

# Rockingham County High School

## Band Booster By-Laws

### ARTICLE I – NAME

The name of the organization shall be Rockingham County High School Band Boosters (RCHSBB)

### ARTICLE II – PURPOSE

The purpose of this organization is to aid and assist the Rockingham County Band program offered by Rockingham County High School, a public high school within Rockingham County, North Carolina. It shall be our aim and purpose to stimulate and create interest in and support of the activities of Rockingham County High School Band by all approved means, to include the raising of funds to finance the needs of the program not sponsored by the school. It is our purpose to use our time and means, not to direct but to aid and assist the administration, faculty and students of Rockingham County High School in promoting the activities of RCHS Band. It is recognized that the selection of personnel, as well as the direction of all activities of the school, must come from members of the professional staff who are charged with that responsibility under the authority of the school board.

### ARTICLE III. – MEMBERSHIP / MEETING

The membership shall be made up of anyone interested in the progress and development of the band program at Rockingham County High School, including parents, guardians, adult relatives of current band members or others interested in the RCHS band program. Governance of the Band Boosters shall be as follows:

- A. All meetings shall be governed by Roberts Rules of Order.
- B. RCHSBB officers will make up the Executive Board and shall meet each month of the school year and as often as necessary during school breaks.
- C. General membership meetings shall be called by the Executive Board who will determine each year how often meetings will take place during the school year and during school breaks except as otherwise outlined in these by-laws. Meeting dates shall be set and presented to the general membership prior to the beginning of the fall semester of each year.
- D. Membership shall be open to any interested adult who registers and submits the annual dues.
- E. Annual membership fees for the RCHSBB will be determined by the Executive Board and approved by a simple majority of the voting members of the RCHSBB.
- F. Booster members are expected to be committed and work hard. Members are expected to participate in as many fundraisers and RCHS events as needed.
- G. All new members will be required to complete a membership form each school year and submit annual dues before being considered a voting member of the RCHSBB.
- H. Parent, guardians, adult relatives of current band members or others interested in the RCHS band program may attend any regular meeting, but only voting members of the RCHSBB are allowed a voice in the governance of the RCHSBB.
- I. Voting for issues pertaining to the RCHSBB shall be by simple majority of members present during the meeting in which the issue is voted upon unless otherwise specifically stated in these by-laws. Before any by-law, governance or officer related issue is voted on there must be enough voting members present to have a quorum.
- J. Anyone attending a regular meeting is expected to conduct themselves in a respectful, appropriate manner. Any behavior deemed disruptive to the meeting may result in the offending party or parties being asked to leave the meeting.

## ARTICLE IV. – OFFICERS

- A. The officers of the RCHSBB shall be President, Vice-President of Operations, Vice-President of Ways and Means, Secretary and Treasurer.
- B. In order to be considered for an office position, candidates must have been voting members of the RCHSBB for at least one school year unless there are not enough voting members to field a list of candidates.
- C. Members who wish to be considered for an officer position on the RCHSBB must have a student relative who is participating in the Rockingham County High school Band program during the school year in which they wish to serve.
- D. The term of office for the President, Vice-President of Operations, Vice-President of Ways and Means, Secretary and Treasurer shall be one year.
- E. No officer may hold the same office more than twice every four years.
- F. The Vice-President of Operations shall appoint a committee of voting members to consider the final list to be presented as candidates for office positions.
- G. Nominations for serving as an officer shall be taken throughout the month of February of each year.
- H. This list of candidates will be presented to the voting members at the March general meeting and will be voted on at the April meeting. Additional nominations may be made from the floor during the April meeting, but will be considered only with the consent of the nominee and if the nominee is present at the April meeting.
- I. Floor nominations will only be added to the list of candidates for a position provided the candidate(s) meet the criteria for serving as outlined in Article IV.
- J. New officers will assume position on June 1st for the upcoming year.
- K. All officers in the RCHSBB are expected to attend all meetings, fundraisers, concerts and other functions of the band program. If an officer has a student relative participating in marching band that officer is also expected to help with any and all marching band functions, including band camp, Friday night activities, competitions, parades and all other activities as part of their duty.
- L. An officer may be removed from their position whenever they fail to uphold their responsibilities, their actions are deemed detrimental to the program or removing them is determined to be in the best interest of RCHSBB. A motion must be made to remove the officer by a voting member of the RCHSBB, the motion must be seconded and a vote must be taken on removal. This vote is for beginning the process of removal, NOT the final vote to remove the officer. Once a motion to begin the removal process is passed by a simple majority, the officer in question must be given the reasoning as to why they are being asked to be removed in writing and must be given at least one month prior to a vote for removal to rebut any accusations of wrongdoing. The officer must also be given time to voice their position to the general membership as it relates to their removal before any vote is taken. An officer may only be removed by a 3/4<sup>th</sup> majority of voting members including sitting officers, at the next RCHSBB meeting after the one month period for rebuttal and provided there are enough members present at the time to have a quorum.
- M. Officers in the RCHSBB whose term is finished, who are asked to step down or who otherwise are unable to finish their duties as an officer must turn in any and all band related materials pertaining to their service in the RCHSBB within one month of their official end of service, unless circumstances prevent them from doing so. This includes, but is not limited to: any and all notes taken during meeting or other gatherings, forms or other documentation, financial records, student information records or any other materials purchased, used by or owned by the RCHSBB organization, Rockingham County High School or Rockingham County Schools. Any legal documentation that the officer is required to sign relinquishing any responsibility they may have had during their tenure must also be completed within that time frame. Failure to return any materials, sign any documentation or to respond to communications regarding the return of RCHSBB materials may result in legal action being taken.
- N. Anyone elected to serve as an officer must submit a signed officer affidavit acknowledging an understanding of the rules for serving.

## **ARTICLE V – OFFICER DUTIES**

### **President**

The president shall be the principal executive officer of the RCHSBB with primary authority in all areas and subject to the Executive Board. The President shall:

- Preside at all meetings of the Executive Board and general membership
- Provide an agenda for all meetings
- Enforce all by-laws and policies
- Manage travel to and from band functions
- Serve as an ex-officio member of all committees
- Be authorized to sign checks
- Give all paperwork, documentation and other pertinent materials, printed or electronic, to the new President within 30 days of the new election

### **Vice-President of Operations**

The Vice-President of Operations shall assist the President and assume all duties designated to the President by these by-laws in the absence of the President and shall:

- Oversee the distribution, maintenance and cleaning of band uniforms
- Coordinate band camp
- Coordinate volunteers and chaperones for band events
- Serve as ex-officio member of the hospitality committee
- Be authorized to sign checks
- Give all paperwork, documentation and other pertinent materials, printed or electronic, to the new Vice President of Operations within 30 days of the new election

### **Vice-President of Ways and Means**

The Vice-President of Ways and Means shall assist the Vice-President of Operations and assume all duties designated to the President by these by-laws in the absence of the President and Vice-President of Operations and shall:

- Oversee all fundraising activities
- Will determine adequate fundraising programs to satisfy fiscal needs
- Supervise the fundraising committee and coordinate with the chairs of such committees involved in the fundraising activities for the Band Program
- Oversee the fundraising bank accounts and provide a report of fundraising activities at each board meeting and general booster meeting, including a financial report for fundraising
- Give all paperwork, documentation and other pertinent materials, printed or electronic, to the new Vice President of Ways and Means within 30 days of the new election

### **Secretary**

The Secretary shall keep accurate records and minutes of all Executive Board and general meetings and shall:

- Send the Executive Board a copy of the current records and minutes within 10 days of the end of all meetings.
- Maintain a current membership roll
- Assist the President and Vice-Presidents as needed
- Be responsible for all general correspondence for the RCHSBB
- Coordinate filing of all federal and state information documents
- Give all paperwork, documentation and other pertinent materials, printed or electronic, to the new Secretary within 30 days of the new election

### **Treasurer**

The treasurer shall maintain the records of all RCHSBB financial activities, including coordinating the record keeping with the Vice President of Ways and Means for fundraising accounts. In addition the Treasurer shall:

- Maintain checking and other accounts as needed at a local financial institution and reconcile monthly bank statement
- Keep an accurate and detailed account of all receipts and expenditures of the organization and preserve all vouchers, receipts, statements and canceled checks when available

- Provide a current financial report at all board meetings and general booster meetings
- Prepare the annual financial end of year report for review by the Executive Board and present it to the membership at the May meeting
- Be responsible for the submission of all Federal , State and Local tax and information returns
- Be authorized to sign checks
- Give all paperwork, documentation and other pertinent materials, printed or electronic, to the new Treasurer within 30 days of the new election

## **ARTICLE VI – EXECUTIVE BOARD**

- A. The Executive Board shall be the governing body of the RCHSBB with powers to carry out the purpose of this organization.
- B. The Executive Board shall consist of five elected members and one non-elected member. They are the President, Vice-President of Operations, Vice-President of Ways and Means, Secretary, Treasurer and the Band Director who shall be the non-elected member.
- C. A simple majority of the total Executive Board must be present at a board meeting to constitute a quorum.
- D. A meeting of the Executive Board may be called by the President or Vice-President of Operations by said notice to state date and place with a reasonable notice having been delivered to all Board members.
- E. Mid-term vacancies on the Executive Board of the RCHSBB shall be filled by the Board by a simple majority vote of Board members.

## **ARTICLE VII- MINUTES, RECORDS AND FISCAL YEAR**

- A. Minutes of all meetings shall be recorded and presented by the Secretary and he/she shall have custody of those minutes.
- B. The Treasurer shall maintain books of all financial affairs of the organization recording all receipts and expenditures. A written report shall be distributed to all members present at the regular meetings and incorporated into the minutes.
- C. The fiscal year is June 1<sup>st</sup> through May 31<sup>st</sup>.
- D. All records of RCHSBB, including books, accounts, records, minutes, letters, memoranda, documents, checks, vouchers, telegrams, articles, bylaws and all other records that may be deemed necessary in the operation of the RCHSBB shall be available for review or copying to the Attorney General of North Carolina or to a duly designated representative of the Federal Government upon written request from the investigating entity to the President or Treasurer.
- E. Permanent records in Section D shall have a record retention of a minimum of 3 years.

## **ARTICLE VIII- AMENDMENTS TO THE BY LAWS**

- A. Any voting member of the RCHSBB may propose a change to the by-laws by amendment. Proposed changes must be presented to the board in writing with explanations given as to why the changes are being proposed. The board may request additional information regarding the proposed amendment changes prior to voting to submit the proposed amendment to the general booster membership. The board may also make changes to the proposed amendment but shall notify the person submitting the amendment in writing of those changes one week prior to a vote to present the amendment to the general membership so that the person submitting may have a chance to discuss the changes. They may also retract the submission to amend the by-laws based upon those changes.
- B. Upon recommendation by the Executive Board, the final proposed amendment shall be approved by majority vote of the full board of officers, who must be present at any regular board meeting or special meeting of the board for the vote to take place. The final amendment must be approved by a quorum of the voting members of the RCHSBB before it will added to the by-laws.
- C. Two weeks' notice must be given by the board to the general membership of the meeting date in which an amendment is to be voted on and the notice must state that the purpose or one of the purposes of the meeting is to consider a proposed amendment to the bylaws. A copy of the amendment and a summary explaining the reasoning for the amendment must also be made available to the general booster membership at the time the notice for a meeting to vote on the amendment is given.

## **ARTICLE IX- DISSOLUTION**

- A. The RCHSBB can be dissolved or disbanded by 3/4<sup>th</sup> vote of the total number of voting members of the RCHSBB or by 3/4<sup>th</sup> of the Executive Board should there be no other voting members of the RCHSBB.
- B. In the event the organization is dissolved or disbanded to terminate its existence, the Treasurer is directed to pay any and all debts of the organization using whatever funds that remain in the RCHSBB account.
- C. In the event the organization is dissolved or disbanded to terminate its existence, the sitting Executive Board shall turn over any and all documentation, electronic or printed, to the band director and the school within thirty days of the termination date, shall close any and all accounts and the treasurer shall turn over any remaining funds in the RCHSBB accounts to the school to be placed into the high school band account, giving full account of all receipts and expenditures since the last report to the Executive Board.

## **ARTICLE X- COMMITTEES**

Committee members are nominated by the person(s) appointed to oversee the committee and approved by the Officers of the Executive Board. Additional committees may be appointed by Executive Board as needed. Committee and Sub-Committee duties will be, but are not limited to the following:

### **Uniforms Committee:**

- Shall have the Vice-President of Operations to oversee the committee
- Shall be responsible for and coordinate distribution of uniforms to band members, including color guard
- Shall be responsible for all repairs and alterations of band and color guard uniforms and be responsible for taking up all uniforms and making sure they are in proper condition and are clean when turned in
- Shall assist in the purchase of color guard uniforms each year and the purchase of additional general uniforms as needed
- Shall develop and maintain procedures for the uniform storage and care
- Must obtain approval from 3/4<sup>th</sup> of the Executive Board for purchases before disbursement of funds occurs or where reimbursement is expected. If prior approval from the Executive Board is not obtained, no reimbursement of funds will occur

### **Pit Crew Committee:**

- Shall have a Pit Crew Coordinator who is appointed by the Executive Board each year who oversees the appointment of Pit Crew members and coordinates with the director to ensure all show props, equipment and transportation needs are met for every performance throughout the year
- Pit Crew Coordinator must have at least one year experience working on the Pit Crew before being considered for position of Coordinator
- Shall consist of as many members as deemed necessary by the executive committee and Pit Crew Coordinator to adequately perform the functions of the Pit Crew
- Shall be responsible for transporting band instruments, props and any equipment needed for the Band to perform at the designated area or location and set-up as needed.
- Pit Crew Coordinator shall develop and maintain procedures for the Pit Crew Committee subject to the Executive Board approval
- Must obtain approval from 3/4<sup>th</sup> of the Executive Board for purchases before disbursement of funds occurs or where reimbursement is expected. If prior approval from the Executive Board is not obtained before a purchase is made, no reimbursement of funds will occur

### **Hospitality Committee:**

- Shall have a Hospitality Coordinator who is appointed by the Executive Board each year who oversees the committee and coordinates with the members for the food related responsibilities
- Shall be in charge of all food related services for Band Camp, Friday night meals, competitions, fundraisers, awards banquets or any other events where meals are to be served, including making sure utensils, service items, food and drinks are ordered and picked up/delivered prior to serving the meals
- Shall arrange for snacks and drinks for all Friday night football games, competitions or events and coordinate all aspects of any full meals that are to be served for such functions
- Shall arrange refreshments for specified club functions
- Shall be in charge of all cleanup duties for any function where food is served
- Must obtain prior approval from two or more members of the Executive Board for purchases under \$500 before disbursement of funds occurs or where reimbursement is expected. Prior approval from a majority of the entire Executive Board must be obtained before purchases over \$500 is made. If prior approval from the Executive Board is not obtained before a purchase is made, no reimbursement of funds will occur

### **Fundraising Committee**

- Shall have the Vice-President of Ways and Means to oversee the committee
- Shall be in charge of formulating ideas for raising funds for ALL band programs
- Shall be in charge of coordinating any and all fundraising activities including seeking volunteers and contacting necessary organizations involved to ensure all needs for the activity are met
- MUST have the approval of 3/4<sup>th</sup> of the Executive Board for the disbursement of any funds or purchasing anything related to the activity where reimbursement is expected. If prior approval from the Executive Board is not obtained before a purchase is made, no reimbursement of funds will occur