Hylton High School Band Booster ByLaws
Adopted: July 2023 Revised: October 2026

ARTICLE I – NAME

The name of the organization shall be the Hylton High School Band Boosters, hereinafter referred to as "Hylton Band Boosters" (HBB).

ARTICLE II – PURPOSE

The Hylton Band Boosters is an organization comprised of students, parents and school leaders who have a vested interest in the success of the C.D. Hylton High School Band programs including the following:

Symphonic Band
Concert Band
Marching Band
Color Guard
Jazz Band

The primary purpose of the HBB is to assist the C.D. Hylton High School Band Director in the development of excellence in music education, performance skills and leadership in our students. The HBB accomplishes this by providing financial, logistical and moral support in a balanced fashion for all these programs and the students who participate in them.

ARTICLE III – MEMBERSHIP

Primary Membership in the HBB shall be open to any adult with a student who participates in any or all of the above-mentioned groups and who has an interest in providing or acquiring resources for the express purpose of enhancing the versatility and/or quality of Hylton High School Bands. Members are requested to attend as many monthly meetings as possible. Associate Members: shall be open to any adult who has an interest in providing or acquiring resources for the express purpose of enhancing the versatility and/or quality of Hylton High School Bands. Members are requested to attend as many monthly meetings as possible.

Executive Board Officers shall be elected and consist of:
President
Vice President
Treasurer
Secretary

Voting Members of the Executive Board shall be:
President
Vice President
Treasurer
Secretary
Fundraising Coordinator
Communications Coordinator
Uniform Coordinator
Color Guard Coordinator
Equipment Manager

Non-Voting Members of the Executive Board shall be:
Band Director
Color Guard Director
Percussion Director

Members' at Large (1 rep for each HS Class year)
Pit Crew Chair
Tag Day Chair
Hylton Band Drum Major

Voting Rights – Voting members of the Executive board in good standing shall be entitled to one vote on each matter submitted to a vote of the members. A vote resulting in a tie will be considered a "yes" vote.

Resignation – Any member may resign by filing a written resignation with the Secretary and Vice President.

Reinstatement – Member may be reinstated by the affirmative vote of two-thirds of the voting members of the Board.

ARTICLE IV – OFFICERS AND RESPONSIBILITY

President:

- Shall serve a term of one year.
- Shall participate in the financial audit and validate by signature its completeness and accuracy in turn over to the next Board.
- Shall have oversight authority on all actions pertaining to the HBB.
- Shall work with HBB Treasurer to audit all accounts for completeness and accuracy prior to July 1 in preparation for transfer to the new Executive Board. Audit shall be accompanied by a letter signed by the outgoing President, Treasurer and Marching Band Director as to its completeness and accuracy.
- Shall be responsible for working with HBB Treasurer on filing the tax returns for the Boosters with the IRS, due in November.
- Shall act as the spokesperson for the HBB by maintaining communications with the Hylton High School administration, School Board, other school organizations and the community.
- Work with the Secretary as needed/appropriate on any necessary written communication.

Vice President:

- Shall serve a term of one year.
- Shall preside over meetings in the absence of the President.
- Shall be chairperson for membership recruitment efforts.
- Shall work with the Band Director in the responsibility of planning and execution of logistics for the following band season and marching band camp.

Treasurer:

- Shall serve a term of one year.
- Be responsible for collection and accurate accounting of all student accounts.
- Shall prepare letters of financial delinquency for any fees unpaid after 30 days of due date. Shall prepare and distribute letters of financial delinquency every 30 days until the debt is cleared.
- Debt letters must be signed by the Band Director and the HBB Treasurer.
- Work closely with the HBB President to manage all accounts and ensure financial obligations are being met.
- Be responsible for ensuring that the Boosters has appropriate insurance coverage both for the Boosters Organization and the Booster Officers.

Secretary:

- Shall serve a term of one year and be responsible for recording minutes of Executive and membership meetings and ensure their distribution to the membership.
- Will submit meeting minutes to Executive Board for review within 7 days of meeting. Executive Board will then have 7 days for approval process. Minutes will then be posted on HBB website.

- Will develop an accurate list of members (names/e-mail addresses) within 30 days after start of band camp and share that list with HBB Executive Board.
- Shall be responsible for maintaining parent and student communication of events and activities.
- Shall write official correspondence and maintain accurate records of meetings and said correspondence.
- Shall keep a current roster of band participants (including names and e-mail addresses)

Equipment Manager:
- Shall serve a term of one year.
- Track the location and condition of equipment throughout the season.
- Label and organize equipment storage areas for efficient access and accountability.
- Coordinate loading and unloading of equipment trailers, trucks and storage vehicles.
- Develop loading plans to maximize efficiency and protect equipment during transport.
- Ensure all necessary equipment arrives at rehearsals, games, competitions, and performances.
- Coordinate teardown and loading procedures following performances.
- Verify all equipment is accounted for before leaving an event site.
- Perform routine inspections of equipment for damage, wear and safety concerns.
- Coordinate repairs and maintenance of carts, trailers, electronic equipment and accessories.
- Report major repair needs to directors and Booster leadership.

Fundraising Coordinator:
- Shall serve a term of one year.
- Shall act as a chairperson of all revenue producing committees, ensuring all legal requirements are satisfied.

Communications Coordinator:
- Shall serve a term of one year.
- Shall be responsible for establishing and maintaining social media communications advertising the accomplishments of the Hylton Band program.

Uniform Coordinator:
- Shall serve a term of one year.
- Shall be responsible for the overall management and care of all band uniforms and concert attire.

Color Guard Coordinator:
- Shall serve a term of one year.
- Will be responsible for supporting the Color Guard in their needs as determined by the Color Guard Director, Band Director and HBB.

Band Director:
- Prince William County School (PWCS) employee who is in charge of all band programs at C.D. Hylton High School.

Color Guard Director:
- Prince William County School (PWCS) employee who is responsible for the management and development of the Color Guard program.

Hylton Band Drum Major:
- Student who is selected to serve for one year as Drum Major.
- Drum Major will serve as a voice for band students during HBB meetings. They will be invited by HB Secretary to share any questions, concerns, and/or thoughts 7 days prior to meeting so that the HBB Secretary can include in meeting agenda. Secretary will then follow up with Drum Major post meeting.

The HBB Executive Board will be responsible for providing the organizational structure to accomplish the PURPOSE of this association within the guidelines established by this constitution and its BY LAWS. They will maintain the integrity and viability of the HBB organization.

The Executive Board voting members will be elected by the membership. Members at large will be appointed by the President.

All members of the Executive Board will have one vote for each action requiring Executive Board approval.

ARTICLE VII – BUDGET

Hylton High School Director should submit a proposed budget for the following school year to the May meeting. The Fundraising Coordinator shall submit a statement of earnings for the previous year and suggest potential fundraising activities for the following school year at the May Executive Board meeting. The HBB Treasurer shall prepare a prioritized budget for the following school year for Executive Board approval during the August meeting. Approved budget shall be finalized and distributed to the board by the September meeting.

AUDIT DIRECTIVES

An audit should be completed at the end of each fiscal year to ensure good standing. Hylton HS requires Booster account information to be completed by June 30th, therefore, the audit should take place during that time period. The audit should be completed by an outside source; it cannot be completed by a Booster member.

Items that should be consistently utilized to help ensure a smooth and positive audit process include:

1. Bank Reconciliations
    a. Bank Statements will be reviewed by the President/Vice President monthly.
2. Disbursements
    a. Ensure that an “approval” is noted on an invoice to show that it has been reviewed/consented to by the Boosters.
3. Board Minutes
    a. Meeting minutes and records of email votes (if apoplicable) must be maintained to show any changes in budget expenditures.
4. Budget
    a. A budget will be submitted and maintained throughout the year.
5. Check Images
    a. It is recommended that the Boosters keep a record of all check images to help monitor cancelled checks.

ARTICLE VIII – FUNDRAISERS

The Fundraising Coordinator shall establish a proposed set of fundraising activities for the following school year for the presentation to the Executive Board during the April Executive Board meeting. These proposed activities could be but are not limited to sales, concerts, or donations.

ARTICLE IX- EXPENDITURE OF FUNDS

Funds from the HBB shall be utilized to improve, enhance, and maintain the Hylton High School Band program. This will include but not be limited to purchase of music, uniforms, maintenance of equipment, drills for the Marching Band, and instructor expenses as approved in the budget. All expenditures shall be within the available financial resources and will have the appropriate payment documentation as specified

by the Treasurer. In the event that the Treasurer position is vacant, the President or Vice President will have the authority to write checks.

Students participating in fundraising activities can receive a portion of the profits as determined by the Executive Board, if an approved system is adopted for that calendar year. Students may use these credits to cover band-related costs. These costs will include, but are not limited to, Band Leadership Camps and extra band activities that require payment. A request form must be submitted to the treasurer to have these funds transferred.

Any student requesting financial aid for trips or band fees must complete a financial aid request form and return it to the Treasurer. Financial aid will be distributed based on the input of the Band Director, student need and the availability of funds.

The following shall be established as discretionary spending:

Band Director (in conjunction with Color Guard Instructor and Percussion Instructor) - $2000.00 per band season/ school year (no approval needed)

Majority Vote of members present at meeting - individual purchases of
$1000.00 or greater

Majority Vote of Executive Board - individual purchases of up to $1000.00 President, Vice President - individual purchases less than $100.00

All purchases, regardless of type, MUST have a corresponding receipt.

ARTICLE X- AWARDS

There shall be 11 awards established to recognize Hylton Band members who have been instrumental in enhancing the Hylton School Band notoriety through the capabilities of its members. Each band section will have two awards and there shall be one overall Band Director's award. In addition, Band Letters. Award Certificates, and Medals for Assessments shall be awarded to students who have met the standards for receipt of the award as determined by the Band Director. Potential Award recipients shall be determined without regard to indebtedness and be solely based on the Band Members contribution to the overall capabilities and/ or improvements made as a member.

In addition, medals will be awarded to those students who participate in honor bands and assessments during the year. All band members will receive award certificates of participation.

Scholarships shall be established for those students who are accepted to a Band/ Group camp, the amounts and numbers shall be established and approved by the Executive Board. Any student requesting scholarships must apply in writing to the Band Director.

ARTICLE XI – MEETINGS

The Band Boosters will hold one meeting per month on a predetermined schedule that will be provided to the members by August: General meetings will be held in the Hylton HS Band Room at 7:00pm. The agenda will be established one week prior to the meeting and distributed to the Executive Board for their review.

As necessary, the Executive Board will hold a meeting at 6pm on the day of the General Booster meeting to discuss any business that must be handled outside of the general meeting. If a separate Executive Meeting is not necessary, business will be handled via a group email.

BYLAW I PAYMENT OF EXPENSES

Pursuant to Article IX, Expenditure of Funds of the Hylton Band Boosters Bylaws:

A. All expenditures shall be within the available financial resources
B. The appropriate documentation, as specified by the Treasurer, will be submitted for payment.
C. All expenses will be submitted to the Treasurer for payment within 30 days of incurring the expense. Any expenditure submitted after that time will not be paid unless approved by the Executive Board.

BYLAW 2 TRIP FINANCIAL AID ACCOUNT FUND

Pursuant to Article IX, Expenditure of funds of the Hylton Band Boosters Constitution:

Ten percent of all monies raised for the specific purpose of financing trips will automatically be put in a financial aid account. This is the only money that will be available for financial aid for trips. Trip financial aid award shall be restricted to students "in good standing." Trips are not to be financed from the general operating budget.

Good Standing has been created as a reflection of the C.D. Hylton Band's commitment to sup2orting students meeting high standards of conduct and academic success. Students in good standing are those students who are not indebted to the band for past due band fees, have academic achievement of "C" or better and who have not been suspended in or out of school for any reason.

BYLAW 3 UNIFORM FUND

Pursuant to Article IX, Expenditure of funds of the Hylton Band Boosters Bylaws:
Because replacement of uniforms, or parts thereof, is a continuing expense, a percentage of all monies collected from fundraisers shall be designated for the uniform fund. The Executive Board will vote on a percentage every year during the September Executive Meeting, taking into account current and future needs.

BYLAW 4 COMMUNICATION

Communication with Band Members & Parents/Guardians

The Secretary will be responsible for sending out weekly emails during marching band season to all members (students & parents/guardians) from the start of school until the middle of December. The Band Director and Executive Members that have something to be included in the weekly e-mail will send the necessary information to the Secretary by a day established in August (by Band Camp). The Secretary will then compile all information and send it out to the Boosters mailing list on an established day. Any information submitted must be cleared by President and Band Director prior to being submitted to the Secretary.
Booster members will also be made aware of all band events via an annual calendar, email reminders, REMIND (or other designated text service managed by Band Director) and monthly Booster Meetings.

Communication Booster Officers & Band Director

Channels of communication must be kept clear and open between the Executive Board and the Band Director. Open communication is essential to having a successful Boosters organization. The Officers and Band Director will always keep in mind that they are working together for the betterment of the program and will communicate in a way that helps to accomplish that goal.

Decisions must be made & shared between Officers & Band Director. If that needs to happen prior to an in-person meeting, then a group email should be sent to all Officers. The Secretary will maintain records of said communication and any online voting that occurs.

Decisions regarding the Band Program shall be made by the Band Director or School Official only. Band Booster members not directly employed by Hylton High School Program are not authorized to obligate the Band's participation in any event. Request for Hylton High School Band in any event must be made directly to the Hylton High School Band Director.

BYLAW 5 POLICY OF NONDISCRIMINATION

The Hylton Band Boosters prohibits discrimination in program and membership, based upon race, color, national origin, religion, sex, pregnancy, age, veteran status, or disability.