

# LIBERTY HIGH SCHOOL VOCAL MUSIC BOOSTERS BYLAWS

## SECTION 1: NAME

This organization shall be known as the Liberty High School Vocal Music Boosters  
(a.k.a. LHS Vocal Music Boosters)

5855 Bartholow Road  
Eldersburg, MD 21784  
410-751-3560

## SECTION II: MISSION STATEMENT

The Liberty High School Vocal Music Booster organization supports the Liberty High School Vocal Music Program, the Vocal Music students, and the Director of the Vocal Music Department.

**OBJECTIVES** – The objectives of this organization are:

- A. Promote and nurture student musicianship, professionalism and personal growth as vocalists.
- B. Create a bridge of partnership between the Liberty High School Vocal Music Program and the community, parents and faculty.
- C. Promote a spirit of collaboration within the fine arts department at Liberty High School.
- D. Build awareness of and promote participation in Vocal Music at Liberty High School.
- E. Provide financial support to the Liberty High School Vocal Music Program.

## SECTION III: MEMBERSHIP

Any individual over the age of eighteen who is either a parent, grandparent or guardian of a student participating in the Vocal Music Program is a member of this organization.

## SECTION IV: MEETINGS

- A. General meetings will be held a minimum of four times per school year.
- B. Meetings may be postponed or delayed at the discretion of the Executive Board.
- C. Special meetings may be called as necessary.

## SECTION V: OFFICERS

- A. The officers of the organization shall be President, Vice-President, Secretary, Treasurer, Fundraising Chair, Publicity Chair and Concert Chair.
- B. The officers shall serve for a term of two years and may not serve more than two consecutive terms in the same office.
- C. The officers shall assume their official duties June 1 after their installation at the May meeting.

- D. A vacancy occurring in any office shall be filled for the unexpired term by a person nominated by a majority of the executive board, subject to confirmation by the general membership at the next regular meeting.
- E. Additional officer or committee positions may be created as needed by the Executive Board.

## **SECTION VI: DUTIES OF THE OFFICERS**

All officers must be vocal music parents elected through approved procedures.

### **A. President**

- + Presides at all meetings of the LHS Vocal Music Boosters and the Executive Board
- + Appoints all Committee Chairpersons
- + Member ex-officio of all committees
- + Oversees all VMB activities
- + Responsible for promoting the spirit of the Liberty High School Vocal Music Program
- + Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Vocal Music Boosters or its' Executive Board
- + Evaluates the year's activities and presents information to the incoming board

### **B. Vice President**

- + Assists the President as requested
- + Assumes the responsibilities in the absence of the President
- + Member ex-officio of all committees
- + May oversee all Vocal Music Booster activities
- + Responsible for promoting the spirit of the Liberty High School Vocal Music Program
- + Performs all other duties as prescribed in these by-laws or assigned to him/her by the LHS Vocal Music Boosters or its' Executive Board

### **C. Secretary**

- + Assists the President and Vice-President as requested
- + Assumes the responsibilities in the absence of the President and Vice-President
- + Member ex-officio of all committees
- + May attend all Vocal Music Booster activities
- + Responsible for promoting the spirit of the Liberty High School Vocal Music Program
- + Organizes the minutes of the Vocal Music Boosters meetings
- + Responsible for all correspondence from the Vocal Music Boosters
- + Maintains student and parent roster to include phone, and email

### **D. Treasurer**

- + Member ex-officio of all committees
- + Responsible for promoting the spirit of the Liberty High School Vocal Music Program
- + Maintains all financial records for the Vocal Music Booster Program
- + Submits written monthly financial statement to the Executive Board
- + Keeps a full and accurate accounting of receipts and the expenditures
- + Gives a verbal report at scheduled meetings
- + Performs all other duties as prescribed in these by-laws and assigned to him/her by the LHS Vocal Music Boosters or its Executive Board
- + Writes and distributes checks

- + All checks must have two signatures from either the President, Vice-President, Treasurer and/or Secretary
- + Works with Community Foundation of Carroll County to provide all financial records of the LHS Vocal Music Booster organization

**E. Publicity Chair**

- + Writes and distributes Press Releases with Director's approval
- + Submits concerts and other event (i.e. fundraisers) information to newspapers, websites, schools, libraries, social media, etc.
- + Creates and/or orders signs, posters and other advertising materials
- + Distributes advertising materials throughout the community and surrounding areas
- + Submits vocal music announcements to LHS front office and prepares items for school newsletter
- + Contacts news media to secure timely coverage of concerts/events
- + Maintains an updated contact list
- + Pursues new means of publicizing events
- + Performs all other duties as prescribed in these by-laws and assigned to him/her by the LHS Vocal Music Boosters or its' Executive Board

**F. Fundraising Chair**

- + Assists the President and Vice-President as requested
- + Seeks opportunities to raise funds for Vocal Music Boosters
- + Submits fundraising plans to the Executive Board for approval
- + Seeks approval from school administration for all fundraising events and schedule them on the school calendar
- + Oversees all fundraising events and activities

**G. Concert Chair**

- + Assists the President and Vice-President as requested
- + Collaborates with Vocal Director, Executive Board and parents to communicate requirements for all concerts
- + Oversees all aspects of LHS Vocal Music concerts to include but not limited to budget, facility, volunteers, design and concessions

**H. Vocal Program Director**

- + Must have a contract with Carroll County Public Schools and Liberty High School
- + Accountable for all aspects of the Liberty High School Vocal Music Program
- + May exercise the right of first refusal on any Executive Board/Vocal Boosters issue which in his/her opinion, will jeopardize the integrity of the Liberty High School Vocal Music Program
- + Member ex-officio of all committees
- + Collaborates for funds/budget requirements for each committee and program
- + Develops events calendar based on selection of participatory events
- + May attend all Executive Board and Booster meetings
- + Remains the liaison between the Vocal Boosters and the Liberty High School Administration

**I. All Officers and Committee Chairs**

- + Shall deliver to their successors all of the official materials not later than ten days following the end of their term
- + Shall perform the duties defined above in accordance with the parliamentary authority as outlined in these by-laws
- + Shall provide and foster positive morale in Liberty High School's Vocal Music Program

**SECTION VII: Election of Officers**

- A. The President may appoint a Nominating Committee of three members (if possible) no later than the March meeting. It is the duty of this committee to secure possible candidates for the offices to be filled.
- B. The Nominating Committee or Executive Board shall give a report at the April meeting for the members to consider, and place those names in nomination.
- C. Nominations from the floor will be accepted at the April meeting.
- D. All nominees must have given their consent prior to having their names placed in nomination.
- E. 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 a secret ballot with the candidate receiving a simple majority of those voting declared the winner.
- F. Election of officers shall take place at the May meeting. The newly elected officers shall assume their duties June 1st.
- G. All officers, outgoing and incoming, shall ensure a smooth transition of duties and responsibilities including any related documentation and training as needed.

**SECTION VIII: EXECUTIVE BOARD**

- A. The Executive Board shall be comprised of the Officers and the Director of the Vocal Music Program. The Executive Board may invite other participants to meetings as needed.
- B. The Executive Board shall meet at least once per calendar quarter. (These meetings should be scheduled to orient new board members for the following year, develop a budget and discuss fundraisers, and to schedule regular monthly meetings and business for the year).
- C. Each member of the Executive Board shall have one vote in all matters brought before the Board.
- D. Meetings of the Executive Board may be called by the President or by a majority of the members of the Board.
- E. All invoices and receipts must be submitted for payment within 60 days of the expenditure and no later than July 15 for the previous fiscal year ending June 30. The Executive Board must approve:
  - 1. any budgeted expenditures \$100 or more above the budgeted amount
  - 2. any unbudgeted expenditures over \$100.
  - 3. any bills submitted for payment 60 days or more in arrears.Consent may be obtained by electronic or verbal communication or by an informal meeting.
- F. A majority of the Executive Board members will constitute a quorum.

G. General Duties:

1. The Executive Board shall transact any necessary business between regular meetings
2. Shall prepare a budget for the next year and submit it to the LHS Vocal Music Booster organization for approval no later than the monthly meeting in September.
3. Shall fill vacancies occurring among the elected officers. The unexpired term shall be filled by a person nominated by a majority of the Executive Board subject to confirmation by the general membership at the next regular meeting.
4. Shall create and oversee any additional committees and coordinator positions as needed.

### **SECTION IX: STANDING COMMITTEES**

- A. Scholarship Committee Chairperson
  - + Appoints members, who do not have a graduating senior to the committee.
  - + Administers the scholarship program of the organization in accordance with the criteria presented to and approved by the Executive Board.
- B. Other Committees: Webmaster, Librarian, Wardrobe take direction from the Executive Board.

### **SECTION X: FISCAL YEAR**

- A. The fiscal year of the Liberty High School Vocal Music Booster organization shall begin on July 1 and end on June 30 of the following year.
- B. At the end of the fiscal year, all officers shall provide any Vocal Music Boosters organization documentation, files, records, or copies thereof, used or created during the year to the Secretary.

### **SECTION XI: PARLIAMENTARY AUTHORITY**

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

### **SECTION XII: AMENDMENTS**

- A. Amendments to the By-laws must be presented to the Executive Board prior to a regular meeting of the organization. The Board will give its recommendation, either favorable or unfavorable, at the next regular meeting of the organization.
- B. A motion to change the by-laws must be made and seconded at a regularly scheduled meeting.
- C. The membership shall be given at least twenty days' notice to consider the proposed amendment before a vote shall be taken at a regularly scheduled meeting.

- D. An amendment must be approved by a two-thirds majority vote of the members present and voting.

### **SECTION XIII: INDEMNIFICATION OF OFFICERS**

Officers shall be indemnified as follows:

(a) The Boosters shall have the power, and hereby binds and obligates itself, to indemnify any officer, or former officer, of the Boosters for all expenses (including reasonable attorneys' fees) and court costs, judgments, liabilities, fines, and amounts paid in settlement in connection with or resulting from any claim, action, suit or proceeding asserted or threatened against him/her, by any civil, criminal, administrative or investigative action, threatened, pending, or completed, in any court, administrative agency or otherwise by reason of being or having been, such Officer, except in relation to matters as to which he/she shall have been guilty of negligence or intentional misconduct in respect of the matter in which indemnification is sought.

(b) If the Boosters have not fully indemnified any Officer, or former Officer, the courts in the proceeding in which any claim against any Officer has been asserted, or any court having the requisite jurisdiction of any action instituted by such Officer on his/her claim for indemnity, may assess indemnity against the Boosters for the amount paid by such Officer in satisfaction of any judgment or in compromise of any such claim (exclusive in either case of any amount paid to the Boosters), and any expenses and costs including attorneys' fees actually and necessarily incurred by him/her in connection therewith to the extent that the court shall deem reasonable and equitable, provided, nevertheless, that indemnity may be assessed under their Article of the Bylaws only if the court finds that the person indemnified was not guilty of negligence or intentional misconduct in respect of the matter in which indemnity is sought.

(c) Any indemnification in accordance with the foregoing (unless ordered by a court) shall be made by the Boosters upon a determination that indemnification of the Officer is proper in the circumstances because he/she shall not have been guilty of negligence or misconduct in respect of the matter in which indemnity is sought; and such determination shall be made (1) by the Executive Board by a majority vote of a quorum consisting of the members who are not parties to such a claim, action, suit or proceeding, or (2) if such a quorum is not obtainable, or even if obtainable and a quorum of disinterested members so directs, by independent legal counsel in a written opinion.

(d) The indemnification provided by the Article shall not be deemed exclusive by any rights to which those seeking indemnification may be entitled under any Bylaw, agreement, vote of members, principle of law or otherwise and shall inure to the benefit of heirs, executors, administrators and devisees of such person.