

Cumberland County Public Schools, Cumberland VA  
Cumberland Band Boosters

### **CONSTITUTION (First Draft)**

Date: 25 July 2016

Name: Cumberland Band Boosters

City: Cumberland, VA

#### **ARTICLE I: NAME AND PURPOSE**

Section 1: The name of this association is ***Cumberland Band Boosters***, hereinafter referred to as CBB.

Section 2: This organization operates as a unincorporated volunteer organization of Cumberland County Public Schools, herein after referred to as CuCPS.

Section 3: The purpose of the CBB is to provide financial and voluntary support to the Cumberland County Public Schools 5<sup>th</sup>-12<sup>th</sup> grade instrumental music program known as ***Cumberland Bands***.

#### **ARTICLE 2: POLICIES**

Section 1: Fiscal Responsibilities

All finances and monies will be managed through the office of the CuCPS bookkeeper.

Section 2: Activities

- a) CBB shall establish and oversee fundraising activities to further the endeavors of the Cumberland Bands.
- b) CBB shall encourage and aid in all such activities
- c) Only the CBB President, or designee, may speak in the name of CBB. No official communication in the name of CBB shall be sent by individual or committee to any public body or official without the approval of the CBB President or designee.
- d) No CBB member may speak in the name of the Director of Bands, or in any official capacity representing Cumberland Bands or CuCPS.
- e) CBB officers and committee members shall not be paid for any service rendered to CBB and should avoid any activity which would create the appearance of conflict of interest. This does not exclude CBB members from competitive bidding on supplies, equipment, and services.

#### **ARTICLE 3: MEMBERSHIP**

Section 1: Classes of Membership

- a) Regular Members – CBB membership is limited to parents/guardians of active Cumberland Bands members. All regular members shall have the right to vote for the election of officers and as otherwise provided in the bylaws.
- b) Director – The Director of Bands is accorded regular membership

- c) Extraneous Members – Any teacher or community adult interested in the band program may be approved for membership by a majority vote of members present at any regular meeting of the CBB.

## Section 2: Membership Policies

Membership in the CBB is not transferable.

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

### Section 1: Elected Officers

The CBB officers shall consist of a President, Vice President, Secretary, Treasurer, and Ways and Means Chairperson.

### Section 2: Term of Office

- a) The officers shall be elected for a term of one year by the general membership. Vacancies arising between elections shall be filled by election from the Executive Board.
- b) Officers are eligible to be elected to no more than two full successive terms in the same office. Officers assuming office mid-term are still eligible for two additional successive full terms in the same office.
- c) There are no limits to how many total years a CBB member may hold a specific office, provided the successive terms limit in Art. V, Sec. 2, Paragraph b) is maintained.
- d) A CBB member may hold as many different offices as he/she is elected to, provided the successive terms limit in Art. V, Sec. 2, Paragraph B is maintained.

### Section 3: Duties of Officers

- a) The President shall have the general supervision of the work of the CBB, preside at all meetings of the CBB and its Executive Board, appoint all committee chairpersons with the approval of the Executive Board, and perform other duties as may be prescribed in these bylaws or assigned by the Executive Board. The President shall be an ex-officio member of all committees except the nominating committee and shall present a written report of the year's activities at the June meeting.
- b) The Vice President shall assist the President in the duties of that office; and in the absence of the President shall perform the duties of that office.
- c) The Secretary or designee shall attend all meetings of the CBB and its Executive Board and maintain complete and accurate records of the proceedings thereof. These minutes shall be prepared for approval at the next meeting of the CBB and circulated as directed by the Executive Board. The Secretary shall be responsible for maintaining a file of all official documents including minutes, annual reports, bylaws and policies, which shall be turned over to the successor. Secretary shall under the direction of the President prepare and maintain files of correspondence.
- d) The Treasurer shall receive all revenues of the CBB, deposit all funds in the name of the CBB as directed by the Executive Board, promptly disburse funds authorized by the Executive Board or an approved budget item, maintain an accurate account of all monies received and disbursed, render a written statement at each regular meeting, prepare an annual budget proposal in

conjunction with the Band Director and Finance Committee and arrange in conjunction with the Finance Committee for an audit of the financial records which encompass the activities of the CBB at the conclusion of the fiscal year.

- e) The Ways and Means Chairperson(s) shall assess funding resources, recommend realistic fundraising activities to the Executive Board, be responsible for appointing chairperson(s) for specific fundraising activities as deemed necessary by the Executive Board, oversee all fundraising activities.

## **ARTICLE V: BOARDS AND COMMITTEES**

### Section 1: Executive Board

- a) The Executive Board shall be composed of the elected officers of the CBB
- b) Meetings of the Executive Board shall be held at the call of the President
- c) A quorum shall consist of not fewer than four (4) members.
- d) The Cumberland Band Director shall be an ex-officio member of the Executive Board
- e) The Executive Board shall have the following powers and duties:
  - a) implement CBB policies
  - b) advise the President
  - c) make recommendations to the general membership
  - d) approve standing committee appointments
  - e) transact the business of the CBB between meetings of the general membership
- f) All proceedings of the Executive Board shall be reported to the general membership at its next meeting and be subject to revision, provided no rights of third parties shall be affected.
- g) In order to be a member of the CBB Executive Board, a member must have a child in the school band program for at least one full year and be active as a booster for that period of time.
- h) CBB Executive Board members must have a child in the Cumberland Bands program for the full length of his/her tenure.

### Section 2: Standing Committees

- a) Standing Committee Chairperson(s), with the exception of the Ways and Means, shall be appointed by the President with the approval of the Executive Board. The standing committees are:
  - 1) Ways and Means Committee
- b) The Ways and Means Committee shall:
  - 1) Assess funding resources.
  - 2) Recommend realistic fundraising activities to the Executive Board.
  - 3) Assist Treasurer in development of the annual proposed budget.
  - 4) Determine which fundraising activities will be dedicated to individual accounts or to the general fund.
  - 5) Have a minimum of three (3) members, including the CBB Treasurer.

## **ARTICLE VI: NOMINATIONS AND ELECTIONS**

### Section 1: Nominations

- a) The Nominating Committee shall be composed of current members of the CBB, selected in accordance with current policy, and approved by the Executive Board. Any member except the current President may serve, and any member who becomes a nominee shall resign from the committee.
- b) The Nominating Committee shall prepare a slate of officers. The slate of nominees shall be published to the general membership in accordance with the current policy, but no less than fourteen (14) calendar days before the Elections meeting.
- c) Additional nominations may be proposed by voting members at the Elections meeting with the consent of the Nominee.
- d) All nominees must be Regular Members in good standing of the CBB for at least thirty (30) days prior to the date of election.

#### Section 2: Elections

- a) The officers shall be elected by ballot by the general membership at the Elections meeting. If there is only one nominee for any office, the vote may be taken by voice vote.
- b) CBB may establish a schedule of elections that elects officers prior to the Elections meeting, provided all other tenets of Article VI are observed. This schedule may be established to elect officers up to one (1) year prior to holding office. The slate of officers-elect may be active in their offices-elect as the Executive Board determines, but they do not have any voting rights not accorded any other non-officer Regular Member.
- c) Persons holding office must be Regular Members in good standing of the CBB.
- d) Newly elected officers take office at the close of the Annual meeting.

### **ARTICLE VII: MEETINGS**

#### Section 1: Regular Meetings

- a) Regular meetings of the CBB shall be held a minimum of four (4) times a year.
- b) All CBB meetings are open.

#### Section 2: Annual Meeting

- a) There shall be an Annual meeting, held in the spring quarter (as determined by the Executive Board), to carry out the purposes of these bylaws. The Annual meeting shall be held at a time and place determined by the Executive Board and shall be open to the general membership. Each Regular Member in good standing shall be entitled to cast one vote. Proxy votes are not permitted.
- b) A quorum shall consist of no fewer than one tenth (1/10) of the votes entitled to be cast.
- c) The outgoing President will submit an annual report of the year's activities
- d) Annual Treasurer's report will be submitted.
- e) Any other business appropriately submitted.
- f) New Officers shall take over their elected offices.

#### Section 3: Elections Meeting

- a) Unless otherwise determined in accordance with these bylaws and current policy (re: Art VI, Sec. 2, Paragraph B), the Annual meeting will also serve as the Elections meeting.

#### **ARTICLE VIII: AMENDMENTS**

Amendments to the bylaws shall be submitted in writing to the general membership no later than fourteen (14) days prior to the Annual Meeting. Passage requires a two-thirds (2/3) vote of those present and voting.

#### **ARTICLE XI – PARLIAMENTARY AUTHORITY**

All CBB meetings shall be conducted in accordance with *Robert's Rules of Order, Newly Revised*.

#### **ARTICLE XII – DISSOLUTION**

Upon the dissolution of the Cumberland Band Boosters, any liquid assets not already recognized as property of CuCPS will be transferred to the activity account of the Cumberland Bands program. Other assets will be transferred to the Cumberland Bands program for ownership and administration by CuCPS.