

# **CONSTITUTION AND BY-LAWS of the ROYSE CITY BAND BOOSTERS**

## **ARTICLE I - NAME**

The name of this organization shall be the **ROYSE CITY BAND BOOSTERS**.

## **ARTICLE II - PURPOSE**

The purpose of this club shall be-

- 1) To lend all support whenever and wherever possible to the directors and the band in general
- 2) To cooperate with the directors and school administration in any and all phases of Band activities,
- 3) To enter into and carry on fund-raising projects necessary to support the financial needs of the band.

## **ARTICLE III – MEMBERSHIP**

The membership shall be open to parents/guardians whose children are in the band program (6<sup>th</sup> -12<sup>th</sup> grade) who agrees to abide by the policies of the organization and of the school district. Membership shall become effective on payment of annual dues of \$20 per family. Privileges of paid memberships are:

- 1) General election voting privileges
- 2) Electronic newsletter
- 3) Magnetic band calendar of events.

## **ARTICLE IV – OFFICERS & ELECTIONS**

Officers of the Band Boosters shall be: President, Vice President, Secretary, Treasurer, Historian, Coordinator of Volunteers, Director of Operations, Director of Technology, Intermediate and Middle School Liaison.

The Executive Officers Board will consist of the President, Vice President, Secretary, Historian, and Treasurer. The officers shall be elected and installed annually at the regular May meeting and shall hold office until their successors have been elected

By the month of February, the President shall appoint a nominating committee which will recommend a complete ballot. Nominations may also be made from the floor.

The election shall be conducted by written ballot, except in the instance when only one candidate has been nominated for a particular office.

For a vacancy occurring in any office, the board shall appoint by majority vote a successor for the unexpired portion of the term, or in the case of disability, until the disability ceases.

All Band Booster officers must have a completed background check on file with the Royse City Independent School District.

The terms of office for all elected board members will be one year. The board members shall not be eligible for election to their position for more than two consecutive one year terms. Upon completion of two one year terms, the board member must step down from the position.

## **ARTICLE V – DUTIES OF OFFICERS AND EXECUTIVE COMMITTEES**

All elected Officers are expected to attend all meetings including board workshop meetings. Three or more unexcused absences from any of these meetings will result in a review by the executive board.

Specific responsibilities of the elected officers shall be as follows:

**PRESIDENT** – shall preside over all meetings and look after the general welfare of the Boosters; be ex-officio additional member of all committees of the organization and should be notified of meetings; call special meetings of the organization and the Executive Committee when necessary; represent the organization on public occasions; perform all duties pertaining to the office; be a member of the Executive Committee.

**VICE PRESIDENT** – shall perform all duties of the President in the absence of the President and be a member of the Executive Committee.

**SECRETARY** – shall keep the minutes of all meetings of the organization; at all times keep a correct list of all members of the organization with current contact information; see that the books, reports, statements, certificates, non-profit tax documents, and other documents and records required by law are properly kept and filed; assist the President and Vice President as needed; and be a member of the Executive Committee.

**TREASURER** – shall receive and deposit all monies belonging to the organization and provide receipts for all transactions; disburse organization funds upon order of the Executive Committee; make a monthly financial report itemizing all deposits and expenditures at each regular meeting; make the financial records available for audit at the end of the school year; be responsible for the key to the Post Office box; and be a member of the Executive Committee.

**HISTORIAN**– shall be responsible for advising of parliamentary procedures; be responsible for publicity of band events; maintain an archive of electronic media; coordinate with Director of Technology; be a member of the Executive Committee.

**INTERMEDIATE AND MIDDLE SCHOOL LIAISON** – Regularly communicate the needs of the Intermediate and Middle school programs to the organization; aid the band directors when needed; periodically report event updates at organizational meetings.

**DIRECTOR OF TECHNOLOGY** – shall be responsible for the upkeep and content of the organization website; assist Secretary with communication efforts to parents and students.

**DIRECTOR OF OPERATIONS** – shall be responsible for pulling and maintaining the band trailer to events as required, for example, football games, concerts, UIL events, marching competitions, etc. Responsible for the coordination of minor repairs and maintenance for the band equipment.

**COORDINATOR OF VOLUNTEERS** – shall be responsible for maintaining updated volunteer contact list. Coordinate with committee heads and Directors to ensure volunteers are scheduled when needed.

## **ARTICLE VI – MEETINGS**

### **Regular Meetings**

The membership shall meet in regular session on the first Tuesday of each month during the calendar year except the month of June. If a meeting date falls on a school holiday, then the meeting shall be held on the following Tuesday. Band Booster Board work sessions will be held 30 minutes prior to the scheduled Tuesday meetings.

### **Special Meetings**

A special or emergency “meeting” may be called, whether in person (allowing a 24 hour notice where possible) or via electronic communication, by the President, Vice-President, or Band Director.

### **Quorum**

Quorum will represent a majority of the board members (5/9) to include a minimum of two executive officers.

## Proxy

Approved proxy voting will be reserved for Board members in the instance of emergency meetings or when a quorum has not been obtained for the purposes of transacting business.

## **ARTICLE VII – BAND SCHOLARSHIPS**

The Band Boosters shall award College Scholarship(s) to two eligible seniors each year.

Eligible seniors must:

- participate as a member of the Royse City High School Band for a minimum of three school years
- complete an application by the required deadline
- carry a minimum of 12 credits hours in college

Two scholarships, each in the amount of not less than \$500.00, will be awarded to eligible senior applicants each year. Two students will be recommended for scholarship award by the district band directors based on their applications. Those will be presented and voted upon by the Executive Committee. Additional consideration may be given to students not recommended by the director staff. The scholarship recipients will be announced each year at the Royse City Band Banquet and the High School Award Assembly.

## **ARTICLE VIII– PARLIAMENTARY AUTHORITY**

“Robert Rules of Order” will be used to govern procedures of the organizations meetings.

### Order of Business

- I. Call to Order
- II. Approval of Minutes
- III. Treasurer’s Report
- IV. Announcements
- V. Officer’s Reports
- VI. Old Business
- VII. New Business
- VIII. Adjournment

## **ARTICLE IX – GENERAL INFORMATION**

### **CHECK ACCEPTANCE**

- must be preprinted with a current permanent address and contact phone numbers
- must have valid driver's license number, license expiration date, and date of birth
- will not be accepted as payment for return of, or replacement for, a previously returned check
- will not be held for any length of time and will not be accepted if postdated

### **RETURNED CHECK POLICY**

If a check is returned by the bank for any reason:

- Full restitution of the original check value plus any bank fees incurred must be made within 30 days
- After second occurrence of a returned check, this form of payment will not be accepted from the party for a period of 2 years.
- During this probationary time period payments will only be accepted by money order, cashier's check, or cash.

## **ARTICLE X – AMENDMENTS**

This Constitution and By-Laws may be amended according to Article VI meeting guidelines.

## **ARTICLE XI – DISSOLUTION**

In the event this club is disbanded, all assets will be turned over to the Royse City High School Band.