

Amended: October 12, 2006  
Approved & Amended Corrections: October 16, 2006

## **Band Support Organization Constitution**

### Article I - Name

The name of this organization shall be the Band Support Organization. Hereinafter referred to as "Band Support Organization" or "BSO."

### Article II - Purpose

The purpose of the Band Support Organization shall be to provide support and financial aid for the Battlefield High School bands and provide for the purchase of equipment and other band-related materials. This Organization will also supply support to the middle school bands that feed into the Battlefield High School bands. This Organization will be under the guidance and decision-making of the Band Director who is empowered under the Prince William County School System which assumes all liability and risk associated for all activities. The Band Director shall be required to seek guidance and input from all Executive Board members, committee chairs and/or chaperones present during events if a major decision or crisis arises, out of respect for the BSO.

Said organization 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 corresponding section of any future federal tax code.

### Article III - Membership

Section 1: Membership in this Organization shall be open to any person who has a vested interest in the Battlefield High School bands or the middle school bands that feed into the Battlefield High School bands.

Section 2: General members shall consist of the parents/caretakers of band students. These members of the Organization are voting members.

Section 3: Associate members shall be persons desiring to assist the Band Support Organization, but who do not have a student in the band. These members of the Organization are nonvoting members.

### Article IV - Officers

Section 1:

The office of President is not an elected office.

A Vice President is elected each year. The Vice President shall serve a term of two consecutive years; the first year as Vice President and second year as President.

A Secretary is elected each year and shall serve a term of one year.

A Treasurer is elected each year and shall serve a term of one year.

A Member-at-large is elected each year and shall serve a term of one year.

The Middle School Band Representative is not an elected office. A Middle School Band Representative shall be appointed by the Band Director or by the Executive Board, of Battlefield High School, for each middle feeder school and serve a term of one year.

Section 2: If any elected officer resigns from office, the President may appoint their successor for the remaining term of office.

Section 3:

The most current past President shall assume the position of President Emeritus," shall be a member of the Executive Board and retain full voting rights as an officer. Any past President may serve in a consulting position to the Executive Board at the discretion of the President.

#### Article V - Elections

Section 1: Elections shall take place in May of each school year at the Spring Concert.

Section 2: The offices of Vice President, Secretary, Treasurer, and Member-at-large shall be elected each year.

Section 3: Installation of officers will take place at the Spring Band Banquet each year.

#### Article VI - Executive Board

Section 1: The Executive Board shall include the President, President Emeritus, and elected officers of the BSO. The Band Director and Color Guard Director of the Battlefield High School bands, the appointed officers of the BSO, the Band Director(s) of the middle feeder (s), and the Middle School Band Representative(s) will be considered to be members of the Executive Board.

Section 2: The Executive Board shall provide administrative support for carrying out the Band Support Organization responsibilities and duties.

Section 3: The President, President Emeritus, Vice President, Secretary, Treasurer, Member-at-large, and the Battlefield High School Band Director have voting privileges. Nonvoting members include the appointed officers of the BSO, Battlefield High School Color Guard Director, Middle School Band Director(s), and Middle School Band Representative(s).

Section 4: Any Executive Board member who has more than three unexcused absences from the Executive Board meetings during their term of office shall forfeit their voting rights and their elected position.

#### Article VII - Approval of Expenditure of Funds

All expenditures other than normal operating expenses of the Band Support Organization shall be approved by the Executive Board in consult with the Battlefield High School Band Director prior to presentation to the general membership.

a. Purchases by majority vote of the Executive Board may be accomplished with approval of the general membership not to exceed the amount indicated in the Bylaws (Appendix A- Section D).

b. Purchases of band equipment and materials may be made by the Battlefield High School Band Director without approval of the Executive Board of the general membership not to exceed the amount indicated in the Bylaws (Appendix A- Section E).

c. Once the yearly budget has been created and line item expenditures have been approved by the Executive Board and general membership, any individual expense included under the budgeted amount for each line item can be purchased without taking it to a further vote.

#### Article VIII - Meetings

Section 1: The Executive Board or general membership meetings of the Band Support Organization shall be held at a time and place specified by the President or the Vice President.

Section 2: Only the President or the Vice President may declare a quorum present at any meeting called in accordance with Article VIII, Section 1 for the purpose of conducting Band Support Organization business.

Section 3: Members must be present at general membership meetings to vote. No absentee or proxy votes will be permitted at any official meeting.

#### Article IX - Nominating Committee

Section 1: There will be a standing nominating committee consisting of three members appointed by the Executive Board in September of each school year. The purpose of the committee is to identify qualified and willing individuals to run for Executive Board offices in May at the meeting designated for nomination of new officers.

Section 2: All members present at designated meetings may vote in the election of officers to the Executive Board.

Section 3: Election of officers shall be held in May of each school year. Officers shall assume their elective office at the end of

the current school year.

#### Article X - Bylaws

The Executive Board shall have the power to adopt Bylaws (see Appendix A) regulating the affairs of the Band Support Organization and prescribing the duties of the officers.

#### Article XI - Amendments

The Constitution may be amended as follows:

Approval of the amendment by two-thirds vote of the general membership present at the general membership meeting called in accordance with Article VIII, Section 1.

The proposed amendment shall be presented at the general membership meeting immediately preceding the general membership meeting when the vote is scheduled and by mailing, **emailing** or hand delivering the proposed amendment to all members not less than ten days before the monthly meeting when the vote is scheduled. The delivery date shall control the start of the ten-day period.

Any proposed amendment should be forwarded **via email** or in writing to the Executive Board to be considered at its next scheduled Executive Board meeting. The proposed amendment shall be presented to the general membership meeting for discussion.

#### Article XII - Effective Date

This constitution and any amendments shall become effective immediately upon adoption by two-thirds of the membership present and voting at a regular general membership meeting of the Band Support Organization, called in accordance with Article VIII, Section 1.

#### Article XIII - Earnings of Organization

No part of the net earnings of the organization shall inure the benefit of, or be distributable 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 the purpose clause 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 this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of

any future federal tax code.

#### Article XIV - Dissolution of the Organization

In the event that the Band Support Organization should be dissolved for any reason, all inventory and money belonging to the organization will go to the Battlefield High School for use in the band program.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the country 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 purposes.

## APPENDIX A

### Bylaws

#### Committees

A. General. Committees shall be established by any officer of the Executive Board to assist in conducting the activities of the Band Support Organization as necessary.

1. Standing committees (see Appendix B) shall be appointed for a period of one year.
2. Special committees shall be established for special projects (specific events or particular tasks only) and shall exist only for the duration of the project.
3. Rules to apply to all committees are:
  - a. Only those general members and associate members may serve as Chairperson and may serve concurrently on one or more committees, including special committees.
  - b. The Chairperson of all committees shall be appointed by the Executive Board or elected by the committee members.
  - c. One person may constitute a committee.
  - d. Additional members may be appointed to all committees by the Chairperson of each committee to assist in the administration of the projects of each committee.
  - e. The President and Vice President are considered members of all standing and special committees.

B. Standing Committees. Standing committees shall be appointed in accordance with the Organization Chart described in Appendix B.

#### C. Voting.

1. At all general membership meetings the majority present shall rule. In the event of a tie vote in an Executive Board meeting, the Band Director will be called upon to cast the tie-breaking vote and to offer aid in determining when a discussion item is taken to vote. The Band Director will have the final decision regarding what competitions and events the Band will attend, and the BSO will support those decisions. If at any time, during band-related events, the majority of the present members of the Executive Board, general membership, and/or chaperones feel that a situation exists where there may be a crisis/safety issue, the Band Director shall, at his earliest convenience, be required to convene with those members of the Executive Board present to discuss these concerns. The opinions of the majority of the general membership shall be taken into consideration, and conveyed to the Band Director by the majority of the Executive Board present. The final decision regarding the outcome of these discussions will remain with the Band Director.

2. Upon the approval of any change in the Constitution or Bylaws,

the full document shall be reprinted and distributed with a revised date (approval date) contained thereon.

D. Allocation of Funds.

1. The approval of the Executive Board is needed for all expenditures between \$500.00--\$1,500.00. The approval of the general membership is needed for all expenditures greater than \$1,500.00.
2. All specifically designated fund-raisers must have at least a 60% allocation to that specific fund-raising event.
3. All designated fund-raisers must have a 10% allocation for the purchase of new uniforms.
4. Funds allocated for band uniforms shall be deposited in restricted funds within the general Band Support Organization account. This fund has already been established.
5. Funds allocated for specific purposes, except band uniforms, but not utilized shall revert to the general operating funds of the Band Support Organization treasury at the end of the school year.

E. Allocation of Funds to the Band Director. Funds allocated under this section shall be allocated to the Band Director for purchases, clinics, guest conductors, etc., throughout the school year, not to exceed \$1200.00, provided the treasury of the Band Support Organization has sufficient funds on hand to cover operating expenditures.

1. In the absence of sufficient funds, the President or Vice President and the Band Director shall arrive at an equitable alternate amount.
2. Any unexpended funds shall revert to the Band Support Organization treasury at the end of the school year.

APPENDIX B

Organization Chart

EXECUTIVE BOARD

President

A. Shall serve term of one year. The President will have oversight authority on all actions pertaining to the Band Support Organization with consultation with the Band Director.

B. Shall have the authority to make appointment to any office that may become vacant for the remaining term of office.

C. Shall have the authority to issue the following Appendix without the approval of the Executive Board of the general membership: Appendix C, Appointed Positions. Appendix A, Bylaws and Appendix B, Organization Chart must be approved by the Executive Board.

Vice President

D. In the absence of the President, assumes the role of acting President.

E. Shall be responsible for maintaining the Constitution and Bylaws and overseeing the current roster of Band Support Organization general members.

F. Shall be responsible for overseeing the Membership Committee, who will maintain the current roster of Band Support Organization general members.

President Emeritus

G. Shall serve for one year after stepping down from the position of President.

H. Shall maintain a seat on the Executive Board with full voting privileges.

I. All past Presidents may serve in a consulting position at the discretion of the President.

Secretary

J. Shall be elected and serve for one year.

K. Shall be responsible for recording minutes of meetings and providing administrative support as needed.

Treasurer

L. Shall be elected and serve for one year.

M. Shall be responsible for maintaining all Band Support Organization accounts and providing an accounting of all funds within these accounts.

Member-at-large

N. Shall be elected and serve for one year.

O. Shall serve as an advisor to the Executive Board and vote as such. May also serve on committees or be appointed as Chairperson of any committee.

Standing Committees: All Standing Committee Chairs shall attend the monthly Executive Board meetings and submit their monthly **General membership** committee reports. If unable to attend, the Chairperson is required to submit his/her monthly committee report to the President the Friday prior to the Executive Board meeting.

I. Transportation

A. Shall be an appointed office and serve for a term of one year.

B. Shall be responsible for reservations, transportation (not to include school buses, which are arranged for by the Band Director), logistics, movement of equipment, and chaperones/volunteers to assist with all events.

II. Communications/Publicity

A. Shall be an appointed office and serve for a term of one year.

B. Shall be responsible for external publicity and contact information such as submitting newspaper items, newsletters, mailings, and publicity for special events. (Bull Run Observer, Manassas Journal Messenger, Jones Communication, flyers, radio stations, etc.)

III. Fundraising

A. Shall be an appointed office and serve for a term of one year.

B. Shall assist in the fund-raising efforts approved by the Executive Board and the general membership.

IV. Hospitality

A. Shall be an appointed office and serve for a term of one year.

B. Shall assist in hospitality efforts for any activities approved by the Executive Board such as coordinating eighth grade pizza night, All County auditions, Spring and Fall Band Banquets, Tag Day, marching band picnic, parade refreshments, cards/flowers for bereavement, get well, etc.

V. Pit Crew

A. Shall be an appointed office and serve for a term of one year.

B. Shall oversee all activities related to Pit crew to include loading and unloading all instruments and equipment as well as being in charge of pit for all football games and VBODA.

APPENDIX C

Appointed Positions

I. Uniforms and Tuxedos

- A. Shall be an appointed position and serve a term of one year.
- B. Shall be responsible for evaluating band uniforms and tuxedo wear and tear, coordinating fittings and distribution of uniforms and tuxedos to band members, and arranging for cleaning as needed.
- C. Will coordinate with the Band Director to help anticipate future band growth and assist with finding the most cost effective supplier of band uniforms or tuxedos.

II. Membership

- A. Shall be an appointed position and serve a term of one year.
- B. Shall be responsible for maintaining the current roster of Band Support Organization general members. Shall be responsible for internal contact information such as maintaining the membership roster, encouraging new memberships, setting up/arranging membership booths as needed or appropriate.

The Constitution and Bylaws of the Band Support Organization have been approved by the general membership on Oct 16, 2006 and shall be in effect from this date forward.

  
Band Director Signature

12/3/07  
Date

  
Witness Signature

12/3/07  
Date