

# FIRST COLONIAL HIGH SCHOOL BAND PARENTS ASSOCIATION CONSTITUTION AND BYLAWS

ORGANIZED: NOVEMBER 14, 1972

REVISED: APRIL 25, 1978  
SEPTEMBER 25, 1984

APRIL 1, 1990

JUNE 11, 1991

SEPTEMBER 13, 1993

SEPTEMBER 22, 1997

MARCH 16, 1998

APRIL 18, 2001

AUGUST 5, 2005

JUNE 9, 2009

AUGUST 17, 2015

MAY 24, 2018

MAY 26, 2022

October 2, 2024

# **CONSTITUTION**

## **ARTICLE I: NAME**

This organization shall be known by the name of First Colonial High School Band Parents Association, Incorporated otherwise known as FIRST COLONIAL BAND BOOSTERS (FCBB).

## **ARTICLE II: PURPOSE**

1. To promote and encourage community support of the First Colonial High School Band Program, with the following objectives:
  - a. To involve the community in supporting the Band Program.
  - b. To supplement the school board support of music activities.
  - c. To provide financial, logistical, and moral support for all ensembles & activities of the Band Program.
  - d. To encourage student participation in the ensembles & activities of the Band program.
  - e. To encourage & supplement Band Program exposure.
2. To provide financial assistance and services for the Band Program and to all supportive units as may be added.
  - a. Extra activities.
  - b. Ensembles; curricular, co curricular, and extracurricular.
  - c. Band Banquet and awards approved by the Band Director and Executive Board.
  - d. Travel and trips as approved by the Band Director and Executive Board.
3. To promote student leadership opportunities and training.
4. To cooperate with those in charge of the Band Program and the school to the end that the Band Program maintains the highest possible degree of efficiency.
5. To actively support all ensembles, activities, and performances of the Band Program.
6. To support the Band Director and the Band.
7. To plan, organize, and administer all fundraising activities as approved by the Band Director and Executive Board.

## **ARTICLE III: STRUCTURE**

Under the provisions specified in the BYLAWS, this organization shall be governed by the elected officers on the Executive Board and the membership, in tandem with the Band Director of First Colonial High School.

# **BYLAWS**

## **ARTICLE I: MEMBERSHIP**

1. The association shall only have one class of members. The members shall consist of all parents and guardians of students enrolled in the FCHS Band Program and actively participating in the ensembles and activities of the FCHS Band Program.
2. Each member in good standing shall be eligible to vote in the business of the association.
  - a. "In good standing" shall be defined as:
    - i. Having complied with all financial obligations.
    - ii. Not being subject to any form of sanction, suspension, or disciplinary censure.
  - b. A member's voting rights shall terminate if the member's band student is not in good standing.
3. Membership in the First Colonial Band Boosters will terminate if a member no longer has a student enrolled in the band.
  - a. Exceptions
    - i. An Executive Board member may remain an active member to serve in an advisory role to aid in the transition of new officers as approved by the Executive Board and Band Director.
4. The Band Director is an ex-officio member of the First Colonial Band Boosters and its Executive Board.

## **ARTICLE II: OFFICERS**

1. General Guidelines
  - a. The officers of this organization shall be:
    - i. President
    - ii. Vice President (Rolls of secretary)
    - iii. Treasurer
  - b. Any member of the organization in good standing shall be eligible to serve as an officer.
  - c. Officers shall serve for a term of 1 year.
  - d. The officers of this organization shall serve without compensation.
  - e. No officer may serve more than two consecutive terms in the same position.
    - i. Exceptions
      1. If external circumstances prevent the normal operations of FCBB or the FCHS Band Program, term limits may be increased if approved by the Executive Board and Band Director.
      2. If no suitable candidates are eligible for office, the current officer may serve for an additional term if approved by the Executive Board and Band Director.

- f. Officers will assume their responsibilities at the July FCBB Executive Board meeting at the beginning of the Band Year.
    - i. Outgoing officers shall transfer to their successors all books, papers, and other property of the association in their possession at the July FCBB Executive Board meeting.
  - g. All officers shall perform their duties prescribed in the parliamentary authority in addition to those outlined in these BYLAWS and those assigned by the Executive Board.
  - h. When an elected officer has missed 3 consecutive scheduled meetings, the Executive Board and Band Director may appoint a new member to the vacated position.
2. Nominations
- a. The Executive Board and Band Director shall form a nominating committee in February of each year.
    - i. The committee shall reach out to general members to establish their interest in serving as an officer.
      - 1. Candidates will be scrutinized by the committee & present prior to the general membership meeting at the Spring Concert.
    - ii. A member may request candidacy to the committee in writing by April of each year to be considered on the ballot.
3. Elections
- a. Officers shall be elected at the general membership meeting at the Spring Concert.
  - b. If there is only 1 candidate for an office, election shall be by voice vote.
  - c. If there is more than 1 candidate for an office, election shall be by ballot.
    - i. Ballots may be paper or digital.
  - d. A majority vote of the members present shall constitute an election.
    - i. In the event of a tie, the tie shall be broken by the Executive Board.
      - 1. If the Executive Board cannot reach a unanimous decision, the Band Director shall be the deciding vote.
  - e. Elected officers shall be installed at the June Executive Board meeting and will take office at the July meeting.
4. Duties of Officers
- a. Duties of the President
    - i. The President shall be in communication with the Band Director and all other officers of the association.
    - ii. The President shall have supervision over the business affairs of the association.
    - iii. The President shall officiate all elections and declare results.
    - iv. The President shall be the chairman of the Executive Board.
    - v. The President shall preside at all Executive Board and General Membership meetings and maintain order.
    - vi. The President shall enforce a strict observance to the CONSTITUTION AND BYLAWS of the association.

- vii. The President shall put all questions, when seconded, to a vote.
  - viii. The President shall be available for advice and counsel during the year following the completion of his or her term of office.
- b. Duties of the Treasurer
- i. The Treasurer shall be the custodian of all monies and dues of the association, recording the same in a ledger.
    - 1. The ledger may be paper or digital.
  - ii. The Treasurer shall receive all funds due the association, issue appropriate receipts, be solely responsible for the deposit of funds in a designated depository determined by the Executive Board, and shall pay all bills and invoices upon authorization of the Executive Board.
  - iii. The Treasurer shall give a complete financial report at each meeting.
    - 1. The report shall include:
      - a. Beginning balance
      - b. Itemized income
      - c. Interest earned
      - d. Itemized expenses
      - e. Ending balance
  - iv. The Treasurer shall file appropriate tax forms as necessary to preserve the tax-exempt status of the association.
  - v. The Treasurer shall handle all bonding for the Executive Board.
  - vi. The Treasurer shall prepare a summary of finances at the end of the fiscal year which will be available for all association members.
    - 1. Included in the report shall be:
      - a. Itemization of expenses and profits for each fundraising activity.
      - b. Itemized budget for each activity or ensemble.
- c. Duties of the Secretary
- i. The Secretary shall attend all meetings and act as clerk thereof.
  - ii. The Secretary shall keep records and minutes for all meetings.
    - 1. Minutes shall be posted within 3 days of all Executive Board and General Membership meetings.
  - iii. The Secretary shall keep a copy of the CONSTITUTION AND BYLAWS.

### **ARTICLE III: EXECUTIVE BOARD**

1. The Executive Board shall be comprised of each of the elected officers and the Band Director.
2. The Executive Board shall meet monthly at an agreed upon designated time.
  - a. Meetings shall be held at First Colonial High School.
3. All Executive Board meetings are open to the General Membership unless the Executive Board elects, for good cause, to meet in a closed session.

4. Members wishing to address issues at the Executive Board meetings must notify the President no less than 3 days prior to the scheduled meeting and request an addition to the agenda.
5. A majority of the Executive Board shall constitute a quorum at any Executive Board meeting.

#### **ARTICLE IV: COMMITTEES AND APPOINTED POSITIONS**

1. The Executive Board shall form committees or appoint members to serve the needs of the association or Band Program.
  - a. Committees
    - i. Hospitality
      1. The Hospitality Committee shall act as hosts at all general meetings.
      2. The Hospitality Committee shall facilitate all social events at concerts, which includes but is not limited to:
        - a. Refreshments
        - b. Decorations
        - c. Thank-you cards when appropriate for guest clinicians
      3. The Hospitality Committee shall assist in planning out the Band Banquet by:
        - a. Proposing a menu and catering service to the Executive Board by April
        - b. Decorating for the Band Banquet
        - c. Assist in picking up awards if necessary.
    - ii. Uniforms
      1. The Uniform Committee shall assist in the fitting and assignment of all uniforms to band members.
        - a. Fitting for uniforms shall occur at the beginning of each ensemble's season.
      2. The Uniform Committee shall be present or have a designee present at all events that uniforms are being worn and assist in the proper storage and care of uniforms.
      3. The Uniform Committee shall facilitate the cleaning or repair of uniforms as needed each year.
    - iii. Social Events Committee
      1. The Social Events Committee shall arrange for quarterly social events and casholas to promote unity and raise funds in a non- fundraising manner.
      2. The Social Events Committee shall communicate all approved events to the Executive Board for approval.
      3. The Social Events Committee shall assist in communicating all approved events to the general membership.
  - b. Appointed Positions

- i. Members shall be appointed by the Executive Board and Band Director to special positions to serve the needs of the association and Band Program.
- ii. All appointed positions report directly to the Executive Board and/or Band Director.
- iii. All appointed positions shall have no authority to make commitments binding the First Colonial High School Band Parents Association.
- iv. All appointed positions shall operate within the boundaries and restrictions designated by the Executive Board and/or Band Director.
  - a. Head Chaperone
    - i. Each ensemble will have a member designated as Head Chaperone.
    - ii. The Head Chaperone shall enlist parents/guardians/alumni to act as chaperones and volunteers for any activities, trips, or competitions as designated by the Band Director.
      - 1. Chaperones must be at least 21 years of age.
    - iii. For all events, there must be a minimum 1:10 ratio of chaperones to students.
    - iv. For all events with male and female students, there must be male and female chaperones.
  - b. Historian
    - i. Each ensemble will have a member designated as Historian.
    - ii. The Historian shall record all scores or placements of the ensemble at competitions or festivals.
    - iii. The Historian shall record photographs, audio, or videos to archive record of the season or performance.
    - iv. All artifacts from the season will be turned over to the Secretary, Band Director, and posted in the appropriate forum at the end of the season or performance.
  - c. Fundraiser Chair
    - i. Each seasonal fundraiser will be organized and administered by a Fundraiser Chair.
    - ii. The Fundraiser Chair shall promote the fundraiser.
    - iii. The Fundraiser Chair shall verify all monies match the orders for each fundraiser submitted and turn over all monies to the Treasurer or lockbox.

- iv. The Fundraiser Chair shall enlist volunteers to aid in the sorting and distribution of all fundraiser items.
- v. The Fundraiser Chair shall submit a list of fundraiser participants to the Band Director upon completion of each fundraiser to award varsity letter points.
- d. Sponsorship Chair
  - i. The Sponsorship Chair shall administer the First Colonial Band Sponsorship Program.
    - 1. This includes:
      - a. Soliciting community partners in education.
      - b. Facilitating sponsorship benefits.
- e. Other Positions
  - i. At times, the needs of the Band Program may dictate additional positions. These positions and responsibilities shall be determined at the discretion of the Band Director and Executive Board.

## **ARTICLE V: MEETINGS**

1. General Membership Meetings
  - a. General Membership meetings shall be held biannually.
  - b. Meetings shall be announced at least 10 days prior to the meeting date.
  - c. Members wishing to address issues at the meeting must notify the President no less than 3 days prior to the scheduled meeting and request an addition to the agenda.
  - d. The Band Director shall encourage attendance by making suitable announcements.
  - e. Scheduled meetings may be changed by the Executive Board.
  - f. Meetings shall be open to all members.
  - g. Meetings shall be held at First Colonial High School.
2. Special Meetings
  - a. Special meetings may be called for General Membership or for the Executive Board.
  - b. Special meetings may be called by the President or Band Director.
  - c. Members are to receive notification for such meetings stating the purpose of the meeting.
3. Meeting Format
  - a. All Executive Board meetings and General Membership meetings shall follow the following format:
    - i. Call to Order
    - ii. Secretary's Report and approval of Minutes

- iii. Treasurer's Report
- iv. Band Director's Report
- v. Old Business
- vi. New Business
- vii. Adjournment
- b. Parliamentary Procedure
  - i. The latest edition of *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable and not inconsistent with any provision of the BYLAWS.
  - ii. Parliamentary law shall be the official guide for the association on all matters where the CONSTITUTION AND BYLAWS are silent. The presiding officer shall, however, retain the authority to alter the order and procedures as he or she deems appropriate.
  - iii. The Band Director shall act as Parliamentarian.

### **ARTICLE VI: FINANCES**

1. The association is tax exempt and shall make every effort to maintain its status as a tax-exempt organization.
2. In addition to the Treasurer, all persons of the Executive Board shall be bonded.
3. Monies or funds for, by, or in the name of the First Colonial Band under the sponsorship of the association become property of the association.
  - a. Such funds are to be used to only cover minimal operating expenses and to support approved projects.
4. The fiscal year shall be from July 1 through June 30.
5. Funds received from any of the aforementioned committees have to be turned over to the Treasurer for deposit in the treasury within seven (7) days of receipt. Treasurer must deposit all funds in the treasury within seven (7) days.
6. Once the budget has been approved, all unbudgeted expenses less than \$200.00 must be pre-approved by the President and one other member of the Executive Board. Unbudgeted expenditures exceeding \$200.00 must be pre-approved by the majority of the Board.

### **ARTICLE VII: STANDING RULES**

1. All matters pertaining to the activities, events, and projects of the First Colonial Band and the association must meet with the approval of the Band Director and must keep with the policies of the school district.
2. The association shall maintain a post office box for the purpose of having an address and receiving mail. The keys to said box shall be retained by the President and Treasurer.
3. The association shall maintain a mailbox on site in the First Colonial High School. Mail for the association may be sent to the Director of Bands, who will deposit all mail into the association lockbox outside the Band Office.

4. Equipment of the organization is not to be lent to any persons or organizations for use outside of the school building or grounds without expressed consent of the Executive Board and Band Director.
5. Equipment and uniforms purchased or donated by the association to support the Band Director and Band Program shall become property of First Colonial High School and placed on the inventory by the Band Director.

### **ARTICLE VIII: DISSOLUTION**

1. Upon dissolution of the association, any and all allocated cash funds shall be turned over to First Colonial High School for exclusive use in the Band Program.

### **ARTICLE IX: AUTHORITY OF THE DIRECTOR**

1. The Band Director is responsible for all instructional and educational decisions for the Band Program.
  - a. This includes:
    - i. Music programming
    - ii. Show design
    - iii. Show themes
    - iv. Costume design
    - v. Prop designs
    - vi. Creative decisions
  - b. The Band Director will direct the association as to the direction of the Band Program. The role of the association is to support and facilitate these decisions.
2. The Band Director is the VBCPS and FCHS employee responsible for the direction of the Band Program.
3. The Band Director is the VBCPS and FCHS employee responsible for the health and well-being of all students enrolled in the Band Program.
4. The Band Director has veto authority over all actions or proposed activities of the association.
5. The Band Director in conjunction with the Principal of First Colonial High School have the power to dissolve the association.

### **ARTICLE X: AMENDMENTS**

1. Any proposed changes or amendments shall be submitted in writing to the Executive Board at least 30 days prior to the meeting in which the proposed amendments will be voted upon.
2. Proposed amendments shall be voted on by the Executive Board and approved by majority vote.