

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.”

BYLAWS

ARTICLE I: Name/Offices

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:

- a) To stimulate student, parent, and community interest and participation in the River Hill High School Music Program
- b) To promote fundraisers and events for the continued operation of the River Hill High School Music Program
- c) To promote mutual cooperation between the River Hill High School Administration, its component groups, and the River Hill High School Music Program.
- d) To 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 bylaws as adopted by the Corporation. All Officers must have a child who is in the RHHS Music Program. The advisory officers of the Corporation shall be the River Hill High School Music Directors.

4.2 The Executive Board Members shall be elected through approved procedures, installed at the last meeting, and shall assume the responsibilities of their office on June 1st of each year. A term of office is one fiscal year, June 1 through May 31. An officer may not serve in the same elective capacity for more than two consecutive terms.

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 ALL 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 bylaws 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) present, at each meeting of the Corporation, a report of the condition of the business of the Corporation.
- f) keep a full and accurate accounting of all receipt, expenditures and monthly committee treasurer reports.
- g) to file and/or renew on a timely basis any exemption status certifications.
- h) provide for the preparation of all required financial reports, including the filing of tax returns, and any statutorily required reports.
- i) provide a financial status update at Music Board meetings
- j) 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 group.

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 the 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 May 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 executive Officers shall take place at the May meeting. The newly elected Officers shall assume duties June 1st.

6.6 All Officers shall deliver to their successors all official materials not later than the June Music Board Meeting.

ARTICLE VII: Music Board

7.1 The Music Board shall be comprised of the Officers of the Corporation and Music Director(s).

7.2 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 bylaws. Quorum is defined in Article VIII.

7.3 An emergency 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.

7.4 At the June Music Board meeting, the Music Board shall submit an annual budget covering all aspects of the activities of the Corporation, in addition to the annual report from the Treasurer.

7.5 The Music Board shall transact necessary business between regular meetings of the

Corporation.

7.6 The Music Board shall create additional committees as needed.

ARTICLE VIII: Quorum

8.1 A majority of the Officers of the Corporation 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 for once a month, every month, during the school year. A schedule of meetings will be made available prior to the first meeting of the school year, but any meeting may be cancelled at the President's discretion.

9.3 One week's notice shall be given to reschedule a meeting should the Music Board deem it necessary. The one-week requirement shall be waived in the event of inclement weather.

9.4 Special meetings of the Corporation may be called by the President or by a majority of the Music Board with at least one week's notice.

9.5 In the event a quorum is not present, the meeting may be adjourned and reconvened.

9.6 All Music Board meetings are open to all members.

9.7 All Committee Chairs are required to attend all Music Board meetings.

ARTICLE X: Coordinators and Committee Chairs

10.1 Coordinators

Coordinators assist the Band Directors in administrative functions in the respective areas. Coordinator positions are identified in the spring, and as required during the course of the school year. These positions may include, but are not limited to:

- a) Alumni
- b) Audio Visual
- c) Color Guard
- d) Communications
- e) Concert Attire
- f) Jazz
- g) Make Music Happen
- h) Marching Band
- i) POPs Concert
- j) Publicity

- k) Recruiting
- l) RHHS festival
- m) Sunshine
- n) Symphonic Band
- o) Tiny Tots
- p) Wind Ensemble

10.2 Committees

Special committees may be created for specific purposes. The committee is automatically dissolved as soon as that purpose is accomplished, and the committee report is presented to the Board. Individuals who have a conflict of interest shall not be allowed to serve as members of the committee. Committees may include, but are not limited to:

- a) Nominating
- b) Scholarship

These positions will be filled as needed but may otherwise remain vacant. All Coordinators and Committee members shall be a parent/legal guardian of a band student and appointed by the Band Board with the exception of Alumni Coordinator, who does not need to have a current student in the program to hold this position. All Coordinators and committees shall assist the Band Board as required and will present status update reports to the Music Board during Board meetings as appropriate.

ARTICLE XI: Student Accounts

11.1 The Corporation may set up Student Accounts for the primary purpose of managing program dues of each student member of the Music Program. 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 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.

11.6 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; or
- b) transfer such balance to the General Fund; or
- c) ask for the balance to be paid to them

ARTICLE XII: Fundraising

12.1 All fund-raisers shall meet the requirements of River Hill School and the Howard County Board of Education.

12.2 All proposals for fundraisers shall be submitted to the President and Vice President for consideration. The Vice President will make appropriate recommendations to the Music Board for approval.

**12.3 The funds contained in the bank accounts of each individual Committee (i.e. choir, orchestra band, guitar) cannot be diverted to any other Committee's account or the overall Music account without the express consent of the Committee Chair and Director of that individual Committee from which the funds are sought, except as may be required by Article 5.4(d) of the Bylaws. A unanimous affirmative vote of the Music Board Officers is required for any amendment to Article 12.3 of the Bylaws.

12.3 Profits from general fundraising activities must be credited to the General Fund, and may not be used to credit any individual Student Account.

12.4 The Vice President is responsible for working with the Treasurer to conduct research and seek legal and tax advice as appropriate, to ensure all fundraising activities comply with IRS rules and regulations which are in effect.

ARTICLE XIII: Fiscal Year and Financial Activities

13.1 The Fiscal Year of the Corporation shall begin on June 1 and end on May 31 of the following year.

13.2 Annual Budget

The Annual Budget shall be presented in writing no less than 14 days prior to the first Music Board meeting of the Fiscal Year for review and approval at the June meeting.

13.3 Monthly Financial Status Update

The Treasurer shall present an update 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 component of Music Program

13.4 Additional Information

The Music Board may request the Treasurer to provide additional information on specific financial and/or budget items at Music Board meetings. If the additional information requested is not readily available during the meeting, the Treasurer shall provide the information at the next Music Board meeting.

13.5 Annual Financial Report

The Treasurer shall present the Annual Financial Report at the final Music Board meeting 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

13.6 A copy of the Annual Financial Report as approved by the Music Board shall be filed with the Music Board minutes.

ARTICLE XIV: Amendments

14.1 The Bylaws of the Corporation may be amended by a majority vote of the 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 fourteen 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 fourteen 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.

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.