

Constitution and By-Laws

**Richmond Hill High School
Band Boosters, Inc.**

Article I – Name

The name of this association shall be the Richmond Hill High School Band Boosters, Inc.

(hereinafter - “Boosters”)

Article II – Purpose

The purpose of the Boosters shall be to provide support in realizing the objectives of the band program as delineated by the band director(s).

- a. to familiarize parents with the activities and objectives of the band program;
- b. to promote better parental understanding of the students' obligations within the band organization;
- c. to represent the band in securing assistance from various local sources;
- d. to maintain an organization that will compliment the school administration and school board in furthering the interests and activities of the band.
- e. to develop a program of student outreach to partner with various local charities and organizations.
(Voted Upon and Added, February 2023)

Article III – Meetings

Booster meetings will be held every month throughout the year on the first Thursday of the month. The executive board may change meeting dates to accommodate special circumstances as necessary.

Article IV – Membership

Any person, over age 18, interested in the aims and objectives of our purpose (Article II) may become a member.

There are two (2) levels of membership:

a. Voting Member – a voting member has student enrolled in the band/marching band program and has paid his/her membership dues. Each member of a household (i.e. father and mother) is considered to be a voting member.

1. The membership due amount will be established by the executive board;
2. Membership due amount will be announced for the record at the July Membership meeting;
3. Membership due amount will be payable by the August membership meeting. Those paying dues after the August membership meeting will be required to wait one (1) meeting before being able to vote.

b. Non-voting Member – a non-voting member does not have student enrolled in the band program, but desires to be part of the program and/or may have significant contributions to the band program.

Article V – Officers

The term of office for all officers shall be one calendar year beginning June 1st.

All officers must be voting members of the Boosters.

Elected officials of the Boosters shall be President, Vice President, Treasurer, Secretary, Fixed Asset Coordinator, Fundraising Coordinator, and Volunteer Coordinator. The elected officers and the band director(s) shall comprise the Executive Board.

Election of officers: Nominations will be accepted from the floor during the February meeting and by email to the President throughout the month of February. In addition, the president, band director, and one current board officer shall strive to ensure that a full slate of candidates for all positions is presented to the voting members. Elections shall be by a simple majority of voting members present at the March meeting. (Revised and Voted Upon, February 2022)

Officer positions unfilled by election or vacated during the term will be filled by Executive Board appointment.

Extended committees such as Transportation, Equipment, Hospitality, etc. may be appointed by the Executive Board.

Article VI – Duties of Officers

President: The President shall preside at all the Boosters meetings and shall perform all duties pertaining to that office. In voting, the President will hold a tie-breaking vote. The president will assist the band director(s), the Boosters and all committees.

Vice-President: The Vice President shall act as an aide to the president, shall perform duties as assigned by the president and shall perform the duties of the President in absentia. The Vice-President will act as a liaison between the booster board and the concessions manager, and assist with concessions operations at home football games when able to. (Revised and voted upon, March 2023)

Treasurer: The Treasurer shall be custodian of the Boosters' funds, keeping a correct account of all receipts and disbursements and amounts on hand. The Treasurer shall present a written financial report at each regular meeting and executive board meeting. The Treasurer shall keep a copy of each financial report as a permanent record. The Treasurer shall deposit all funds belonging to the Boosters in the Boosters' bank account. The treasurer will make arrangements with the bank to ensure that appropriate signature cards for authorized signers are on file.

Secretary: The Secretary shall keep the minutes of all meetings and record a copy of the minutes as a permanent record. The Secretary shall carry out parliamentary procedures. The Secretary shall conduct the correspondence of the Boosters, notify all members of all meetings and carry out other duties as assigned by the president.

Fixed Asset Coordinator: The Fixed Asset Coordinator shall be responsible for maintaining an inventory and status of the Boosters assets. The Fixed Asset Coordinator will coordinate the activities of

committees to insure proper care, maintenance, and use of these assets. Examples of such committees are the Uniform Committee and Transportation Committee.

Fundraising Coordinator: The Fundraising coordinator shall be responsible for coordinating fundraising efforts of the Boosters.

Volunteer Coordinator: The volunteer coordinator shall be responsible for ensuring that all adult volunteers have received appropriate volunteer training; that all band events have sufficient adult volunteer staffing; and that all volunteers have appropriate event identification; that any necessary supplies are available and accessible to the adult volunteers.

Article VII – Budgeting

The budget process will be led by the president and treasurer with input from the band director(s). The budget process will begin in January. A budget recommendation will be presented in February with a final budget established no later than the April membership meeting.

The Executive Board will use this budget to establish student activity fees. The executive board will approve the activity fees, which will be presented to the general membership no later than the April membership meeting.

Article VIII – Student Activities Fees

Student Activity Fees will be assessed for the purpose of defraying expenses of the band. Payment of these fees is a requirement for participation in the band program. These fees will be categorized as follows:

a. Uniform fee: the fee required for maintenance of existing uniforms and/or the procurement of new uniforms.

b. Activity Fee: the fee required to defray the necessary and appropriate costs of operating the band program. These costs may include, but are not limited to, competition fees, trip and transportation expenses, procurement of music and performance support items, professional dues, etc.

c. Auxiliary Activity Fees: Other auxiliary activities (i.e. Winter Guard, Indoor Drum Line, etc.) may be supported by the Boosters. Such activities will have a separate fee structure established. Payment of any established fee is a requirement of participation in the auxiliary activity.

Article IX – Disbursements

All checks written will require two signatures. Authorized signatures include any elected officer of the executive board.

“Emergency Expenditures” are those expenditures under \$2,500 that were unanticipated during the budget planning process. Such emergency expenditures may be approved by at least four (4) Executive Board members and must be presented to the Boosters at the next general membership meeting.

No expenditures may be authorized or made that would result in an overrun without prior approval of the Boosters.

Article X – Tangible Property

Any tangible property purchased or otherwise acquired by the Boosters shall become the property of Richmond Hill High School Band and will be maintained, replenished and/or replaced by the Boosters when noted necessary by the band director(s).

Article XI – Amendments to the By-Laws

Amendments to these by-laws must be presented to the Boosters at a regularly scheduled general membership meeting, voted on at the subsequent meeting and passed by a simple majority vote.

Article XII – Fiscal Year

The Boosters fiscal year shall be June 1 to May 31.

Treasurer's records shall be independently reviewed periodically following the end of the fiscal year, with the review results reported at the July Meeting.