

**COLGAN HIGH SCHOOL
CENTER FOR THE FINE AND PERFORMING ARTS
BOOSTER BYLAWS**

ARTICLE I—NAME

The name of this organization is the COLGAN HIGH SCHOOL CENTER FOR THE FINE AND PERFORMING ARTS BOOSTER (CFPAB), hereinafter referred to as the “CFPA Booster.”

ARTICLE II—VISION, MISSION, OBJECTIVES, NON-PROFIT STATUS

The CFPA Booster will operate to support the Colgan High School (CHS) Center for the Fine and Performing Arts (CHS-CFPA) - all current CFPA disciplines, and any future additions to the CHS-CFPA program - in adherence to the following:

- A. The vision of the CFPA Booster is to be a collaborative community that advocates for unity, support, and opportunities for CFPA students.
- B. The mission of the CFPA Booster is to advocate by providing financial and logistical support in a balanced and inclusive fashion for all CFPA concentrations, and the students who participate in them, in accordance with the Prince William County Schools’ policies and procedures.
- C. The overarching objectives of the CFPA Booster are to promote the CHS-CFPA program and to assist in the supplementary financial support of the CFPA Department at Charles J. Colgan High School. Additionally, the CFPA Booster, in an atmosphere that is consistent with the educational philosophy at CHS, shall maintain the organization, implement all fundraising activities and provide monies for designated CFPA activities and events under the administration of the CFPA Coordinators and CHS Administration in compliance with Title IX of the Education Amendments of 1972, 20 U.S.C. Â§1681 et seq. The CFPA Booster aims to:
 - 1. Create and nurture connections across all CFPA concentrations,
 - 2. Increase engagement in CFPA program events and activities by forming strong community and business partnerships,
 - 3. Advocate for financial support for students enrolled in the CFPA program,
 - 4. Provide scholarship and/or opportunities for students enrolled in the CFPA program pursuing a future in the fine and performing arts or other post-secondary plans,
 - 5. Develop an organization with an active and dynamic membership that maintains involvement and is concerned with all CFPA activities and all participants regardless of sex, race, socio-economic status or chosen activity,
 - 6. Provide supplementary financial support for CFPA activities at CHS,

- a. Encourage attendance at all CHS CFPA events and promote school spirit at those events,
- b. Strive to limit participation fees paid by students and seek to provide scholarships or financial assistance to students where applicable,
- c. Assist school staff in organizing and staging special events, fundraisers, and projects specific to the CFPA Department of CHS,
- d. Assist and support the school staff and coordinators in the areas of promotion, publicity, and program development for CFPA students, and
- e. Strive to provide support for postsecondary education for exceptional CFPA students.

D. Declaration of Nonprofit Status

Notwithstanding any other provisions of these bylaws, the CFPA Booster shall carry out activities permitted by an organization which is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.

ARTICLE III—ORGANIZATION

- A. The CFPA Booster was organized, is and will be operated exclusively within the established guidelines, expectations and governance set forth by these bylaws and in accordance with the Articles of Incorporation filed with the State Corporation Commission.
- B. Any and all funds raised by the CFPA Booster shall be used solely for the benefit of the CFPA programs that qualify as non-profit uses pursuant to the IRS Code. Disbursement of funds and disposition of assets of the CFPA Booster shall be with the approval of the Executive Board of Directors of the CFPA Booster, in accordance with the annual budget as adopted by the CHS Administration and CFPA Coordinators.
- C. The CFPA Booster fiscal year will run from July 1 to June 30.

ARTICLE IV—MEMBERSHIP

A. Voting Membership

1. Voting Membership in the CFPA Booster General Membership will be open to all parents/guardians of students who are members of the Colgan High School CFPA program and who have paid their annual membership fee.
2. Voting members are encouraged to attend as many CFPA Booster General Membership meetings as possible.
3. Members should exhibit a willingness to participate as a volunteer and are encouraged to act as committee chairpersons or as a committee member.

4. Membership may be withdrawn at any time at the discretion of the Executive Board.
5. Members should expect equitable treatment of all with regard to membership or program participation. Discrimination based on race, color, sex, age, national origin, religion, or physical/mental ability/disability will not be permitted/accepted.

B. Supporting Membership

1. Supporting Membership in the CFPA Booster will be open to all persons who meet the following criteria:
 - a. Are alumni or parents/legal guardians of alumni of the CHS CFPA programs, or
 - b. Are interested adults who desire to see the continued support of the CHS-CFPA program.
2. Supporting Members do not have voting privileges.

C. Membership

Membership levels shall be established yearly by the Board upon recommendation from the Membership Committee. Each member in the CFPA Booster shall be entitled to one vote on issues that are put to a vote of the general membership; members must be present at the General Membership Meetings to vote. A member is considered to be in “good standing” if he/she has paid the current year’s membership fee and has performed volunteer hours on behalf of the CFPA Booster as defined by the Board in the previous year, unless this is the first year of membership.

D. Membership Fee

A membership fee, established by the Board yearly, shall accompany each application for membership and shall become the property of the CFPA Booster. All persons that have an interest in CHS CFPA Program are eligible for general membership in the CFPA Booster at any time through the payment of yearly dues concurrent with the school year. The family of each participant in the CFPA program is encouraged to maintain membership in the CFPA Booster.

E. Members Right to Privacy

Any personal information gathered or requested by the CFPA Booster is for the sole use of the CFPA Booster and will not be made available to any other organization.

ARTICLE V—MEETINGS

- A. The CFPA Booster Executive Board will meet once a month on a day to be determined by the Executive Board. Meetings may be added or eliminated at the discretion of the President.
- B. The CFPA Booster General Membership Annual meeting will be held in May each year.

- C. There shall be at least one additional meeting of the General Membership which shall be set and posted with at least 15 days' notice on the CFPA website.
- D. Additional General Membership meetings and changes may be called at the discretion of the Executive Board given a fifteen (15) day notice. Only those members present at the General Membership meetings will be eligible to vote on any action.
- E. Members shall sign-in at the beginning of each meeting.
- F. All meetings shall be conducted in accordance with parliamentary procedure as contained in Robert's Rules of Order unless they are inconsistent with the charter and bylaws.
- G. Unless specified differently elsewhere in these bylaws, all business requiring a vote will be approved by a simple majority of Voting Members present.
- H. The budget for the fiscal year will be presented to the General Membership at the May meeting for approval at the June Executive Board meeting, unless more pressing events prevent the budget meeting from occurring. In this case, a one-month postponement of the budget will be allowed.

ARTICLE VI—OFFICERS

- A. EXECUTIVE BOARD (Board of Directors)
 - 1. The Officers of the CFPA Booster Executive Board will consist of the following elected Executive Board:
 - a. President and member of the Board of Directors
 - b. Vice President and member of the Board of Directors
 - c. Secretary and member of the Board of Directors
 - d. Treasurer and member of the Board of Directors
 - e. Public Relations Coordinator and member of the Board of Directors.
 - 2. Only Voting Members may be elected to an office or as a Director.
 - 3. An Executive Board member may only hold one office at a time.
 - 4. An Officer may serve in the same office for unlimited terms so long as that Officer:
 - a. Is properly (re-)elected; and
 - b. Remains a Voting Member of the CFPA Booster.
 - 5. All Executive Board members will take office at the May General Meeting and will hold office for a period of one year. April 1 through July 31 of each year will be a period of transition for Executive Board members. No outgoing board member may relinquish his or her duties and responsibilities until all said duties and responsibilities are fulfilled.
 - 6. The members of the Executive Board will work together to ensure the success of large events hosted on behalf of the CHS CFPA Programs. All planning, execution and closing of each event will be shared by members of the Executive Board.

B. ELECTION

1. Officers will be elected annually at the May meeting. The election of these Officers will be by a majority of those eligible Voting Members (see Article IV for definition of Voting Member) present.
2. Nomination
 - a. The Vice President will serve as Chairperson of the Nominating Committee.
 - b. Any Voting Member of the CFPA Booster in good standing is eligible for Office and may be nominated by the Nominating Committee. (See Article IV,1-3 for conditions).
 - c. Not less than 60 days prior to the May General Membership meeting, the Vice President will head a Nominating Committee made up of at least three members from the General Membership. In the event a Nominating Committee cannot be formed, the Vice President may request the assistance of the Executive Board in suggesting potential candidates for open positions.
 - d. Members of the Nominating Committee will work with the prospective board members to determine if they wish to be included on the slate for the election prior to the presentation of the slate of candidates at the May General Membership meeting.
 - e. If the nomination is accepted, the Voting Member will be placed on the official slate of candidates for the Voting Membership to vote on in a General Membership meeting in May.
 - f. Any Voting Member in good standing also may nominate themselves for any office at the May General Membership meeting.
3. Voting
 - a. Officers will be elected by votes cast by the Voting Members present. Only one vote per member will be allowed per office.
 - b. No proxy or absentee voting is allowed.
 - c. A showing of hands will be the principal polling method. In the event that a showing of hands proves to be unsatisfactory, written paper ballots will be the alternate polling method.
 - d. In the event of a contested election between candidates, the eligible Voting Members will be polled, and the votes counted. The candidate receiving a majority of the votes cast will be declared the winner.
 - i. In the event of a vote where no one receives a majority, the Secretary will announce that result and a second vote for the top two vote recipients will be taken.
 - ii. In the event of a tie in the second vote, the candidates who are tied will be offered the opportunity to withdraw from the election. The candidates may take a few moments to confer together. If a candidate withdraws, the single remaining candidate will be declared the winner. If no candidate withdraws or ties remain, the tie will be

broken by the Secretary drawing one name out of a hat.

- iii. Electronic voting by the Executive Board will be allowed in time-sensitive or emergency situations. Electronic voting includes votes by email or by text with the outcome shared with the entire Executive Board.

C. REMOVAL OF OFFICERS

- a. Any Officer and Director may be recalled and removed from Office at any time provided one of the following conditions is met:
 - i. A two-thirds majority vote of the Executive Board.
 - ii. Direction of the Prince William County Schools administration.
- b. If the vote on removal passes, the Officer will be terminated from the Executive Board immediately. Furthermore, that individual will be barred from ever again holding an elected position in the CFPA Booster. The individual's status as a (qualified) Voting Member will not be affected, and their privilege to work on behalf of the CFPA program or the CFPA Booster will not be infringed.

D. ABSENCES

- a. Regular and consistent attendance at Executive Board and General Membership Meetings is required of Officers.
- b. After two consecutive unexcused absences from regularly scheduled meetings of the Executive Board, an Officer will receive a formal reminder of this requirement in the bylaws from the Secretary at the direction of the Executive Board.
- c. If an Officer is absent from three consecutive regularly scheduled meetings of the Executive Board without excuse, the Office will be declared vacant.
- d. Absences may be excused with the approval of the Executive Board.

E. RESIGNATIONS

- a. An Officer may resign without prejudice from the Executive Board at any time and for any or no reason upon providing written notification to the Secretary of the CFPA Booster. There will be one exception: An Officer for whom a vote on removal is pending may not resign without prejudice. The resignation of any such Officer will carry with it the same conditions as though the vote on removal had passed. (See Article VI-C for conditions.)
- b. The Office of a resigning Officer will be declared vacant on the effective date of the resignation as specified in the notice of resignation.
- c. If the notice of resignation fails to specify an effective date, the Office will be immediately declared vacant.

F. VACANCIES

- a. If an Office should become vacant for any reason, it will be incumbent upon the remaining Officers to identify a suitable willing replacement from among the Voting Members. Upon the majority agreement of the remaining Officers, the

chosen candidate will be appointed to the vacant Office, within two months of the vacancy.

- b. If the nature of the vacancy is temporary, the appointee will serve until the return of the duly-elected Officer.
- c. If the nature of the vacancy is permanent, the appointee will serve out the remainder of the term.
- d. For any vacant Office, the duties customarily and regularly discharged by the Office holder will be performed in a timely and effective manner by the remaining Officers, either together or individually, until such time as a replacement is appointed.

ARTICLE VII—DUTIES OF OFFICERS

A. PRESIDENT

The President will:

1. Conduct the business of the CFPA Booster by presiding at all General Membership and Executive Board meetings, coordinating the CFPA Booster activities with any Coordinator affiliated with the CFPA programs, and ensuring implementation of the CFPA Booster program.
2. Vote on and provide input on all items presented to the board.
3. Serve as Official Spokesperson of the CFPA Booster.
4. Prepare General Membership meeting agendas and Executive Board meeting agendas.
5. Appoint Committee Chairpersons as deemed appropriate and serve as a liaison between the CFPA Coordinators, CFPA Executive Board, and the CFPA Booster General Membership.
6. Serve as a liaison between the CFPA Coordinators, CFPA Executive Board, the Events Coordinator, and the Events Subcommittee.

B. VICE PRESIDENT:

The Vice President will:

1. Assist the President and perform the President's responsibilities in the President's absence.
2. Serve as a liaison between the CFPA Coordinators, CFPA Executive Board, the Fundraiser Coordinator, and the Fundraising Subcommittee.
3. Vote on and provide input on all items presented to the board.
4. Serve as the Chair of the Executive Board Nominating Committee.
5. Unless deemed unnecessary, serve as the second named individual on the CFPA Booster bank account and all support the Treasurer in all tasks this responsibility entails.
6. Head the annual review of the bylaws by the Executive Board and present, preferably at the September meeting, recommended revisions for approval as deemed appropriate.
7. Perform other such duties as directed by the President.

C. SECRETARY:

The Secretary will:

1. Serve as recorder for the minutes of CFPA Booster General Membership meetings and CFPA Booster Executive Board meetings. Make available approved and corrected recorded minutes at the following meeting or forward them within one week to the Executive Board, and after approval of the Executive Board, ensure the approved minutes are posted on the CFPA's website.
2. Vote on and provide input on all items presented to the board.
3. Receive and respond to any written correspondence, whether digital or hard copy, under the direction of the President, and maintain the official copy of the bylaws and other corporate books.
4. Maintain a roster of Voting Members for voting and other purposes and give proper notices as may be required, this included email notices of monthly Board and/or General Membership meetings.
5. Ensure the digital member database for emails and notifications is updated prior to Member Meetings.
6. Be the custodian of all official CFPA Booster records, whether digital or hard copy, other than accounting records.
7. Maintain a calendar of required reports, required licenses and other regularly required activities necessary to conduct CFPA Booster business.
8. Serve as a liaison between the CFPA Executive Board and Membership Coordinator and Membership Committee.

D. TREASURER

The Treasurer will:

1. Report funds raised and spent at each CFPA General Membership Booster and CFPA Booster Executive Board meeting
2. Vote on and provide input on all items presented to the board.
3. Collaborate with the CFPA Coordinator and CHS Bookkeeper to maintain accurate records of CFPA funds raised and spent.
4. Write and mail necessary CHS CFPA Booster donor acknowledgement letters.
5. Collaborate with all CFPA subcommittees and CHS Bookkeeper to record funds collected and spent.
6. Serve as a liaison between the CFPA Coordinators, CFPA Executive Board, the Scholarship Coordinator and the Scholarship Subcommittee.
7. Maintain a complete set of books of account in accordance with generally accepted accounting principles and practices. At the end of the fiscal year, shall deliver over to his or her successor all books, monies and other property in his or her charge (including having the new treasurer made an authorized signer on CFPA bank accounts), or, in the absence of a successor, shall deliver such properties to the President.
8. Maintain a clear and standardized ledger of general and encumbered incoming funds and itemized disbursements, in a standardized computer format, which can be easily transmitted to other officers and a CFPA Booster accountant, as needed.
9. Assist the Executive Board in the formulation and annual review of a Financial

Management Policy to be approved by the Board and adopted by the general membership.

10. Make disbursements from the general fund in accordance with the Financial Management Policy. Ensure that the CFPA Booster expend all designated funds that come from their encumbered CFPA Booster accounts. These funds shall be reconciled at least quarterly.
11. Secure proper vouchers and pay expenses approved by the Board; receive and deposit monies of the CFPA Booster in the CFPA Booster's checking and/or savings account.
12. Report the amount of money available in the general fund account at each monthly General Membership Meeting. (The monthly financial reports must accurately represent CFPA Booster funds).
13. Submit all necessary financial records to the Auditing Committee or the professional auditor at the end of the fiscal year.
14. With the assistance of the Executive Board, ensure annual Insurance and all Policy fees are paid and filed, i.e., State Corp, VA State Exemption, Annual Report, Taxes., as well as any other non-profit filings.
15. Perform other such duties as directed by the President.

Note: No individual has the authority to use or remove any funds from any CFPA Booster checking or savings account for investment purposes or otherwise, unless directed and approved by the Board majority or in accordance with the Financial Management Policy.

E. PUBLIC RELATIONS COORDINATOR

The Public Relations Coordinator will:

1. In conjunction with the President's prepared agendas, disseminate to the CFPA Booster General Membership information and announcements regarding events and other CFPA related activities, , via email, the CHS CFPA Booster website and other social media tools.
2. In collaboration with the CFPA Coordinators, the Executive Board, and Committee Chairpersons, maintain the CHS-CFPA Booster website and other social media tools.
3. Create, when necessary, materials and documents for promotional purposes. Including, but not limited to, flyers, advertisements, and social media marketing campaigns.
4. Coordinate with local media to advertise CFPA Booster events, fundraising events, public interest stories, etc.
5. Vote on and provide input on all items presented to the Executive Board.
6. Perform other such duties as directed by the President.

F. CFPA COORDINATOR(S)

The CFPA Coordinator(s) will:

1. Offer leadership and guidance in identifying the needs of the CFPA students and the

CHS CFPA Programs.

2. Provide budget input for the upcoming school year.
3. Vote on and provide input on items presented to the Executive Board
4. Advise the Executive Board pertaining to actions being proposed or currently being taken by the state, county, school board, or other entities or individuals that may impact the CHS-CFPA Program.

G. CFPA STUDENT COUNCIL OFFICER(S)/REPRESENTATIVE

1. Offer student input and share ideas of the CFPA student council and students.
2. Provide assistance with CFPA events and fundraising opportunities; receive volunteer hours.
3. Vote on and provide input on items presented to the Executive Board.

ARTICLE VIII—APPOINTED POSITIONS

A. The CFPA Booster Appointed positions are:

1. **Fundraiser Coordinator** will be responsible for the development of a plan to fund the annual budget as adopted by the CFPA Booster General Membership and establish fundraising committees in order to successfully fund the annual budget. The Fundraiser Coordinator will collaborate with the CFPA Booster Vice-President.
2. **Events Coordinator** will be responsible for the development of a plan for annual events as adopted by the CFPA Booster General Membership and establish event committees in order to successfully support the CFPA programs. The Events Coordinator will collaborate with the CFPA Booster President.
3. **Scholarship Coordinator** will be responsible for establishing a committee to secure funds for student scholarships. The Scholarship Coordinator will collaborate with the CFPA Booster Treasurer and CHS Scholarship Committee.
4. **Membership Coordinator** will be responsible for establishing a committee to recruit members, maintain records of membership and provide membership benefits. The Membership Coordinator will collaborate with the CFPA Booster Secretary.

B. Committee Chairpersons are voted in by the committee members and may be removed at the discretion of the Executive Board.

C. Committee Chairpersons do not serve in Executive Board positions so as not to present a conflict of interest in carrying out their respective roles.

D. RESPONSIBILITIES

1. Appointed positions will form committees and serve as the chair of said Committee.
2. Meet with all volunteers and organize volunteers within the appointed position's

- Committee and assign tasks as needed.
3. Attend Executive Board meetings as non-voting members.
 4. Keep updated records of chaired functions to be turned in to the President at the end of the event.

Inform the Executive Board and General Membership of Committee progress.

ARTICLE IX—FINANCE

A. POLICY

1. Checks should be made payable to Center for the Fine and Performing Arts Booster or CFPA-Booster.
2. Checks and cash are to be given to a Colgan High School Center for the Fine and Performing Arts Executive Board member or other appointed leaders, for example the CFPA Coordinator, fundraising coordinator and scholarship coordinator at the end of an event or fundraiser.
3. Receipts will be provided to the CFPA Treasurer for documentation and reimbursement purposes.

B. PROCEDURE

1. The Treasurer will report funds raised and spent at CFPA Booster Meeting and CFPA Booster Executive Board meetings.
2. The Treasurer shall act as the Contracting Officer(s) for the CFPA Booster and is authorized, with verbal and/or written consent and prior approval of the Executive Board, to execute contracts obligating the CFPA Booster. The Treasurer, or his/her designee, may make commitments up to \$200 for necessary operating expenses within the approved budget.
3. Commitments over \$200 but not more than \$500, outside the approved budget, will be made on approval of a majority of the CFPA Booster Executive Board. All CFPA Booster Executive Board members must be made aware of the proposed purchase, time for discussion will be allowed, and all board members must be given the opportunity to vote.
4. Expenditures over \$500, outside the approved budget, will require the vote of the CFPA Executive Board.
5. Money may only be spent with a majority approval of the Executive Board. Payments may only be made by check or debit card by a member of the Executive Board – the Treasurer and generally the Vice President.
6. The members of the Executive Board will be responsible for researching and approving any changes to the CFPA Booster law representative, tax attorney, or any other professional relationship outside the booster organization, prior to the end of each fiscal year.

Financial Management

All monies received by the CFPA Booster for any purpose shall be deposited to the credit of the CFPA Booster in a financial institution or institutions selected by resolution of the Executive Committee.

Accounting

Funds raised by and/or allocated to specific CFPA activities and events, although deposited in the CFPA Booster's account, shall be separately tracked as encumbered funds for each CFPA activity and event.

Expenditures from these encumbered funds do not require Executive Committee approval but may be paid out on behalf of these CFPA activities and events or CFPA Booster at the discretion of the Treasurer, and/or duly authorized members.

No CFPA department should submit a payment request that exceeds the amount of funds available, at the time of the request, in the CFPA Booster general funds account. The Executive Committee shall decline a request for funds if the CFPA Booster balance is inadequate to cover the expenses.

All purchases shall be reviewed by the executive Board prior to funds being disbursed or items purchased with CFPA Booster money. (This is to eliminate double ordering, Title IX issues, and help with the tagging process of items over \$500 for inventory purposes).

General Fund

Funds raised by the CFPA Booster that have a specific advertised purpose shall be deposited (and separately tracked) in the CFPA Booster general fund to ensure that the funds are disbursed for the advertised purpose and to safeguard the integrity of the CFPA Booster and the School.

No vote by the general membership is required unless the advertised purpose has been altered or changed since the project's inception. Funds raised outside of the CFPA Booster by a CHS CFPA concentration, but whose funds are directed to the CFPA Booster for financial record keeping, also require the same CFPA Booster procedures for disbursement.

Fundraising

Funds raised by the CFPA Booster shall only be directed to an approved CHS CFPA Program-related activity or the general fund. All requests to direct money elsewhere must have prior approval of the Executive Committee.

Interest

Any monetary interest generated by the investment of the CFPA Booster's general funds and/or encumbered funds, in an approved financial institution, will be deposited into the CFPA Booster's general fund.

ARTICLE X—FINANCIAL NEED AND SCHOLARSHIPS

It is the goal (objective) of the CHS CFPA Booster that no student is prevented from CFPA program activities/events participation for financial reasons. In the event that financial need prevents a CFPA student from participating in either events or trips, the CFPA Booster Executive Board may authorize payment from the CFPA Fund on behalf of the student in accordance with Prince William County policies and procedures.

ARTICLE XI—AMENDMENTS

Any amendment to these bylaws must be approved by a majority of the CFPA Booster Executive Board and shall be confirmed by a simple majority of the CFPA Booster Voting Membership at a General Membership meeting duly called for the purpose and approved by the CFPA Booster Executive Board. No amendment to these bylaws shall be effective until so confirmed and approved.

ARTICLE XII—DISSOLUTION

Upon the dissolution of the CHS CFPA Booster, its assets remaining after payment, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the to a nonprofit fund, foundation, or corporation in Prince William County. The fund, foundation or corporation shall be dedicated to the fine and performing arts appreciation and/or the fine and performing arts education of youth and shall be organized and operated exclusively for charitable and/or educational purposes and shall have established its tax exempt status under Section 501(c)(3) of the Internal Revenue Code.