

MISSION STATEMENT

“The Mission of the *River Hill High School Music Boosters, Inc.* is to serve as a 501(c) (3) not-for-profit volunteer organization providing support, services, and financial aid to promote the continued development and growth of the River Hill High School Music Program.”

BY-LAWS

ARTICLE I: Name/Office

1.1 Name of Corporation

The name of this Corporation shall be: River Hill High School Music Boosters, Inc.

1.2 Principal Office

The principal office of the Corporation shall be: River Hill High School
12101 Route 108
Clarksville, Maryland 21029
(410) 313-7120

ARTICLE II: Membership

- 2.1 All parents/legal guardians of any River Hill High School Music student are members of the Corporation and are encouraged to attend all Music Board meetings.

ARTICLE III: Objectives

3.1 The objectives of the Corporation shall be to:

- a) Stimulate student, parent, and community interest and participation in the River Hill High School Music Program
- b) Promote fundraisers and events for the continued operation of the River Hill High School Music Program
- c) Promote mutual cooperation between the River Hill High School Administration, its component groups, and the River Hill High School Music Program.
- d) Promote social and recreational gatherings for its members, their families and friends, toward the end of cementing a good fellowship and a social cooperative spirit in this activity.

- 3.2 “The River Hill High School Music Program” includes River Hill students in groups coordinated by the Music Director(s).

- 3.3 The Corporation shall maintain marching band uniforms, concert uniforms, costumes, accessories, music, instruments, and equipment not provided by the Board of Education. All property acquired by the Corporation for the River Hill High School Music Program shall be given to and considered the sole property of the River Hill High School Music Program and the River Hill High School, not the property of the Corporation.

- 3.4 At no time shall the Corporation seek to direct the activities or control the policies of the River Hill High School Music Program.
- 3.5 The Corporation cannot commit any music group, its Director(s), or the school in any way; nor can the Director(s) or the School Administration commit the Corporation in any way.

ARTICLE IV: Officers

- 4.1 The Executive Board of the Corporation shall constitute the Music Board President, Music Board Secretary, the Music Board Treasurer, and the Music Group Chairs, which include, but are not limited to: Band, Choir, Orchestra and Guitar. These Officers shall perform the duties prescribed by these by-laws as adopted by the Corporation. All Officers must have a child who is in the RHHS Music Program. The advisory (non-voting) officers of the Corporation shall be the River Hill High School Music Directors.
- 4.2 As through approved procedures, the Executive Board Members shall be elected at the last meeting of the fiscal year and shall assume the responsibilities of their offices on July 1st of each year. A term of office is one fiscal year, July 1st through June 30th. An officer may not serve in the same elective capacity for more than two consecutive terms unless otherwise approved by a majority vote of the Executive Board members present at a regular meeting provided that a quorum is present. Quorum is defined in Article VIII.
- 4.3 The Executive Board President, Treasurer and Secretary may hold a Music Group Chair position. No member shall hold more than one Music Group Chair position at one time.
- 4.4 Any Executive Board Officer may be removed by a majority vote of the members present at a regular meeting provided that a quorum is present. Quorum is defined in Article VIII.
- 4.5 The vacancy of any Executive Board Office created by resignation or removal shall temporarily be filled by a member appointed by the President of the Corporation. Such appointees shall serve until a successor has been duly elected and qualified.
- 4.6 Any persons married or otherwise related shall not hold two separate Executive Board positions.

ARTICLE V: Duties Of The Executive Board Officers

- 5.1 Executive Board Officers
All Officers shall:
- a) Uphold the highest traditions and spirit of the River Hill High School Music Program
 - b) Perform all duties as prescribed in these by-laws or assigned to him/her by law
 - c) Ensure that all orders and resolutions of the Corporation are carried into effect
 - d) Ensure that the Corporation does not participate in activities that may jeopardize its 501(c)(3) nonprofit status

5.2 Music Board President

It shall be the duty of the President to preside at all meetings and perform such duties as pertain to the office. The President shall be the Chief Executive Officer of the Corporation.

The President, or their appointed representative, shall:

- a) Have general and active management of the business of the Corporation
- b) Preside over each meeting of the Corporation, and report on the condition of the business of the Corporation
- c) Appoint a representative to be the liaison to the RHHS PTSA and RHHS Boosters and others, as needed

5.3 Music Board Secretary

The Secretary assumes all responsibilities in the absence of the President.

The responsibilities of the Music Board Secretary include, but are not limited to:

- a) Recording and submitting minutes detailing the business of all RHHS Music Board meetings
- b) All correspondence from the River Hill High School Music Program
- c) All publicity from the River Hill High School Music Program
- d) Furnishing the incoming secretary with all minutes and copies of correspondence accumulated during tenure of office

5.4 Music Board Treasurer

The responsibilities of the Treasurer include, but are not limited to:

- a) Serve as custodian of all funds of the Corporation
- b) Maintain all financial records for the Corporation
- c) Aid in the creation of the annual budget to be approved at the June meeting
- d) Make disbursements in accordance with the approved budget or as authorized by the Corporation
- e) At each meeting of the Corporation, present a report of the condition of the business of the Corporation
- f) Keep a full and accurate accounting of all receipt, expenditures and monthly Music Board and Group Treasurer reports to file and/or renew on a timely basis any exemption status certifications.
- g) Provide for the preparation of all required financial reports, including the filing of tax returns, and any statutorily required reports
- h) Provide a financial status update at Music Board meetings
- i) Present the Annual Financial Report at the Music Board meeting in June

5.5 Music Group Chairs

The responsibilities of the Music Group Chairs include, but are not limited to, promoting and reporting on the finances, events and operations of their respective music groups.

ARTICLE VI: Election Of Music Board Officers

- 6.1 The President shall appoint a Nominating Committee of at least three members that are representatives from more than one of the music groups no later than March 15th.. It is the duty of the Nominating Committee to secure potential candidates for the positions of Music Board President, Music Board Treasurer, and Music Board Secretary. The Nominating Committee shall provide a slate of candidates at the Spring Music Board Meeting for the members to consider, and place those names in nomination.
- 6.2 The Nominating Committee is responsible for informing all members of the election date and location and the slate officers.
- 6.3 Nominations from the floor will be accepted at the Spring Music Board Meeting. All nominees must have given their consent prior to having their names placed in nomination.
- 6.4 If there are no opposing candidates, the vote shall be for the slate as a whole by acclamation. If any office is contested, that office shall be elected by secret ballot with the candidate receiving a simple majority of those voting declared the winner. (Votes will be counted by the Chair of the Nominating Committee)
- 6.5 Election of the Music Board Officers shall take place at the Spring meeting. The newly elected Music Board Officers shall assume duties July 1st.

ARTICLE VII: Music Board Responsibilities

- 7.1 The Music Board shall have control and management of the affairs and business of the Corporation. In all cases, the members of the Music Board shall act as a board, regularly convened. In the transaction of business, the act of the majority present at a meeting, except as otherwise provided by law, shall be the act of the board provided that a quorum is present. The Music Board may adopt such rules and regulations for the conduct of its meetings and the management of the Corporation as it may deem proper, but not inconsistent with law or these by-laws. Quorum is defined in Article VIII.
- 7.2 An emergency or special Music Board meeting may be called by the President or at the request of two or more members of the Music Board with at least twenty-four hours notice. Any emergency measure passed by the Music Board shall be brought up and reviewed at the next regularly scheduled Music Board meeting.
- 7.3 At the first Music Board meeting, the Music Board Treasurer shall submit an annual budget covering all aspects of the activities of the Corporation. The board shall review and approve the budget.
- 7.4 The Music Board shall transact necessary business between regular meetings of the Corporation.
- 7.5 The Music Board shall create additional committees as needed.

ARTICLE VIII: Quorum

- 8.1 A majority of the Officers of the Music Board shall constitute a quorum.

ARTICLE IX: Meetings

- 9.1 All meetings of the Corporation shall be at the principal office of the Corporation or at such other place or places as may from time to time be determined by the Music Board.
- 9.2 Regular meetings of the Corporation shall be scheduled at least once a quarter, every quarter, during the school year.
- 9.3 In the event a quorum is not present, the meeting may be adjourned and reconvened.
- 9.4 All Music Board meetings are open to all members.

ARTICLE X: Committees

- 10.1 Each music program (Orchestra, Band, Choir, and Guitar) will have a Music Group Chair and a Music Group Treasurer. They can be the same person. The Music Group Chair will be a member of the Music Board.
- 10.2 Music Group Chairs and Treasurers shall be a parent/legal guardian of a RHHS music student.
- 10.3 Music Group Chairs will present status update reports to the Music Board during Board meetings as requested.
- 10.4 Music Group Treasurers will manage their music program's budget, track funds and make disbursements. They will provide the Music Board Treasurer a financial report, as requested, at least once annually.

ARTICLE XI: Student Accounts

- 11.1 The Corporation and/or a Music Group may set up Student Accounts for individual students. Any Student Account so maintained must be managed in accordance with all state, local and federal tax laws.
- 11.2 Student Account funds are maintained separately from the funds of the Corporation.
- 11.3 Student Account balances may only be utilized to pay for Music related costs.
- 11.4 Student Accounts cannot benefit from general fundraising activities.
- 11.5 Student Accounts will be maintained by each Music Group's Treasurer.

- 11.6 Credit Balances in Student Accounts may only be carried over a school year for the period when the student is in the Music Program, subject to a maximum of four fiscal years.
- 11.7 Graduating Seniors, or students leaving the Music Program, with a balance in their Student Accounts may elect to:
 - a) Transfer such balance to the Student Account of an immediate family member
 - b) Transfer such balance to the General Fund
 - c) Ask for the balance to be paid to them

ARTICLE XII: Fundraising

- 12.1 All fundraisers shall meet the requirements of River Hill High School and the Howard County Public School System.
- 12.2 All proposals for fundraisers shall be submitted to the Music Board for approval.
- 12.3 Profits from fundraising activities must be credited to their respective music group accounts.
- 12.4 Profits from general fundraising activities may not be used to credit any individual Student Account.

ARTICLE XIII: Fiscal Year and Financial Activities

- 13.1 The Fiscal Year of the Corporation shall begin on July 1th and end on June 30th of the following year.
- 13.2 Annual Budget
The overall annual budget of the shared music programs shall be presented in writing to the Executive Board members no less than five days prior to the first Music Board meeting of the fiscal year for their review. The shared annual music program budget will be approved by a majority vote of the Executive Board members present at a regular meeting provided that a quorum is present. Quorum is defined in Article VIII.
- 13.3 Financial Status Report
The Music Board Treasurer shall present a report of the financial status of the Corporation at each Music Board meeting. The update shall include:
 - a) A summary of all cash received since the last update
 - b) A summary of all payments made since the last update
 - c) A summary of income and expenses for each Music Group
- 13.4 Music Groups Funds
The funds contained in the bank accounts of each individual Music Group (e.g., Choir, Orchestra, Band, Guitar) cannot be diverted to any other Group's account or the overall Music account without the express consent of the Music Group Chair and Director of that individual Group from which the funds are sought.

- 13.5 Ad hoc Financial Information
The Music Board may request all Music Group Treasurers to provide reports on specific financial and/ or budget items at Music Board meetings. If the additional information requested is not readily available during the meeting, the Music Group Treasurer shall provide the information at the next Music Board meeting.
- 13.6 Annual Financial Report
The Music Board Treasurer shall present the Annual Financial Report of the Fiscal Year.
- The Annual Financial Report shall state the following:
- a) Cash balance at the beginning of the fiscal year
 - b) All cash received during the fiscal year
 - c) All expenditures during the fiscal year
 - d) Cash balance at the end of the fiscal year
- 13.7 A copy of the Annual Financial Report as approved by the Music Board shall be filed with the Music Board minutes.
- 13.8 The President shall appoint an audit committee to audit the Music Board's Financial Records. The Treasurer shall relinquish the books to the appointed member(s) of the Corporation responsible for the audit of the Treasurer's books upon request of the auditor.

ARTICLE XIV: Amendments

- 14.1 The by-laws of the Corporation may be amended by a majority vote of the Music Board members present at any Music Board meeting provided that a quorum is present.
- 14.2 The proposed amendment must have been presented either at the preceding Music Board meeting of the Corporation or by written notice no less than five days prior to the date of said meeting.
- 14.3 No rule or regulation in this by-law can be changed or revised, unless approved by the Music Board.

ARTICLE XV: Dissolution

- 15.1 The Corporation may be dissolved under any one the following conditions:
- a) A majority of the Music Board adopts a resolution declaring that dissolution of the Corporation is advisable and directs that the proposed dissolution be submitted for action thereon at either the next regular meeting or a special meeting of the Corporation called for this specific purpose
 - b) A notice stating that the purpose of the meeting will be to take action upon the proposed dissolution of the Corporation is given to all members of the Corporation entitled to vote thereon not less than five days prior to the date of said meeting
 - c) The proposed dissolution is authorized by the affirmative vote of no less than two-thirds of all members present at the Music Board meeting.

- 15.2 Upon dissolution of the Corporation, after payment of all liabilities and compliance with all statutory requirements for dissolution, the remaining assets shall be given to the Principal of River Hill High School, as Trustee, for the express purpose of purchasing equipment for the River Hill High School Music Program in accordance with Article 13.4.

Section XVI: Parliamentary Authority

Robert's Rules of Order Newly Revised shall govern this Corporation in all cases in which they are applicable and in which they are not in conflict with these by-laws.