

Rampart High School Instrumental Music Boosters

Organization Bylaws Adopted February 2019

(Revision 1 Adopted September 2019)

ARTICLE I – NAME

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

ARTICLE II – PURPOSE

- 2.1 The RHSBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c) 3 of the Internal Revenue Code.
- 2.2 The purposes of this Organization are:
- A. To provide support for Rampart High School Instrumental Music Program and auxiliary units in the form of volunteering, fundraising and maintaining records.
 - B. To work in cooperation with the members of the school district, public and private entities to support and encourage the development of progressive music education programs.
 - C. To supplement District 20 financial support, accept and disburse funds, and otherwise assist the entire band membership through cooperation with and guidance from Band Director(s).
 - D. To be organized exclusively for charitable and educational purposes.
 - E. To support the Band Director(s) and staff to ensure that they have the maximum amount of time to spend with the students.
 - F. Other purposes as voted by members, subject to such limitations as prescribed by 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(s) 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 eligibility for elected officers shall be limited to parents/guardian of band and/or auxiliary unit members who have paid all band fees and are actively participating in the band program during the current 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*, 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*. Any decisions will be decided by a majority voice vote.

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(s) shall be considered voting officer(s) of the Executive Board.

5.2 All officers must have a student in the band or one or more of its auxiliary units.

5.3 The elected officers of the Executive Board shall be the President, First Vice President – Administration, Second Vice President – Programming, Third Vice President - Fundraising, Student Accounts Manager, Secretary, Treasurer and Parliamentarian.

5.4 Term of office shall be one year and shall be January 1 through December 31 of their assigned year.

5.5 No person may hold the same office for more than two consecutive years, unless re-elected by ballot to that office.

5.6 Nominations shall be made beginning at the November general meeting and conclude at the December general meeting, prior to voting.

5.7 Officers shall be elected by ballot at the December general meeting. However, if there is but one (1) nominee for any office, election for

that office may be by ballot vote. Officers will be elected by a majority ballot vote.

5.8 A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, 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 officers and appointed chairpersons, and the Band Director(s).

6.2 The immediate Past President may serve in a non-voting, advisory capacity to the President and Executive Board/Board of Directors.

6.3 The Executive Board/Board of Directors shall plan and recommend the various activities of the *Band Boosters*.

6.4 Meetings of the Executive Board/Board of Directors shall be held monthly during the school year or as deemed necessary.

6.5 Presence of at least fifty percent (50%) of all Executive Board positions shall constitute a quorum. Any Executive Board decisions will be decided by a majority voice vote.

6.6 Each Executive Board position shall be entitled to one and only one vote (each Band Director is considered one position).

6.7 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 Executive Board may remove the officer and declare a position vacant on a majority voice 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(s).

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 Executive Board/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. Any decisions by the Executive Board will be decided by a majority voice vote.
- 7.6 Each Executive Board position shall be entitled to one and only one vote (voice or ballot).
- 7.7 The Executive Board shall approve the plans and work of all committees and Board of Directors.
- 7.8 The Executive Board shall be empowered to transact necessary business within the organization-approved goals and annual financial plan.
- 7.9 The Executive Board may create standing and special committees as it may deem necessary to promote the objectives and carry on the work of the organization.

ARTICLE VIII – DUTIES OF ELECTED AND APPOINTED OFFICERS

- 8.1 The duty of all Executive Board/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 annual financial plan 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 Executive Board, designate committee chairpersons.
 - E. Serve as an ex-officio member of standing committees.
 - F. Perform other duties as assigned to him/her by the organization and the Executive Board/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 other duties as assigned 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(s) with coordination of major out of town trips such as invitationals, festivals and competitions.
- F. Perform other duties as assigned 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. The Treasurer shall meet regularly with the Band Director(s) and all Board of Directors/Executive Board members on expenses and invoices.
- B. The Treasurer shall work closely with the Band Director(s) to create a proposed annual financial plan to be presented to the Executive Board for approval prior to approval by the general membership. The annual financial plan must reflect accurate numbers based on previous and current year income and expenditure levels as well as any new approved projects or staffing levels.
- C. The Treasurer shall be responsible for filing all required governmental paperwork.
- D. The Treasurer will work with all fundraiser chairs to provide startup funds as needed, manage the funds as they come in, deposit the funds and create a fundraising effort of the outcome.
- E. The Treasurer will maintain the devices and accounts required to process credit card transactions including tracking the monthly fees, filing the yearly paperwork required and maintaining login and password information for all devices.
- F. The Treasurer is responsible for having a financial review of the previous fiscal year financials completed by the Board meeting in August each year. The review shall be performed by at least two individuals on the Executive Board, or by a professional auditing firm. The individuals or firm must be approved by a majority voice vote of the Executive Board.
- G. The Treasurer shall provide a financial update to the Board twice a year (June and December), and financial documents can be provided to Board members upon request. Any *Band Booster* may request through the Executive Board to view the financial documents.

8.8 Student Accounts Manager

- A. Maintain a roster of members and students that have student accounts.
- B. Manage student accounts.
- C. Manage the RIM SCRIP program.
- D. Coordinate student account balances with the Treasurer prior to approval of disbursement requests.
- E. Update "Miscellaneous Ledgers" with incoming and outgoing funds.
- F. 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 record of such minutes, including notes taken during the meeting as well as a copy of published minutes.
- C. Perform other duties as assigned by the President.
- D. Coordinate with the Webmaster in maintaining current information on the website.
- E. Act as band liaison and coordinate preparation of promotional articles before and after events (feature articles for school and local newspapers, mailings and social media).
- F. Process incoming and outgoing correspondence.
- G. Prepare an end-of-year report to assist the incoming Secretary/ Communications Director.

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.

8.11 *The Band Director(s):*

- A. Direct and manage the overall program of instrumental music for the Rampart High School Instrumental Music Program.
- B. Provide students with an opportunity to participate in extracurricular band activities and provide direction to the supporters, families, and *Band Boosters* to achieve the goals set forth for the program.
- C. Directors shall also take an active role in planning activities to achieve district, region, and state recognition in all areas of the instrumental music program and its auxiliary units.
- D. Brief Board of Directors annually in January Booster Meeting on any events for next season (the following August-May) with significant costs (BOA trips, Disney, etc). Brief will include schedule, details, and current/estimated costs. This will alert the Board of follow-on year fundraising requirements.
- E. Brief Board of Directors annually during May Booster meeting on a 4-year plan (expected competitions, trips, significant fundraisers, issue resolution plans, etc) for the incoming Freshman class. This will assist the Board in their long-range planning process.

8.12 *Concert Band Representative:*

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

8.13 *Percussion Representative:*

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

8.14 *String Orchestra Representative:*

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

8.15 *Jazz Band Representative:*

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

8.16 *Guard Representative:*

- A. Coordinate parent support for the guard auxiliary unit activities (Marching Band, Winter Guard).
- 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*.
- 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 – ANNUAL FINANCIAL PLAN

- 10.1 The fiscal year shall be from January 1 to December 31.
- 10.2 The annual financial plan will be approved by a majority voice vote of the Executive Board.
- 10.3 Decisions not previously pre-approved in the annual financial plan requiring funding over \$100.00 (band equipment, uniforms, trucks/busses, band travel, etc.) requires a vote by the Executive Board. Board of Directors may participate in discussions, but the final decision/vote resides with 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.

A. 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

B. 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 an Executive Board Member. 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 a student graduates/permanently leaves the RIM program will be transferred to one or more of the following:

- A. The *Band Boosters* general account as payment for delinquent trip or associated expenses.
- B. To a sibling in the next academic year.
- C. 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.

11.6 Scholarships are awarded on an as needed basis to families requesting assistance. Those requesting assistance should contact the band directors or a member of the executive board stating the following information:

- A. The program for which assistance is needed (Winter Guard, Marching Band, etc.).

- B. The amount of assistance needed.
- C. A written request by the student stating how participation in the program will benefit them and how a scholarship will help them meet their goals.
- D. Upon receipt of the above requirements, the directors or executive board member who received the request will present via email or at a physical meeting of the executive board the request – board members shall remove personal identifying information from the request. Every effort to keep the requestor anonymous shall be taken by the director/board member who received the request. The board will discuss and vote upon whether a scholarship will be awarded. If the motion to award a scholarship passes, the treasurer will disburse funds to the appropriate account at the school.

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.

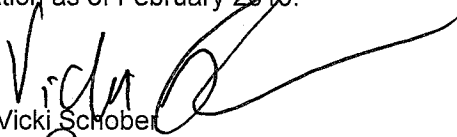
ARTICLE XV – DISSOLUTION

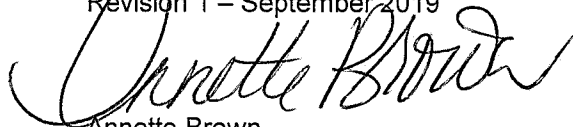
- 15.1 The dissolution of the organization shall require the affirmative vote of two-thirds (2/3) of the members present at a general membership meeting.
- 15.2 In the event of dissolution of the *Band Boosters* and after payment of just debts and liabilities, all property, assets and/or funds shall 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 ten (10) 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 February 2019.


Vicki Schober
RHSBB Organization President, February 2019
Revision 1 – September 2019


Annette Brown
RHSBB Organization 1st Vice President, February 2019
Revision 1 – September 2019


Lois Brinkman
RHSBB Organization 1st Vice President, February 2019
Revision 1 – September 2019

NOTE: Revision 1 was approved/adopted on September 3, 2019 at the General Booster Meeting.
Revision 1 added sub-paragraphs 8.11.D and 8.11.E.