

Rampart High School Band Boosters

Organization Bylaws Revised December 2016

ARTICLE I – NAME

- 1.1 The name of this non-profit organization shall be the Rampart High School Band Boosters Organization, hereinafter referred to as the Band Boosters.

ARTICLE II – PURPOSE

- 2.1 The purpose of the Band Boosters is to provide support to the Rampart High School Band and any such related auxiliary units associated with the Band. The Band Boosters support shall consist of providing operating funds, volunteer services and organizational coordination as requested by the Band Director.
- 2.2 The purposes for which the Band Boosters are organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Law. Notwithstanding any other provision of these articles, the Band Boosters shall not carry on any activities not permitted by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Law.

ARTICLE III – MEMBERSHIP

- 3.1 Membership in the Band Boosters shall be open to all band members, alumni, siblings in 6th grade and older, parents/guardians and grandparents of band members currently enrolled in the Band and/or auxiliary units, the Band Director and his/her assistants, and other persons interested in the progress and development of the Rampart High School band program.
- 3.2 Voting privileges and elected offices shall be limited to parents of band and/or auxiliary unit members who have paid all band fees and are actively participating in the band program during an academic school year. Band members shall automatically be non-voting members. Alumni and other persons interested in the progress and development of the Rampart High School band program shall be welcome as non-voting members.
- 3.3 No member shall have any right or interest in any of the property or assets of the Band Boosters.
- 3.4 No members of the Band Boosters shall be personally liable for the debts, liabilities or obligations of the Band Boosters.

ARTICLE IV – GENERAL MEMBERSHIP MEETINGS

- 4.1 Meetings for the general membership shall be held as scheduled every month during the academic school year unless as otherwise ordered by the organization.
- 4.2 General membership meetings shall be held at the time and place designated by the Board of Directors. The purpose of general membership meetings shall be for conducting business transactions requiring a vote of the Band Boosters and for conveying information about the Band Boosters and the Band and auxiliary units program.
- 4.3 Ten (10) members shall constitute a quorum for the transaction of business in any general membership meeting of the Band Boosters.
- 4.4 Special meetings of the Band Boosters may be called by the President or a majority of the Board of Directors, with at least three (3) days' notice given.

ARTICLE V – OFFICERS AND THEIR ELECTION

- 5.1 The band director shall be considered a voting officer of the organization.
- 5.2 All officers must have a student in the band or one or more of its auxiliary units.
- 5.3 The elected officers shall be the President, First Vice President – Administration, Second Vice President – Programming, Third Vice President - Fundraising, Secretary, Treasurer, and Parliamentarian.
- 5.4 Term of office shall be January 1 through December 31.
- 5.5 No person may hold the same office for more than two consecutive years, unless re-elected to that office.
- 5.6 There shall be a nominating committee composed of at least three (3) members (and always an odd number), created from volunteers at the November meeting. In the event an insufficient number of volunteers are available, the Secretary will contact those members not in attendance to fill the remaining positions. The committee shall elect its own chairperson.
- 5.7 The nominating committee shall submit all names of members who are willing to serve, but at least one (1) eligible person for each office to be filled. The committee shall report the nominees at the December meeting, at which time additional nominations may be made from the floor.
- 5.8 Officers shall be elected by ballot at the December meeting. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
- 5.9 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Board of Directors, notice of such election having been given. In case a vacancy occurs in the office of the President, the First Vice President shall serve notice of the election at the next scheduled booster meeting.

ARTICLE VI – BOARD OF DIRECTORS

- 6.1 The Board of Directors shall consist of the elected and appointed officers, and the Band Director.
- 6.2 The immediate Past President may serve in a non-voting, advisory capacity to the President and Board of Directors
- 6.3 The Board of Directors shall plan and recommend the various activities of the Band Boosters.
- 6.4 The Board of Directors shall approve the plans and work of all committees and Board of Directors.
- 6.5 The Board of Directors shall be empowered to transact necessary business within the organization-approved goals and budget, or as may be referred to it by the organization.
- 6.6 The Board of Directors may create standing and special committees as it may deem necessary to promote the objectives and carry on the work of the organization. Committee chairs must be voting members of the organization.
- 6.7 Meetings of the Board of Directors shall be held monthly during the school year or as deemed necessary.
- 6.8 Presence of at least fifty percent (50%) of all Board of Directors positions shall constitute a quorum.
- 6.9 Each Board of Directors position shall be entitled to one and only one vote.
- 6.10 When an elected or appointed officer fails to attend three (3) consecutive meetings or fails to perform his duties without adequate reason for a period of sixty (60) days, the Board of Directors may remove the officer and declare a position vacant on a majority vote.

ARTICLE VII – EXECUTIVE BOARD

- 7.1 The Executive Board shall consist of the President, First Vice President – Administration, Second Vice President – Programming, Third Vice President - Ways and Means, Secretary, Treasurer, Student Accounts Manager, Parliamentarian and the Band Director.
- 7.2 The immediate Past President may serve in a non-voting, advisory capacity to the President and Executive Board.
- 7.3 The Executive Board shall be empowered to transact necessary business in the intervals between Board of Directors meetings and other such business as may be referred to it by the organization.
- 7.4 Meetings of the Executive Board shall be held as deemed necessary.
- 7.5 Presence of at least fifty percent (50%) of all Executive Board positions shall constitute a quorum.
- 7.6 Each Executive Board position shall be entitled to one and only one vote.

ARTICLE VIII – DUTIES OF ELECTED AND APPOINTED OFFICERS

- 8.1 *The duty of all Board of Directors members is to be honest and use prudent judgment in carrying out business of the Band Boosters.*
- 8.2 *At the first general-membership business meeting of the year, and as required by changes throughout the year, the Board of Directors shall prepare and present for discussion and approval:*
 - A. Recommendations for organizational goals and priorities.
 - B. A proposed budget supporting the recommended goals and priorities.
- 8.3 *President – shall be the chief officer of the Band Boosters and have the following duties:*
 - A. Represent the Band Boosters at all external meetings and events.
 - B. Preside over all Executive Board, Board of Directors and general membership meetings.
 - C. Provide reports to the Board of Directors of Executive Board actions.
 - D. Subject to the approval of the Board of Directors, designate committee chairpersons.
 - E. Serve as an ex-officio member of standing committees.
 - F. Perform such other duties as may be assigned to him/her by the organization and the Board of Directors.
 - G. Prepare an end-of-year report to assist the incoming President.
- 8.4 *First Vice President-Administration – shall aid the President*
 - A. Preside over meetings in the absence of the President.
 - B. Coordinate with the Communications Director communication between members, students and the community.
 - C. Coordinate the organization of and recruitment of volunteers for all events and activities including all non-fundraising events and activities.
 - D. Coordinate involvement of auxiliary group representatives (Percussion, Guard and Jazz).

- E. Assist Middle School Liaison with incoming-students.
- F. Conduct an annual membership orientation.
- G. Coordinate an alumni booster group. Reach out to alumni families
- H. Perform such other duties as may be assigned to him/her by the President.
- I. Prepare an end-of-year report to assist the incoming First Vice President- Administration.

8.5 *Second Vice President-Programming*

- A. Coordinate transportation needs throughout the year.
- B. Oversee inventory, care and distribution of marching and concert uniforms.
- C. Coordinate "day of" marching band support.
- D. Coordinate booster involvement for fellowships (picnic, banquet, etc.)
- E. Assist the Band Director with coordination of major out of town trips such as invitationals, festivals and competitions.
- F. Perform such other duties as may be assigned to him/her by the President.
- G. Prepare an end-of-year report to assist the incoming Second Vice President-Programming.

8.6 *Third Vice President-Fundraising*

- A. Arrange and administer all fundraising projects.
- B. Oversee fundraising opportunities, including supervision of funds obtained from gifts and contributions, grants, proceeds from fundraising activities, student participation contributions, and special projects.
- C. Seek corporate sponsors.
- D. Prepare an end-of-year report to assist the incoming Third Vice President- Fundraising.

8.7 *Treasurer*

- A. Maintain financial records and keep a full and accurate account of receipts and expenditures.
- B. Maintain a post office box as the legal address of the organization.
- C. Oversee receipts and deposits for all booster activities.
- D. Coordinate student account balances with the Student Accounts Manager prior to approval of disbursement requests.
- E. Provide profit and loss statement for projects and fundraisers. (Example: Trips, Bingo, March-a-Thon, or other designated projects.)
- F. Present written financial reports (Balance Sheets, Income Statements and Bank Transactions) for all accounts and funds (operating and designated) at regular Board of Directors meetings.
- G. Reconcile the check registry and bank statements.
- H. Present written fund balance reports at the general membership meetings.

- I. File and pay any and all associated reports, taxes and licensing fees on a timely and current basis as required.
- J. In cooperation with the Executive Board, prepare and submit a proposed budget for the next year to the Board of Directors prior to the fall membership business meeting.
- K. Assist the President in presenting the annual budget at a fall general membership meeting for approval.
- L. Make disbursements as authorized by the President, Board of Directors, and Executive Committee, in accordance with the budget adopted by the organization.
- M. Prepare an end-of-year report to assist the incoming Treasurer.

8.8 Student Accounts Manager

- A. Maintain a roster of members and students that have student accounts.
- B. Manage student accounts.
- C. Coordinate student account balances with the Treasurer prior to approval of disbursement requests.
- D. Update "Miscellaneous Ledgers" with incoming and outgoing funds.
- E. Send out statements to parents for fees and balances as needed.

8.9 Secretary/Communications Director

- A. Record and publish minutes for all Board of Directors and Executive Board meetings on the RIM website.
- B. Keep a book of such minutes, including notes taken during the meeting as well as a copy of published minutes.
- C. Perform such other duties as may be assigned to him/her by the President.
- D. Coordinate with the Newsletter Editor in preparing a regularly published newsletter.
- E. Coordinate with the Webmaster in maintaining current information on the website.
- F. Coordinate with Photographers and Videographers for events as needed to maintain a record of the school year.
- G. Act as band liaison and coordinate preparation of promotional articles before and after events, feature articles, etc., for school and local newspapers, mailings, social media etc.
- H. Process all incoming and outgoing correspondence.
- I. Prepare an end-of-year report to assist the incoming Secretary.

8.10 Parliamentarian

- A. Advise the President and members on procedure when requested.
- B. Interpret Bylaws and provide parliamentary authority when requested.
- C. Maintain a current file of Bylaws of the organization and have them available to any member requesting the same.

- D. Attend School Board Meetings (or designate a representative) and relay pertinent information to the Executive Board.

8.11 Concert Band Representative

- A. Coordinate parent support for concert band(s) program.
- B. Represent the concert band(s) program at board meetings.

8.12 Percussion Representative

- A. Coordinate parent support for percussion program.
- B. Represent the percussion program at board meetings.

8.13 String Orchestra Representative

- A. Coordinate parent support for the string orchestra program.
- B. Represent the string orchestra program at board meetings.

8.14 Jazz Band Representative

- A. Coordinate parent support for the jazz band(s) program.
- B. Represent the jazz band(s) program at board meetings.

8.15 Guard Representative

- A. Coordinate parent support for the guard auxiliary unit.
- B. Represent the guard program at board meetings.

ARTICLE IX – COMMITTEES

9.1 Committees shall be created as may be deemed necessary to promote the objectives and carry on the work of the Band Boosters. Responsibilities shall be written and maintained in the Band Boosters Policies and Procedures Manual.

9.2 All committee chairpersons shall keep an accurate record in writing of expenses, parties contacted, methods of operation and other important information in a year-end or end-of-event report presented to the President to aid the incoming chairpersons for the following year.

ARTICLE X – BUDGET

10.1 The fiscal year shall be from January 1 to December 31.

10.2 The annual budget will be approved by a majority vote of the Board of Directors.

10.3 Authorization for expenditures not categorized in the budget shall be limited to \$100 unless approved by the Executive Board.

ARTICLE XI – STUDENT MISCELLANEOUS LEDGERS

11.1 The Executive Board may establish special student miscellaneous ledgers with funds derived from specified fundraising activities of the Band Boosters. Students may use these funds to offset expenses for various band and color guard functions and activities.

Applicable expenses may include:

- Rampart Regiment (marching band and color guard) fees and related costs
- Honor bands and solo and ensemble costs incurred in conjunction with Rampart Instrumental Music
- Music lessons
- Dance lessons (for color and winter guard only)
- Rampart Instrumental Music trips
- Winter Guard and Winter Percussion fees and related costs
- Rampart High School enrichment fees and Rampart instrument rental fees

Ineligible expenses may include:

- Instrument purchases or supplies
- Non-Rampart High School ensembles

- 11.2 Student Miscellaneous Ledger funds are administered by the Band Boosters, with the Executive Board having sole discretion involving the disbursement of funds.
- 11.3 All individual withdrawals requested on Miscellaneous Ledger Withdrawal applications must be submitted to and approved by the Executive Board. Parental approval is required for all student-initiated withdrawals. Expenditure receipts (canceled check or bill) for all requests for reimbursement must be attached to the Miscellaneous Ledger Withdrawal application form, unless waived by the Executive Board. All withdrawal requests must be requested within the school year in which they were incurred. The Executive Board will review transfer requests sent directly through Charms.
- 11.4 Funds remaining in student miscellaneous ledgers after the end of the school year will be:
- A. Transferred to the Band Boosters general account as payment for delinquent fees.
 - B. Retained for families expected to return within one (1) academic school year.
 - C. Transferred to the Band Boosters scholarship and scholarship endowment accounts after thirty (30) days, if a student ceases to participate in band or color guard activities.
- 11.5 All expenditure receipts must be submitted for reimbursement within 30 days of the date the expense was incurred, unless an extension is submitted to the Executive Board for approval within that 30-day window.

ARTICLE XII – ARTICLES OF INCORPORATION

- 12.1 The Band Booster organization is permanently dedicated to aid the Rampart High School Band and its related auxiliary units but is not intended to serve as a substitute for the legal financial obligations of the State of Colorado, the County of El Paso, or the Academy District 20 School Board.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

- 13.1 In the event a conflict or dispute arises regarding the governing of this organization, and for which no provision is contained in the Articles of Incorporation, Bylaws or other guidelines of this organization, Robert's Rules of Order Newly Revised may be consulted as the parliamentary authority for resolving said situation.

ARTICLE XIV – AMENDMENTS TO BYLAWS

- 14.1 Request for changes to the Bylaws may be brought to motion at any regular or special meeting of the Band Boosters. All members will be given ten (10) days' notice of the motion to amend. Bylaw amendments shall require a two-thirds (2/3) majority vote of the members present at the subsequent meeting.

- 14.2 Automatic grammatical or correlation changes in these Bylaws or amendments thereto, which in no way alter the intent of the respective Bylaw, shall be effected by the Parliamentarian subject to the approval of the President.
- 14.3 A Bylaw of this organization may be suspended in case of an emergency by a two-thirds (2/3) vote of the Board of Directors present at any meeting. Any such suspension shall be valid for that meeting only.

ARTICLE XV – DISSOLUTION

- 15.1 The dissolution of the organization shall require the affirmative vote of two-thirds (2/3) of the members present at a general membership meeting.
- 15.2 In the event of dissolution of the *Band Boosters* and after payment of just debts and liabilities, all property, assets and/or funds shall be distributed pursuant to the Internal Revenue Code and the Articles of Incorporation of this organization.

CERTIFICATE

I hereby certify that the foregoing Bylaws, consisting of nine (9) pages, including this page, constitute the Bylaws of the *Rampart High School Band Boosters*, adopted and amended by the members of this organization as of December 2016.

Joanne Lee

Rampart High School Band Boosters Organization President, December 2016

John Riley

Rampart High School Band Boosters Organization 2nd Vice President, December 2016

Carin Symonette

Rampart High School Band Boosters Organization Student Accounts, December 2016