

**CONSTITUTION AND BY -LAWS  
OF THE  
CHANTILLY HIGH SCHOOL  
MUSIC BOOSTERS ASSOCIATION**

**ARTICLE I. NAME**

The name of this organization shall be the Chantilly High School Music Boosters Association. This is a service oriented, not-for-profit, incorporated organization under the meaning of Section 501(c)(3) of the Internal Revenue Code. The principal office of the organization shall be the Chantilly High School, 4201 Stringfellow Road, Chantilly, Virginia 20151.

**ARTICLE II. PURPOSE AND OBJECTIVES**

The purpose and objectives of the Association shall be:

- a. To provide support, financial and otherwise, to the Chantilly High School music program including, but not limited to, raising funds for uniforms and other necessary expenses and providing personnel to chaperone various activities. The music program and Music Department, for the purpose of this organization, are defined to include all units under the supervision of the Band, Choral and Orchestra Directors.
- b. To provide a channel of communication between the faculty and parents concerning Music Department functions and activities.
- c. To cooperate with the music program philosophy to the end that the program will be kept at the highest degree of efficiency and standards.

**ARTICLE III. MEMBERSHIP AND DUES**

Section I.       Qualifications

The membership of this Association shall be open to all Music Department parents or patrons, both present and past. All memberships shall be good for one year, beginning when dues are paid in full, and shall expire at the end of that school year.

Section II.       Duties and Responsibilities

Members are expected to provide support to carry out the purpose and fulfill the objectives of the association. This includes, but not limited to, volunteering time for fund raising activities, attending concerts and other events, and participating in the general membership meetings. Only members of this organization shall be eligible to participate in the business meetings, or to serve in any of its elective or appointive positions.

### Section III. Dues

- a. Membership dues shall be determined by the Executive Committee (Article V).
- b. The amount of dues shall be determined annually by the spring meeting for the following school year.

## **ARTICLE IV. OFFICERS AND THEIR ELECTION**

### Section I. Officers of the Association and Their Election

The Officers of the Association shall consist of President; President-Elect; Vice Presidents of Band, Choral and Orchestra; Secretary; and Treasurer.

### Section II. Election and Term of Office

- a. Elections shall be held and Officers elected at the general membership meeting, the date designated by the Executive Committee, at the end of the school year. Officers shall be elected by ballot, unless there is but one nominee for the office. Election for that office may be by voice vote. A majority of the votes cast shall constitute an election.
- b. Officers shall assume their official duties following the closing of the general membership meeting, after they have been elected, for a term of one year.
- c. A person shall not be eligible to serve more than three (3) consecutive terms in the same office. A person who has served in an office for more than one-half a full term shall be deemed to have served a full term in such office.

All officers of the Association shall be members in good standing at the time of election.

### Section III. Nominating Committee

- a. There shall be a nominating committee composed of three (an uneven number) members who shall be appointed by the Executive Committee at a meeting at least one month prior to the election of officers. The committee shall elect its own chairperson.
- b. The nominating committee shall nominate an eligible person for each office to be filled and report its nominees at a regular meeting. At the meeting when the election is to take place, additional nominations may be made from the floor.
- c. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.

### Section IV. Vacancies

A vacancy occurring in any office shall be filled for the unexpired term by such a person elected by a majority vote of the Executive Committee, notice of such election having been given.

### Section V. Duties and Responsibilities

The President shall:

- a. be vested with the customary powers of the office,
- b. preside at all membership meetings of the Association and the Executive Committee,
- c. recommend the chairpersons of all committees for approval by the Executive Committee,
- d. serve as ex-officio member of all committees, except the Nominating Committee,
- e. coordinate the work of the officers and committees of the organization in order that the objectives and goals of the Association may be achieved,
- f. provide an agenda for each meeting with input from the Executive Committee,
- g. communicate any activities to the board,
- h. have the power to approve, in the absence of any vice president, all check requests,
- i. approve personal reimbursements,
- j. have signatory on the checking account.

The President-elect shall:

- a. be vested with the customary powers of the office in the absence of the President,
- b. provide support to the Executive Committee in whatever manner is deemed necessary,
- c. have signatory on checking account,
- d. be prepared to fulfill the office of President when the current President's terms expires.

The Vice Presidents of Band, Choral, and Orchestra shall:

- a. be selected from the nominees representing the band, choral and orchestra section of the membership respectively,
- b. in the absence of the President, vested with the powers of that office,
- c. perform such duties as the President may direct and serve as an aide and assistant to the President.
- d. be responsible for working with the directors of each group respectively,
- e. prepare an annual budget with the directors of each group respectively, to be presented at an Executive Meeting, prior to the general membership meeting at the end of the school year for approval,
- f. be responsible for communicating all activities and functions of their group to the Executive Committee,

- g. monitor student accounts,
- h. provide approval for all check requests.

The Secretary shall:

- a. record the minutes of all meetings of the organizations,
  - 1. make copies of minutes for the executive committee for approval before the next meeting.
- b. maintain clear and concise records of all membership meetings of the Association and the Executive Committee,
- c. mail out notices of all meetings, and when necessary follow-up with phone calls,
- d. be responsible for all correspondence of the Association
- e. maintain official record book with minutes, agendas, correspondence, treasurer's reports, current bylaws, membership list, and other documents as deemed official by the Executive Committee within the Music Department,
- f. perform other delegated duties as assigned.

The Treasurer shall:

- a. have custody and power of signature of all the funds of the organization,
- b. keep an accurate record of all receipts and disbursements, showing each activity separately,
- c. present financial reports at all regular and special meetings of the membership and the Executive Committee, and at other times as requested by the Executive Committee,
- d. be bonded,
- e. have the accounts audited annually, or upon the change of any officer in the association,
- f. have authority for payment of all obligations as set forth in the annual budget,
- g. monitor the fact that no check or check request can be made "payable to" the persons signing the check,
- h. be responsible for keeping copies of the approved budgets for each group (band, choral, orchestra), and not disbursing any money other than what has been approved within the limits of the budgets,
- i. maintain the list of membership,
- j. prepare and submit all required tax reports.

All officers shall perform the duties outlined in these bylaws and those assigned from time to time. Upon the expiration of the term of office or in case of resignation, each officer shall submit to the president, all

records, books and other materials pertaining to the office.

#### Section VI. Assistant Officers

The Executive Committee may appoint one or more Assistant Treasurers. Each Assistant Treasurer shall hold office for such period as the Board may prescribe. Any Assistant Treasurer may perform any of the duties or exercise any of the powers of the Treasurer at the request or in the absence or disability of the Treasurer or otherwise as occasion may require in the administration of the business and affairs of the Association. Each Assistant Treasurer shall perform such other duties and/or exercise such other powers, if any, as the Executive Committee shall prescribe. To establish the authority of an Assistant Treasurer to take any action on behalf of the Association in place of the Treasurer it shall not be necessary to furnish proof of any request by, or of the absence or disability of, the Treasurer or any other Assistant Treasurer.

### **ARTICLE V. EXECUTIVE COMMITTEE**

#### Section I. Membership

The Executive Committee shall be comprised of the officers of the Association, namely the President; President-Elect; Vice Presidents of Band, Choral and Orchestra; Secretary; and Treasurer. The Band, Choral and Orchestra Directors shall serve as non-voting ex-officio members.

#### Section II. Duties and Responsibilities

The Executive Committee shall:

- a. provide general supervision of the affairs of the Association,
- b. appoint Committee Chairpersons upon recommendation, as needed
- c. approve the plans of work of the standing/special committees
  1. to present regular reports on standing/special committees, and present a final report at the completion of special/standing committees,
  2. no committee work shall be undertaken without the consent of the Executive Committee.
- d. recommend an annual budget to the general membership at the end of the school year meeting, before the election of new officers,
- e. perform other duties as described in these bylaws,
- f. be responsible for the respective group (band, choral, orchestra) in communicating all functions and activities within the group,
- g. be responsible for maintaining the budget which has been approved by the general membership within each respective group (band, choral, orchestra),
- h. approve bills in excess of the budget,
- i. prepare and submit a budget to be approved at the general membership meeting at the end of the school year,
- j. be authorized to make minor or general changes as needed during the year without presenting to

the general membership to be approved.

### Section III. Meetings

Regular meetings of the Executive Committee shall meet once a month during the school year, or at any other time when called by at least three (3) members of the Executive Committee. A Majority of the Executive Committee shall constitute a quorum at any Executive Committee meeting.

## **ARTICLE VI. GENERAL MEMBERSHIP MEETINGS**

There shall be a general membership meeting of the Association at least twice a year. The primary purpose of the spring meeting shall be for the approval of the annual budget for the following year, and for the election of officers. Special meetings may be called by the Executive Committee or the President. Notice of all regular and special meetings shall be given to all members at least two (2) weeks prior to the meeting. Those members present shall constitute a quorum at all general meetings.

### Section I Voting

Voting on bylaws or amendments, election of officers, the adoption of the budget or routine matters can be made by a show of hands, or by voice. However, only current members shall be allowed to vote. The Secretary shall do a roll call of members if deemed necessary by the Executive Board.

Roberts Rules of Order, Revised is the authority for parliamentary procedure for all meetings of the Association.

## **ARTICLE VII. BUDGET AND FINANCE**

### Section I. Annual Budget

The Executive Committee shall present an annual budget for approval at a general membership meeting by the general membership at the end of the school year.

- a. each respective group (band, choral, orchestra) shall present a budget to the Executive Committee, at least one month prior to the spring general meeting, for approval by the Executive Committee.
- b. after the approval of the annual budget by the general membership, there can be no deviations from the approved budget by any group respectively (band, choral, orchestra), without approval of the Executive Committee.

### Section II. Accounting

The management of all funds received or disbursed by the Association shall comply with these bylaws and other rules or procedures as set by Fairfax County Public Schools guidelines.

### Section III. Annual Audit

The Executive Committee shall authorize the Treasurer to procure an audit on an annual basis of all disbursement and receipt of funds in accordance with the auditing requirements of the Commonwealth of Virginia. The audit shall be completed by within five (5) months of the end of the Academic Year.

## **ARTICLE VIII. AMENDMENTS**

Changes in this Constitution and Bylaws may be made at any general membership meeting, regular or special, provided each amendment has been presented in writing at a previous meeting. There shall be at least one month between these two meetings. Copies of each amendment shall be furnished to each member present.

Proposed amendments shall be distributed to all members at least two (2) weeks prior to the meeting at which the changes are voted (along with notification of the meeting at which the vote will be taken).

Amendments shall be approved by three-fourths (3/4) vote of all members present and eligible to vote.

## **ARTICLE IX. BONDING**

In order to maintain a legal fiscal approach to the maintenance of expenditures and revenues for the Music Boosters, the duly elected Treasurer, and any Assistant Treasurers as appointed, shall be bonded.

## **ARTICLE X. PURPOSE OF THE CORPORATION**

Said corporation is organized exclusively for charitable, educational, religious or scientific purposes, within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

## **ARTICLE XI. RESTRICTIONS ON USE OF EARNINGS AND ACTIVITIES**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501(c)(3) purposes. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities to permitted to be carried on (a) by a corporation exempt from General include tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).

## **ARTICLE XII. DISSOLUTION**

Upon dissolution of this corporation assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, i.e., charitable, education, religious or scientific, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government, or to a state or local government for a public purpose.

## **ARTICLE XIII. FUNDRAISING**

## Section I. Fundraising Activities.

The Association as a whole, and the individual program booster organizations, conduct fundraising activities for the Music Program and for the individual Band, Orchestra and Chorus programs. Fundraising is critical to the success of the Music Program, since most of our expenses are not covered by the Fairfax County Public School system. It is very important for every student and family to participate in fundraising events.

Funds raised by the collective Music Boosters will be distributed to the programs in accordance with a formula agreed to by the Executive Committee. Funds raised by individual programs will be used for the benefit of those programs.

## Section 2. Student Accounts.

Funds raised by individual students will be allocated to a Student Account for the purpose of deferring fees and trip expenses incurred by the students. Funds in the Student Account remain the property of the Music Boosters, and are tracked in journal entry form as part of the Music Boosters accounting system.

Rules for the allocation, use, and disposition of the Student Accounts will be determined by the Executive Committee. No payments will be made from the Student Accounts to the student or another person. In all matters concerning the Student Accounts the Executive Committee will ensure the charitable nature and tax-exempt status of the funds are preserved.

Approved by Membership: October 23, 1990

Proposed revisions: June 15, 1994

Approved by Membership: September, 1994

Proposed revisions: June 2, 1997

Approved by Membership June 2, 1997

Proposed revisions: March 31, 1999

Approved by Membership May 15, 1999

Proposed revisions: May 3, 2007

Approved by Membership October 25, 2007