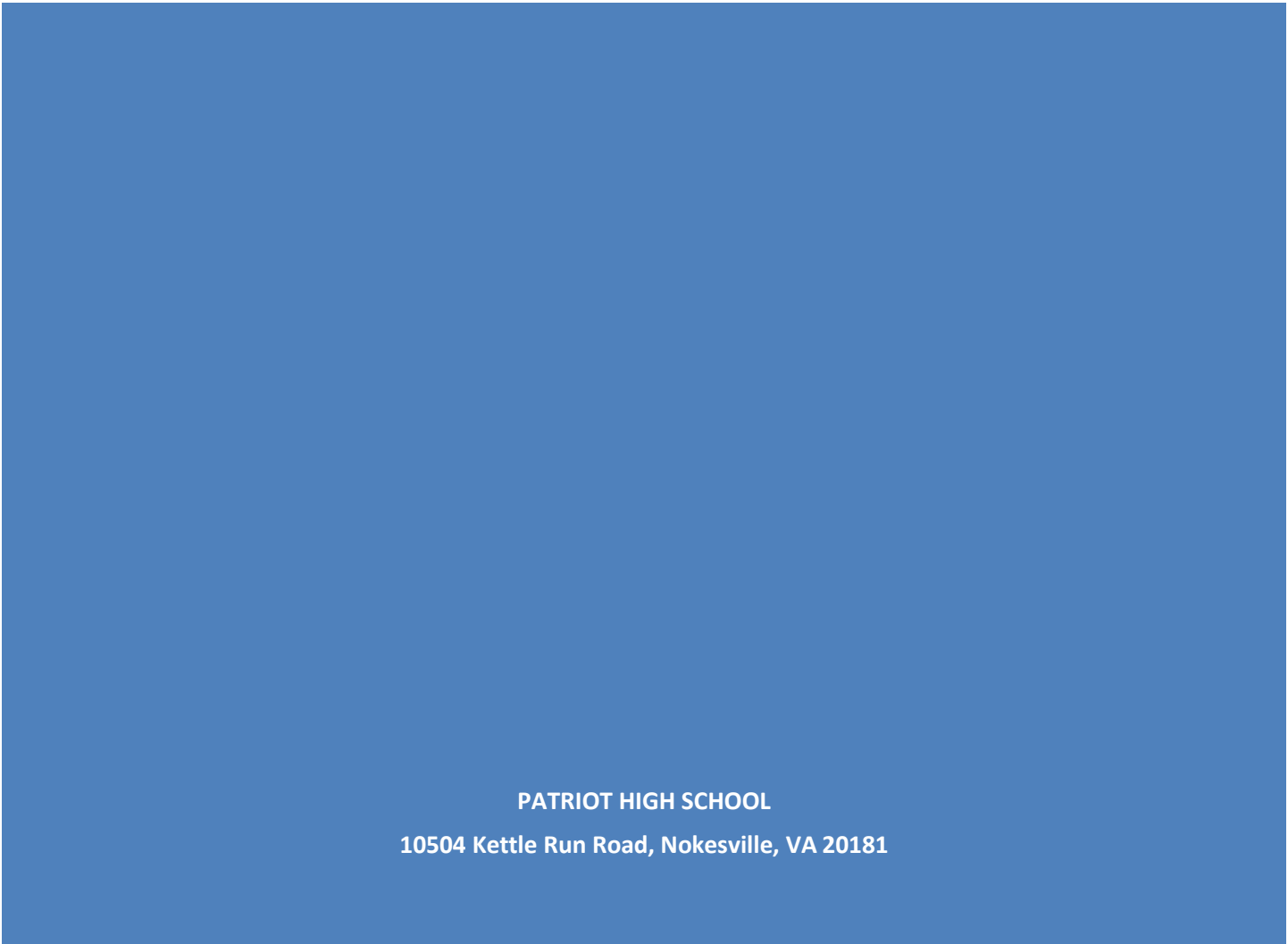




PATRIOT BAND SUPPORT ORGANIZATION BYLAWS

LAST AMENDED APRIL 9, 2019



PATRIOT HIGH SCHOOL
10504 Kettle Run Road, Nokesville, VA 20181

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Patriot Band Support Organization Bylaws

Article I, Name and Location

Section 1. Name

- a. The name of this organization shall be the Patriot Band Support Organization and for the purposes of this document shall hereinafter be referred as the PBSO. PBSO is a non-profit organization, as defined in Section 501 (c) (3) of the Internal Revenue Code of 1964 on January 31, 2014.
- b. Hereinafter the Patriot High School Marching Band, Pioneer Band, Concert Band, Symphonic Band, Jazz Band, Color Guard, Winter Guard and any other ensemble organized by the Patriot High School band director shall be individually and collectively referred to as the PHS Band or the Band.
- c. Hereinafter Patriot High School shall be referred to as PHS.
- d. Hereinafter the PBSO Board of Directors shall be referred to as the Board.
- e. PHS Band Director, referred to as the Director, is the person or persons hired by the Prince William County Public School Division to teach band classes at PHS.

Section 2. Location

- a. The PBSO's principal place of business shall be located at 10504 Kettle Run Road, Nokesville, Virginia, 20181, the physical address of PHS.
- b. PBSO may maintain an additional office or offices, maintain its books, or hold meetings in any place or places within Prince William County, Commonwealth of Virginia, as the PBSO business may require, and as directed by the Board.

Article II, Gender Statement

Section 1. No Implied Gender

Unless otherwise specified, the terms "he", "his", or "him" shall be implied to refer to both male and female gender. This is adopted in order to avoid confusion and facilitate ease of reading.

Article III, Purpose and Operating Parameters

Section 1. Purpose

- a. The purpose of the PBSO is as follows:
 - i. Provide financial and logistical support for the daily and long-term operations of the PHS Band.
 - ii. Serve as an active promoter and supporter of the programs and activities of the PHS

- Band, promoting music and fine arts appreciation and education throughout the Prince William County Communities and surrounding areas.
- iii. Assist the Director by communicating needs and attributes of the PHS Band to parents and the community.
 - iv. Promote the ideals of Respect for Authority, Teamwork, Discovery, Responsibility, Commitment, Courage, Safety/Security, Integrity, Good Citizenship, Honesty, and Loyalty through programs of organized music and fine arts activities.
 - v. Serve as an advocate of the PHS Band and related activities with the Prince William County School Board and Administration.
- b. The PBSO shall not solicit or expend funds for any activity that does not promote the purposes listed above.

Section 2. Operating Parameters

- a. The PBSO shall be non-commercial, non-sectarian, and non-partisan.
- b. The operation of the PBSO shall be vested in the Board as specified in these Bylaws. It is not the duty of the Board to manage the day-to-day operations of the PHS Band. All decisions related to the objectives and operations of the PHS Band are the responsibility of the Director and the Prince William County School Division. The Director makes all decisions concerning what the Band does and where the Band goes. PBSO shall provide financial and logistical support to ensure the Director's plans and policies are carried out, and any funds of the PBSO are expended judiciously in accordance with these Bylaws.
- c. Neither the name of the PBSO nor the names of any of its members in their official capacities shall be used in connection with any commercial concern or with any partisan interest, or for any purpose not appropriately related to the promotion of the purposes of the PBSO.
- d. The PBSO shall not directly or indirectly participate and/or intervene in any way in any political campaign on behalf, or in opposition to any candidate for public office.
- e. The PBSO shall work with the school administration to help provide a quality music program that complements the overall education program.
- f. The PBSO shall not engage in any activity that results in the financial gain or direct personal benefit of any of its membership.
- g. The PBSO is a non-profit organization and as such shall not engage in any activity that would be inconsistent with the status of:
 - i. A charitable, scientific, or education organization as defined in Section 501(c)(3) of the Internal Revenue Code of 1964 (or corresponding provisions of any future United States Internal Revenue Law).
 - ii. An organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1964 (or corresponding provisions of any future United States Internal Revenue Law).
- h. Upon dissolution of the PBSO, 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 disposed of shall be disposed of by a Court of Competent Jurisdiction of the county 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.

Article IV, Members

Section 1. Eligibility

- a. General Membership in the PBSO is open to any parent, custodial parent, stepparent, foster parent, or guardian (hereinafter collectively referred to as "parent") whose student is a member of the PHS Band.
- b. Associate Membership is offered to any parent whose child or children have graduated PHS indefinitely. Associate members are not entitled to vote and do not receive notice of any action as required by these Bylaws.
- c. A member in Good Standing is defined as a member who is current on all Band Fees and any other contracts with the Director or the PBSO.
- d. General Members in good standing are entitled to vote at annual elections of the Board (each family has one vote per Band student).
- e. The Director is a member in good standing.
- f. To hold a Board position, the General Member must be in good standing.

Article V, Student / Volunteer Protection (2PR)

Section 1. Two Person Rule

- a. In order to protect both students and adult volunteers, the PBSO shall adopt the "Two-Person Rule" (2PR) for all events where students and volunteers may interact.
- b. The 2PR requires that no student and adult volunteer will be paired in a one-on-one situation.
- c. The minimal group size allowed to interact is three: 2 students – 1 volunteer or 1 student – 2 volunteers.
- d. The only exception to this rule is a parent or legal guardian interaction with their own child.

Section 2. Introduction and Annual Training

- a. The Director shall instruct students and staff during summer band camp on the 2PR and why it is important to follow.
- b. The PBSO shall introduce the 2PR to parents/volunteers during the band camp parent meeting each year.
- c. The Vice President will review the 2PR with all committee chairs at the annual

meeting at the beginning of the Band season. All committee chairs will ensure committee members and volunteers are aware of and follow the 2PR.

- d. The PBSO will review the 2PR with staff, parents/volunteers and students before any overnight trips.

Section 3. Violations

- a. Any volunteer or student discovered not following the Two Person Rule will be given a warning.
- b. Further violations will be reported to the PBSO Board and Director for action.

Article VI, Government

Section 1. Articles of Organization

The Articles of Organization of the PBSO shall be the Articles of Incorporation of a Virginia Non-Stock Organization and the Bylaws of the PBSO as approved and amended.

Section 2. Board of Directors

- a. The governing body of the PBSO shall be the Board.
- b. The PBSO shall elect the Board members annually. The Board shall consist of the duly elected officers and directors of the PBSO.

Article VII, Board of Directors

Section 1. General Powers

The property and business of the PBSO shall be managed under the direction of the Board.

Section 2. Duties of the Board

- a. Organize and conduct the general membership meetings and Board meetings.
- b. Transact regular business and other such business as required in the intervals between general membership meetings.
- c. Approve and implement plans and activities of Standing and Special Committees.
- d. Report on Board meetings and Committee activities at the general membership meetings.
- e. Review and approve the annual budget.
- f. Approve all expenditures not individually authorized in the approved budget or until such time that a budget is approved or as otherwise may be specified in these Bylaws.
- g. Review and approve any contracts to be entered into on behalf of the PBSO.
- h. Select an independent finance and accounting expert to review the accounts and other financial records of the PBSO as required.
- i. Vote on the removal of individuals from the Board or the General Membership as specified in Article VII, Section 5.
- j. Organize and implement plans for the Annual Trip. The Annual Trip location/event is determined by the Director. The Annual Trip execution should be organized by an ad

hoc Trip Committee of at least 3 members, the Treasurer plus two other PBSO members (Board or General member). All contracts relating to the trip must be reviewed and approved by the Board before signing. Trip pricing should be calculated by the Treasurer, then reviewed and approved by the Board. Accurate tracking of all expenditures and deposits will be maintained by the Treasurer and presented to the Board for review.

Section 3. Characteristics of the Board

- a. The Chairman of the Board is the President of the PBSO.
- b. Each Member of the Board shall have one vote even though that member may hold multiple positions on the Board. A Board member must be present to vote.
- c. There is no limit to the number of terms a Board member may serve.
- d. Each Board member shall serve for a period of one year or until their successors are elected. In the event of death, resignation, or removal of a member from the Board, the Board may select and approve a replacement to fill the unexpired term of the office in question. The proposed replacement must receive a two-thirds (2/3) vote of the Board members present and voting.
- e. Voting members of the Board consist of the following officers: President, Vice-President, Treasurer (or Co-Treasurers), Secretary, Member-At-Large, and Band Director.
- f. Annually, prior to elections, the Board may deem it appropriate to add positions to assist with duties of the PBSO, such as Member-At-Large and Co-Treasurer. Such positions will be defined by the Board at the time of elections and an amendment to the Bylaws will be approved by a two-thirds (2/3) vote of the Board members present and voting.
- g. If the Board is less than four Members, the remaining Board members will make every effort to recruit and fill the open positions to attain at least 4 Board positions filled at all times.
- h. The Director shall have the authority (in conjunction with the PHS Principal) to override any Board decision not determined to be in the best interest of the Band.

Section 4. Nomination and Election of Board Positions

- a. At least two weeks prior to the Annual Election Meeting, a description of each Board Member's responsibilities shall be published on the PBSO website and electronically mailed to the General Membership. Any nominee must be a Member in good standing defined in IV-1-b.
- b. At least one week prior to the Annual Election Meeting, any Member seeking or making a nomination should notify the Board. An announcement shall be made to the General Membership via electronic mail.
- c. If a nominee is uncontested for a Board position, the nominee shall assume the nominated position.

Section 5. Removal

The Board shall have the authority, by simple majority secret ballot, to remove any officer or committee chairperson whose conduct or performance is not in keeping with the policies

or best interest of the PBSO. The individual in question will be notified of the time and intent of such action, and may speak on his/her behalf.

Section 6. Compensation

- a. No Member shall receive compensation for any service he may render to the PBSO in the capacity of a Board Member.
- b. No Board Member shall receive reimbursement of expenses incurred (i.e. travel) in attending any meeting of the Board.
- c. Nothing herein contained shall be construed to preclude any Board Member from receiving reimbursement for actual expenses incurred for supporting the PBSO or the Band. Reimbursement for these expenses shall be provided upon presentation of sufficient documentation of duties and expenses to the Treasurer, and as approved by the Board as part of the budget, or as may be otherwise approved by the Board by simple majority vote.
- d. The PBSO will reimburse the reasonable expenses incurred by a Board Member if the Board member furnishes the PBSO with a written statement of his good faith belief that he has met the standard of conduct described in §13.1-876 of the Code of Virginia, 1950, as amended.
- e. Because the Director is the official Prince William County School representative and is expected to attend all trips, any Trip pricing will include all trip related expenses for the Director.
- f. Board members are responsible for paying all of the same fees that any General member must pay, to include band fees, concert attire, and Annual Trip fees. The Director and any staff hired by the PBSO do not pay any fees.

Section 7. Officers Defined

- a. Elected Board members of the PBSO shall be President, Vice President, Secretary, Treasurer (or Co-Treasurers), and Member-At-Large.
- b. In accordance with PHS administration guidance, no Board member may be an employee of PHS, even if such employees have a student in the Band.
- c. The Director is an unelected Board member of the PBSO, selected by the Prince William County Public School System.
- d. The offices of the President and Vice-President may be held by the same person, but only entitled to one vote.
- e. Officers elected at the Annual Election Meeting shall officially take office during the first Board meeting in May. However, there may be a transition period during which new Board members elected can attend Board meetings in March and April to affect an orderly transition.
- f. Officers shall serve for a term of one year or until their successors are elected or appointed. Outgoing officers shall provide incoming officers with all records and documentation from the previous year's activities and shall assist in the transition.
- g. Officers have a duty to preserve data and convey it to their relieving officers. This duty

includes preserving of all past emails (PBSO, Gmail accounts, DropBox, etc.), electronic files and all other hard copy documents. Officers shall only use their PBSO gmail accounts for transacting official PBSO communications and business (except for the Director who may use the PWCS provided mail account).

Section 8. Duties and Responsibilities of the Board officers

a. PBSO President

- i. Mission: To support the PBSO, the Band, and the Director
- ii. Roles and Duties:
 - (a) Serve as the primary contact to the Director
 - (b) Create and execute meeting agendas for all Board meetings and Member meetings
 - (c) Be a voting member
 - (d) Be an active participant in all Band events throughout the year
 - (e) Maintain open communication with each member. Be available to assist when needed. Understand each Board member's roles and duties and contribute to the execution of the same.
 - (f) Attend monthly Patriot High School Booster meetings (or appoints a representative to attend), present any requests for funding to the Patriot High School Boosters, and communicate relevant information at PBSO General Membership meetings
 - (g) Be available to support the Band throughout the year.

b. PBSO Vice-President

- i. Mission: To support the PBSO, the Band, and the Director
- ii. Roles and Duties:
 - (a) Assist President as needed
 - (b) Attend all Board and Member meetings
 - (c) Be a voting member
 - (d) Be an active participant in all Band events throughout the year
 - (e) Oversees the annual Virginia Band and Orchestra Directors Association (VBODA) Assessment event, as long as PHS is a host school, designating the chair(s) (which is ultimately approved by the Board) to oversee all VBODA committees. Work closely with the Director to ensure all areas are covered and ready on the day of event
 - (f) Oversee all Committees and events not otherwise designated to another officer. Find chairpersons to run each committee and/or event. Maintain open communication with the chairperson before, during and after their specific event. Request an after- action report and follow up as needed. Ensure all committee chairpersons are familiar with requirements for managing payments to the Band and assembling payments for review and deposit by the Treasurer.
 - (g) Report at each Board meeting, or sooner if there are urgent matters, regarding activities and issues of the committees. Present updates and announcements at each Member Meeting regarding committee activities.

- (h) Hold a meeting at the beginning of the Marching Band season for all chairpersons, laying out expectations and answer questions.
- (i) Be available to support the Band throughout the year
- (j) If the Secretary cannot be present at meetings, the Vice President will record minutes.

c. PBSO Secretary

- i. Mission: To support the PBSO, the Band, and the Director
- ii. Roles and Duties:
 - (a) Attend all Board and Monthly meetings. Record minutes at meetings and publish to general membership within a week. Reports will be available to the membership on www.patriotbandsupport.org and will be electronically mailed by 4th Monday of each month.
 - (b) Be a voting member
 - (c) Be an active participant in all Band events throughout the year
 - (d) Communicate (via e-mail correspondence) all notices given by the Director, President, Treasurer and Vice-president to the general membership in a timely manner.
 - (e) Filter all correspondence received to the appropriate Board member or committee chair. Follow up with correspondence in timely manner.
 - (f) Have active oversight of the PBSO website, either by managing it personally or through a General member designee (who must be in good standing).
 - (g) Oversee the Media Committee and be responsible for management and oversight for all documents (photos, video, etc) uploaded to the PBSO website.
 - (h) Be available to support the Band throughout the year

d. PBSO Treasurer

- i. Mission: To support the PBSO, the Band, and the Director
- ii. The Board may determine the need to recruit for election of co-Treasurers. In this event, the duties will be split as evenly as possible between the co-Treasurers. If any one of the co-Treasurers cannot complete their duties for the entire term, the other co-Treasurer shall take over all duties of the Treasurer for the remainder of the year or until a new co-Treasurer is appointed by the Board in accordance with 3.d above.
- iii. Roles and Duties:
 - (a) Collect money from collection box and make deposits in a timely manner (at least weekly)
 - (b) Oversee the Spirit Wear Committee and be responsible for bringing all approvals before the Board for any pre-purchase of items for stock/inventory.
 - (c) Ensure that all committee chairpersons are knowledgeable of collection procedures and how to submit any monies to be deposited
 - (d) Develop a budget with Director at beginning of the fiscal year to be presented to the Board. Maintain budget and record spending, ensuring

documents (receipts, deposits slips, etc.) are reconciled to bank statements monthly.

- (e) Attend all Board and Member meetings. Provide a full accounting to the Board each month regarding finances and budget updates. Be prepared to present a Treasurer's report each month at the General membership meeting. Have report completed by the Friday prior to meeting and send to Director and/or President for copying.
- (f) Supply tax forms to staff. Submit tax documents by the end of the 5th month of each fiscal year.
- (g) Count money collected at both Tag Day and VBODA event. Coordinate with the Tag Day and VBODA Chairpersons as to who will be involved in counting money. (There must always be at least 2 people available to count money being collected at these events.). Deposit all monies collected from these events the next banking day.
- (h) Be an active participant in all band events throughout the year
- (i) Be available to support the Band throughout the year.
- (j) Have a review completed by an outside source at the end of the fiscal year. The independent reviewer will need all documents collected throughout the year (spreadsheet maintained and bank records with all supporting receipts, deposit slips, etc.) and a copy of all meeting minutes for the year. The Board shall review all recommendations and evaluate any changes necessary.

e. Member-At-Large (if elected)

- i. Mission: To support the PBSO, the Band and the Director
- ii. Roles and Duties:
 - (a) Attend all Board and Monthly meetings.
 - (b) Be a voting member
 - (c) Be an active participant in all Band events throughout the year
 - (d) Support the Vice-President with management and oversight of the Standing and ad hoc committees.
 - (e) Be available to support the Band throughout the year
 - (f) Other duties, as may be appropriate, to support the Board or the Director

f. PBSO Band Director

- i. Mission: To support the PBSO and the Band.
- ii. Roles and Duties:
 - (a) Inform and guide policy decisions, budget, and all Band program matters
 - (b) Recommend all staff positions to the Board which are compensated by the PBSO
 - (c) Assist the standing committee chairpersons plan for needs and budget
 - (d) Assist the President in setting meeting agenda and assist in presiding over meetings
 - (e) Work with the Treasurer to develop the annual budget.

Article VIII, Committees

Section 1. Organization

- a. Only PBSO General Members in good standing shall be eligible to serve in an appointed Standing committee position.
- b. Standing committee chairs are appointed by the Board, based on their expressed desire and capacity to serve.
- c. Standing committees chairs shall be Uniforms, Chaperone, Pit Crew, Spirit Wear, VBODA, and Media Committees.
- d. The terms of the standing committee chairmen shall coincide with those of the elected officers.
- e. Other, Ad-hoc committees will be designated by the Board as needed and appropriate for the activities and events of the PHS Band. Chairs of the Ad-hoc committees will be appointed by the Board based on their expressed desire and capacity to serve and overseen by the Vice-President.
- f. The terms of the Ad-hoc committees will be for the period of time necessary to complete the tasks or events they were created to assist with.
- g. A committee chairperson can be removed by two thirds (2/3) majority vote of the Board.

Section 2. Standing Committees and Their Duties

- a. Uniforms
 - i. Responsible for maintenance and accountability of uniforms.
 - ii. Responsible for fitting and issuing of uniforms.
 - iii. Responsible for coordination of uniform cleaning.
 - iv. Coordinates repair of damaged items.
 - v. Determines whether uniform items should be repaired or replaced.
 - vi. Conducts needs analysis based on projected Band membership and advises the Board of projected requirements for additional uniforms by size and number.
- b. Chaperone
 - i. Responsible for recruiting and training adequate number of chaperones for Band events, including football games, parades, competitions, and trips.
 - ii. Ensures that chaperones fully understand their duties and responsibilities prior to departing on any trip including the 2PR rule.
 - iii. Responsible for coordinating with the Director for supervision of all Band members during Band events.
 - iv. Conducts needs analysis after each event and advises the Vice President of any additional purchases that may be necessary.
- c. Pit Crew
 - i. Responsible for transport and placement of the Band's equipment, including securing additional transport vehicles as may be necessary.
 - ii. Ensures equipment is not damaged in setup, breakdown, or transport.
 - iii. Coordinates volunteers to assist with the Pit Crew for all Band events, including football games, parades, competitions, and trips.

- iv. Trains Pit Crew volunteers on the assembly, disassembly, and proper placement of equipment.
 - v. Maintains, tows, and effects annual State inspection for the Band trailer(s).
 - vi. Conducts needs analysis after each event and advises the Vice President of any additional purchases that may be necessary.
- d. Spirit Wear
- i. Responsible for managing relationships and appropriately acquiring all clothing and other items for sale to encourage spirit by the PBSO membership.
 - ii. Ensure that the sale of all items are as close to cost as possible, but never sold less than cost without prior approval of the Board.
 - iii. Responsible to create an order form, receive orders from PBSO membership, and coordinate an orderly distribution of all orders to PBSO members once items are delivered.
 - iv. Manage the order of the show shirt annually for all PHS Band students.
 - v. Provide accounting of all sales to the Treasurer for deposit, no less than monthly.
- e. Media
- i. Responsible for maintaining all PBSO DVR equipment and related gear.
 - ii. Ensures band events are covered by still and video photographers.
 - iii. Collates still and video footage from Media team, edits, screens, and posts via the PBSO web site and online storage.
 - iv. Records events/practices as requested by the Director or staff.
- f. VBODA
- i. Responsible for coordinating and managing all aspects of the VBODA Assessment event with the President and the Director. Available at Member meetings to communicate needs for donations and volunteering by the Members.
 - ii. Ensure that all committee positions are filled with Members in Good Standing to support the event including Pit, Traffic, Check-in, Concessions, Judges Hospitality, VBODA program, Gate/Ticket Sales, etc. Meets with and communicates with all committees, as necessary, throughout the band season.
 - iii. Evaluates needs for equipment and other purchases and communicates in a timely manner to the Director and/or President for approval to purchase by the Board if not already in the budget.
 - iv. Is on-site for the VBODA event from set-up until take-down is complete.
 - v. v. Completes an after-action report as well as assembles after action reports from all committee leads and provides to the President and Director as soon as possible after the event.

Article IX, Meetings

Section 1. Annual Election Meeting

The Annual Election of Board Members will be generally scheduled to coincide with the Winter Pre-Assessment Band Event – usually in February. If this event does not occur for any reason, the Board may determine an alternate date such as a General membership

meeting to hold elections. Such alternative date will require at least a two weeks' notice.

Section 2. Voting

- a. Every band student's family is entitled to one vote, provided the family is a member in Good Standing.
- b. Voting for Board members will be conducted by secret ballot with all Members in attendance at the meeting.
- c. Secret ballots shall be counted by a Member of the Board that is not running for re-election, or if such a person is not available, the Director may ask non-partisan employee of the PWCS system.
- d. If the Board President is not an eligible nominee for re-election, his vote shall break all ties.
- e. If the Board President is an eligible nominee for re-election, the Vice President's vote shall break a tie for the Office of President.

Section 3. General Membership Meetings

- a. The purpose of General Membership Meeting is for the Board to report on PBSO activities, including a Treasurer's report (PBSO funds, assets, and expenditures). Meetings will take place as established by the Board at monthly intervals.
- b. The President of the Board shall preside over General Membership meetings. The Director should provide any necessary agenda items to the Board.
- c. Written notice of General Membership meeting dates, times, and locations shall be posted on the PHS Band website. Any changes in proposed meeting dates shall be posted on the PHS Band website.

Section 4. Board Meetings

- a. The Board shall meet at monthly intervals, prior to the General membership meeting.
- b. The Secretary shall record and report minutes of all Board meetings to the General Membership, usually via the web site. In the event the Secretary cannot record minutes, the Vice-President shall perform this function.

Section 5. Location of Meetings

- a. All meetings of General members shall be held at Patriot High School.
- c. All meetings of the Board shall be at Patriot High School or at such other location within Prince William County as may be agreed by all members of the Board.
- d. The Board may hold its meetings by telephone conference or other similar electronic communications means in accordance with the provisions of the corporation laws of Virginia.

Section 6. Quorum

- a. The presence in person or via telephone of a simple majority of the Board shall constitute a quorum at all Board meetings.
- b. Such PBSO General Membership present at the Annual Election Meeting shall constitute a quorum.

Section 7. Conduct of Meetings

- a. All meetings shall be led by the PBSO President. If he/she is not present, by the Vice President will lead the meeting.
- b. The Secretary of the PBSO shall record the minutes of General Membership meetings. If the Secretary is not present, his/her designated assistant shall record minutes. Minutes shall be published to the General Membership via the web site within seven days following the meeting.

Article X, Financial Policy

Section 1. Policy

- a. The Board shall decide all matters pertaining to the finances of the PBSO.
- b. All PBSO income shall be placed in a deposit account at such bank as the Board shall designate. The Treasurer shall maintain the checking account and shall not overdraw on the balance.
- c. All expenditures shall be made in compliance with an approved budget or, if not in the budget, should have the prior approval of the Board.
- d. All bills/invoices for the Band must be submitted to the Treasurer.
- e. All monies collected will be deposited into the PBSO checking account. Committee chairs will have 14 days to submit monies to the Treasurer. The Treasurer will then have 14 days to deposit to the PBSO checking account. The Committee chairs and Board members will use all reasonable due diligence to have all monies deposited within 30 days of original receipt by the Band in the deposit box.
- f. Only the President's and the Treasurer(s)'s signature shall be accepted on a check. The President and the Treasurer(s)'s signatures shall be the only signatures on the bank's signature card. All bank signature cards shall be reviewed and/or signed annually, provided there is change of Board members, within the 1st seven business days of May when the new officers take over the Board. Any check written for more than \$2,500 shall require approval by the Board (documented in emails or via Board minutes), regardless of whether it was originally in the approved budget.
- g. In the event the Treasurer resigns or otherwise becomes incapacitated, and the Board fails to designate a person to sign checks, drafts, money orders, or other instruments for the payment of money, all such instruments shall be signed by the President until a new Treasurer is elected or appointed by the Board.
- h. Any returned checks that have been written to the PBSO will be charged the then current overdraft charge from the bank, per check. The Treasurer shall notify the maker of any check written to PBSO that it is returned for insufficient funds.
- i. Bank credit/debit cards may be issued to the Director, Treasurer, Vice-President and President for transacting business within the approved budget. No credit cards are to be issued to Committee Chairs. Board members are to use all reasonable care to

safeguard credit card information, as they would their own personal credit cards.

- j. Any purchases outside the approved budget requires prior approval by the Board. Each Board member is responsible for proper fiscal management of the card and to provide all receipts to the Treasurer within 14 calendar days for proper accounting of all purchases.
- k. Information regarding requested scholarships and payment plans for Band members unable to make payments of Band Fees or other sums due shall be collected by the Director and/or the Treasurer and presented to the Board for approval. Such matters will be held in strictest confidence regarding names of Band members and not reflected by name in any minutes. Nevertheless, such funds shall be reflected in the annual financial accounting of the PBSO.
- l. The PBSO shall provide Patriot High School and PWCS administration a full accounting of its financial records as necessary to meet its internal audit requirements.
- m. At the close of each fiscal year, PBSO shall provide Patriot High School a complete listing of all assets purchased for transition of the title of ownership to PWCS.
- n. The PBSO shall have the power to access fees as authorized by these Bylaws.
- o. The PBSO shall not participate in any fund-raising activity that requires the PBSO to put money up front at risk.

Section 2. Debt

- a. The PBSO shall not incur any debt, including loans, advances, or credit accounts.
- b. There shall be no expenditures of funds or ordering of goods, materials, or services without sufficient funds in the bank to cover the expense.
- c. There shall be no expenditures of funds without the expenditure being previously approved in the PBSO budget or having the prior approval of the Board.

Section 3. Naming Conventions

- a. Any financial institution in which the PBSO maintains an account may accept, honor, cash, or pay, without limit to account, all checks, drafts, money orders, or other instruments made payable to any of the following names:
 - i. Patriot Band Support Organization
 - ii. Patriot High School Band
 - iii. Patriot Band
 - iv. PBSO
 - v. PHSB

Section 4. Donations

Any donation to the PBSO of financial resources, goods, services, or other materials shall become the property of the PBSO Band to be used for the purpose(s) donated.

Section 5. Not Used

Section 6. Fiscal Year

The fiscal year of the PBSO shall be from 1 June to 31 May.

Section 7. Audits

- a. All financial records of the PBSO shall be reviewed annually at the end of the fiscal year

by a disinterested party. This party shall produce an audit report, which the Treasurer will file with the Secretary.

- b. The financial records shall also be reviewed by a disinterested party at any time there is a change in the Office of the Treasurer.

Article XI, Parliamentary Authority

Section 1. Amendments

- a. These Bylaws may be amended at any regular or special meeting of the Board if fourteen days of notice have been provided.
- b. A two-thirds (2/3) vote of the Board is required for ratification and/or amendment.
- c. Amendments shall be effective immediately upon adoption unless otherwise specified.

Article XII, Review Procedure

Section 1. Annual Review

The Board shall review these Bylaws annually to determine their relevance and effectiveness in managing the PBSO. Approved changes shall be implemented immediately.

Bylaw Adoption

The Patriot Band Support Organization was established on June 5, 2012, by the initial registered agent, David Van Gelder. The general membership reviewed the proposed bylaws on August 16, 2012. These bylaws were ratified and adopted by the Board; Allison Bagnell, Mark Goldman, Annie Maxson, Christopher Newman, and David Van Gelder on September 14, 2012.

Record of amendment and adoption:

1. August 15, 2015 by consensus of the Board.
2. June 26, 2016 by consensus of the Board.
3. April 9, 2019 by consensus of the Board.