
FAIRFAX HIGH SCHOOL BAND BOOSTERS

Articles of Association

ARTICLE I – Name

The name of this association shall be the "Fairfax High School Band Boosters," hereinafter referred to as the FHS Band Boosters or FHSBB. The FHS Band Boosters exist as an unincorporated association of its members, and is governed by these articles.

ARTICLE II – Objectives

The objectives of the FHSBB are:

- a) To maintain an enthusiastic interest in the various phases of the band program at Fairfax High School.
- b) To lend all possible support, both moral and financial, to the band program at Fairfax High School.
- c) To cooperate with those in charge of the band department and the school administrators to promote the highest possible advantages in musical education.
- d) To strive for greater recognition of FHS band program.
- e) To support the FHS bands and their director(s).

These objectives are promoted through cooperation with parents, students, and faculty of Fairfax High School.

ARTICLE III – Membership

Section 1: Membership enrollment:

- a) One or both parents or the guardian(s) of any student enrolled in any band class in the Fairfax High School Band program are eligible for membership in the FHSBB, and shall be enrolled as members by the FHSBB Board of Directors ("Booster Board") upon receipt of names of such parents or guardians from Fairfax High School.
- b) Also eligible for membership are one or both parents or the guardian(s) of any student who has been selected for other programs under the direction of the band director(s), including, but not limited to: Guard, Winter Drum Line, and Jazz Band.
- c) Membership for parents and guardians of such students shall continue until their child is no longer enrolled in the band program, or until the end of the fiscal year in the case of applied members.
- d) Any other person interested in furthering the purposes of the FHSBB may become a member by oral or written application to the Secretary and upon approval of the Booster Board. Once approved, their membership must be renewed and approved yearly.

Section 2: Termination of membership:

- a) Will be automatic upon request of the member.
- b) Will be automatic upon departure from the band program of the student, upon whose membership eligibility is based.

- c) May occur by majority vote of the FHSBB present at any regular scheduled FHSBB meeting, the case for cause having been made and presented to the general membership by the Booster Board, for discussion and vote after due notice.
 - i. The member whose membership termination is being considered shall be notified in writing by the President in advance of such meeting.

ARTICLE IV - The FHS Band Booster Board

Section 1: The Booster Board shall consist of the officers of the FHS Band Boosters and the Band Director of Fairfax High School. Each board member shall have one vote.

Section 2: The duties of the Booster Board shall be:

- a) To meet to determine, plan, and present to the FHS Band Boosters all proposed programs and activities.
- b) To appoint a member to the Booster Board should a vacancy occur to serve out the remaining term of the vacated office.
- c) To approve the budget and monitor expenses within the approved budget.
- d) To approve non-budgeted expenses of not greater than \$1,000 in aggregate.

ARTICLE V- Officers

Section 1: The officers of the FHSBB Board shall be the President, Vice President-Operations, Vice President-Volunteers, Vice President-Fundraising, Secretary, Treasurer, Communications Director, Hospitality Director, and Uniform Director. All officers must have a child who is enrolled in the Band program. All Officers must be members in good standing with all band financial obligations appropriately met.

Section 2: Officers shall assume their official duties July 1 and shall serve for a term of one fiscal year, through June 30 of the following year.

Section 3: Officers may not serve more than two consecutive terms in the same office. This may be waived by a two-thirds majority vote of membership in attendance at the April (election) meeting.

ARTICLE VI – Election of Officers

Section 1: A nominating committee shall be appointed by the President from the general membership, with concurrence of the Booster Board. Members of the committee shall be announced at the regular March Booster meeting. The nominating committee shall identify a full slate of candidates for the offices for the ensuing year.

Section 2: The slate of candidates shall be presented at the April Band Booster meeting. Additional nominations may be made from the floor. The nominating committee is encouraged to present two nominees for each office.

Section 3: A quorum is a majority of the members present at a meeting, but not less than a majority of the members of the Booster Board.

Section 4: A vote is required for the election of any and all candidates for office. If a quorum is not present, the election will be delayed until a quorum is obtained.

Section 5: Voting is by ballot if more than one candidate for any office is nominated.

ARTICLE VII – Duties of Booster Board Officers

Section 1: The President shall preside at all FHS Band Booster and Booster Board meetings and serve as an ex-officio member of all committees except the nomination committee. The President shall perform such other duties as may be prescribed in these articles or assigned by the Band Boosters; and shall coordinate work of the officers and committees in order to fulfill the objectives of the Band Boosters.

Section 2: The Vice President-Operations shall assist the President and assume all the duties in the absence of the President. The Vice President-Operations will coordinate the operations of the Band.

Section 3: The Vice President-Fundraising shall assist with the coordination of the fundraising activities of the FHSBB.

Section 4: The Vice President-Volunteers shall coordinate the activities/functions of volunteers.

Section 5: The Secretary shall keep the records and minutes of all meetings and be responsible for correspondence from the Booster Board, as necessary.

Section 6: The Treasurer shall receive all monies of the FHSBB; shall keep accurate record of receipts and expenditures; and shall pay out funds in accordance within the approved budget as authorized by the FHSBB. The Treasurer shall present a financial statement at each meeting of the Band Boosters and at other times when requested by the Booster Board. The Treasurer shall keep such permanent records of accounts sufficient to establish the items of gross income, receipts, and disbursements of the Band Boosters. The Treasurer, the President, and the Vice President- Operations of the Board shall have signature authority on accounts held by the FHSBB.

Section 7: The Communications Director shall assume responsibility for directing communications to the Booster membership, including sending e-mails to the general membership at the direction of the President and/or the band director, and will have the responsibility of updating the FHS Band website and on-line calendar. The Communications Director will also be responsible for all advertising and correspondence with the press and other media and all other requirements for public or school notices.

Section 8: The Hospitality Director shall assume responsibility for organizing refreshments for FHS Band activities, such as the Band Camp, Band Banquet, and other band functions as needed.

Section 9: The Uniform Director shall assume responsibility for band uniforms for the FHS Band Ensembles. Duties will include organizing uniform fittings, cleaning of uniforms (as needed), and other duties pertaining to FHS band ensemble uniforms as appropriate.

Section 10: The Booster Board shall have the power to appoint Committee Chair(s) as necessary to conduct the business of the FHS Band Boosters.

Section 11: Upon establishment of committees (Article XI), committee representatives will be responsible for the planning, coordination and execution of the committee charge(s) and will report to the Booster Board on their plans and budget requirements and expenditures.

Section 12: The Board shall have the power to vote on emergent matters by electronic means (e-mail) prior to the next scheduled meeting. The electronic vote shall be entered into the minutes of the previous meeting and presented for approval at the following meeting.

ARTICLE VIII – Meetings

Section 1: Regular meetings of the FHS Band Boosters shall be held a minimum of four times per year, beginning in August and ending in June of each school year. The exact day and time shall be mutually agreed upon by the Booster Board and the band director. Members of the FHS Band Boosters will be notified of the scheduled meetings at least two weeks prior to the first meeting. Any changes to the published schedule of meetings shall be announced to the members in a timely manner.

Section 2: Notice of any special meeting shall be given no less than three days prior to such meeting by e-mail, written or telephone notice, or via posting on the FHS Band website (<http://www.fhsbands.org>).

Section 3: A quorum shall be defined as a majority of the members present at a meeting, but not less than a majority of the members of the Booster Board.

Section 4: Voting on routine matters, the Articles of Association or amendments, adoption of a budget, or adoptions of a project may be by voice or by show of hands. However, the election of officers shall be by ballot unless only one candidate is nominated for each available office.

Section 5: The rules contained in Robert’s Rules of Order, Revised, shall govern the proceedings of the Band Booster meetings. In event of conflict between Robert’s Rules of Order and the FHSBB Articles of Association; the FHSBB Articles of Association shall take precedent.

ARTICLE IX – Committees

Section 1: Members of the FHSBB shall be eligible to serve in any elective or appointive position.

Section 2: Committees may be created as deemed necessary by the Booster Board to promote the objectives and carry on the work of the Band Boosters.

Section 3: The chair of each committee shall report to the appropriate Booster Board officer and may be required to present a plan of work for approval to the Booster Board. The committee chairs may be required to attend Booster Board or other meetings if requested by the President for the duration of the project.

Section 4: The FHSBB President and the FHS band director shall be ex-officio members of all committees except the nominating committee.

ARTICLE X – Property

All equipment and supplies, including, but not limited to, musical instruments, uniforms, and regalia purchased by the FHS Band Boosters for the exclusive use of the FHS Bands, shall be the property of the FHSBB, unless ownership is transferred to Fairfax High School.

ARTICLE XI – Amendments

These Articles of Association may be amended by a quorum (Article VIII, Section 3) of the members during any FHS Band Booster meeting, provided at least ten (10) days written notice of proposed amendments or alterations shall have been given to all Members.

Amendments to the Articles of Association take effect at the beginning of the next fiscal year, when the new Booster Board is established. The FHSBB Articles of Association shall be reviewed at least every four (4) years for currency and updated as necessary.

ARTICLE XII – Fiscal Responsibilities

The fiscal year shall be July 1 through June 30. Following the close of the fiscal year, the accounts of the FHS Band Boosters shall be reviewed by an auditor selected by the Booster Board. An annual financial report will be filed with the Principal of Fairfax High School. The treasurer shall be bonded through the means of an adequate fidelity bond.

ARTICLE XIII – Nonprofit Regulations

Section 1: The purposes for which the organization is organized are exclusively religious, charitable, scientific, literary, or educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 2: Notwithstanding any other provision of these articles, this organization shall not carry on any activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3: Upon the dissolution of the association, 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 shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation 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.

ARTICLE XIV – Termination of the Band Boosters

Should the FHS Band Boosters cease to exist or function as stated in the articles for any reason, all of

the FHS Band Boosters bank accounts and any other assets belonging to the FHS Band Boosters will be passed on to Fairfax High School, Fairfax, Virginia. Funds will be placed in the Fairfax High School Band Fund and administered by the school finance officer, with access by the band director and principal for Band program expenses.

ARTICLE XV – Conflict of Interest

Whenever a board member has a financial or personal interest in any matter coming before the board members, the affected person shall fully disclose the nature of the interest. Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of the disinterested directors determine that it is in the best interest of the organization to do so. The minutes of meetings at which such votes are taken shall record such disclosures, abstention, and rationale for approval. The Fairfax High School principal is final authority for determining conflict of interest.

These Articles of Association are approved by provisions stated wherein on 25 April 2011.
Date



Recorded by _____
FHSBB Secretary