopted.

Article XI: Authorization to Dispense Monies

The organization gives the authorization to the Executive Committee to dispense monies as designated. Any unusual or unexpected expenditure shall be presented to the association for approval.

Article XII: Parliamentary Authority

Robert Rules, Revised, shall be the authority for this organization.

Article XIII: I.R.C. 501(C)(3) - Requirements

One: No part of the net earnings of the organization shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization 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 III hereof. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization from Federal income tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), or (b) by an organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

Two: Upon the dissolution of the organization, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as at the time shall qualify as an exempt organization or organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees shall determine. Any such asset not so disposed of shall be disposed of by the court of Common Pleas 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 purpose.

Article XIV: Trustees

The Board of Trustees shall be composed of elected officers of this organization.