

# Constitution

## **Article I: Name**

The name of the club shall be the Ryan Raider Band Boosters, Inc. (hereafter referred to as “the club” or “the booster club”)

## **Article II: Objectives**

Promote interest in the Ryan High School Bands, in their maintenance, and to cooperate with the Board of Education and the Superintendent.

Assist the Directors of the Ryan High School Bands.

Aid with financing items and activities not covered by DISD provided funding or other funding.

Promote scholarship, musical achievement, and sustain high morale among Band members.

To follow the Procedures and Guidelines for Booster Clubs as written and approved by the Denton Independent School District and the UIL Guidelines for Booster Clubs.

To operate exclusively for charitable and educational purposes within the meaning of 501(c)(3) of the Internal Revenue Code.

No substantial amount of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this corporation shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these Articles or of any Bylaws adopted thereunder, this corporation shall not take any action not permitted by the laws which then apply to this corporation.

## **Article III: Membership**

Members shall be parents or guardians of the Ryan High School Band, or non-student (of DISD) adults who demonstrate a genuine interest in the promotion of the bands as an organization.

There are no membership dues.

#### **Article IV: Executive Board**

The Executive Board shall consist of a President, two Vice Presidents, Secretary, Uniform Coordinator, and Treasurer. Each shall hold office for a period of one (1) year. No officer shall hold the same office for more than two (2) consecutive years.

A husband and wife team may be elected to fill one position, but will only have one vote when voting on an Executive Board topic. Both may attend closed board meetings.

The Executive Board shall consist of the Booster Club officers, as well as the Directors of the Ryan High School Band.

The Executive Board shall meet to transact any emergency business occurring between slated meetings and to format the agenda for meetings of the general membership.

The Executive Board shall fill all vacancies on the Board, except that of Band Directors. The Executive Board shall nominate a booster to fill a board vacancy for the remainder of the school year. A majority vote of the attending booster club members at the next club meeting affirming the nomination shall constitute installment of the new officer. In the event a quorum of the regular booster members cannot be established during the next meeting, the nominee will be approved through a motion/approval process.

A majority of members of the Executive Board shall constitute a quorum (4) at an Executive Board meeting.

#### **Article V: Parliamentary Authority**

The rules contained in the Modern Edition of *Robert's Rules of Order* shall guide the proceedings of the organization in the best manner practical where they are not inconsistent with the DISD *Guidelines for Booster Clubs*.

## By-Laws

#### **Article I: Membership Meetings**

The regular monthly meetings of the year shall be established by the Executive Board before the

start of the school year.

Regular meetings may be cancelled by the President, by giving due notice, and the concurrence of the Directors of the Ryan High School Bands.

Special meetings may be called by the President, by giving due notice, and concurrence of the Directors of the Ryan High School Bands.

A quorum is required for voting and shall consist of ten (10) members, and must include the President and one additional Officer.

## **Article II: Officer Elections**

The officers shall be elected from the slate of Ryan High School Band Booster Members presented by the Nominating Committee and/or from nominations from the floor.

President, two Vice Presidents, Secretary, Uniform Coordinator, and Treasurer shall be elected. The Nominating Committee shall consist of five (5) members appointed by the President. One (1) of these shall act as chairperson of the committee. The Director of Bands shall serve as an ex-officio member.

The nominating committee has the responsibility to preclude a perceived conflict of interest between officer candidates. Elections shall be held on the last scheduled booster club meeting of the fiscal year.

## **Article III: Duties of Officers**

**PRESIDENT** - It shall be the duty of the President to preside at all meetings, appoint committees as appropriate, and be the executive head of the Club, with full powers to enforce the Constitution and the By-Laws. The President shall report directly to the Director of the Bands on all booster activities and responsibilities. Duties of the President include:

- a. Preside at all meetings of the general body and executive board.
- b. Prepare an agenda for each meeting in cooperation with the directors.
- c. Create committees as appropriate.
- d. Serve as the executive head of the Booster Club with full powers to enforce the Constitution and the By-Laws.

- e. Ensure that all activities of the officers and the booster club are supporting the band program as prescribed by the band directors, school, district, and UIL.
- f. Communicate with the band directors on a regular basis regarding questions, concerns, the needs of the band, upcoming events, future planning, the status of the booster club, and any updates.
- g. Serve as the main liaison for the directors in communicating what is needed for upcoming band events and activities. The President will communicate with the Executive Board so that each need or job is delegated to the appropriate coordinators or committees.
- h. If there are events that require a representative or spokesperson for the booster club, the President will serve in this capacity. If the President is unable to be present, then the Vice President-Ways and Means or the Vice President-Hospitality and Volunteers will serve in this capacity.

**VP of WAYS AND MEANS** - It shall be the duty of the Ways and Means Vice President to preside in the absence of the President. The Ways and Means Vice President shall report directly to the President on all activities related to their position. The VP of Ways and Means shall appoint a coordinator for each fundraiser approved by the executive board. The coordinator shall be responsible for the organization, coordination and day to day execution of the fundraiser. Duties of the Ways and Means VP include:

- a. Preside at a meeting in which the President is not able to attend.
- b. Oversee the coordinators of all fundraisers. Maintain that each fundraiser is being implemented and managed correctly.
- c. Serve as liaison with campus administration for approval of fundraisers or use of RHS facilities or resources for fundraisers.
- d. Communicate details of fundraisers to the Executive Board to discuss resources needed, expenses involved, and possible income.
- e. Communicate with the President regarding all fundraising information and updates.
- f. At each booster club meeting and Executive Board meeting, report on all updates and recent activities that are under the oversight of the Vice President-Ways and Means.

**VP of HOSPITALITY** - It shall be the duty of the Hospitality Vice President to preside in the absence of the President and Ways and Means Vice President. The Hospitality Vice President shall report directly to the President on all activities related to their position. The VP of Hospitality shall appoint a coordinator for each event or band activity approved by the executive board. The coordinator shall be responsible for the organization and coordination of the event. Duties of the Hospitality VP include:

- a. Preside at a meeting in which the President and Vice President –Ways and Means are not able to attend.
- b. Oversee the coordinators of all the activities involving boosters volunteering to help the

band: chaperones, building equipment, building props, moving equipment, food service, social events, etc.

- c. Communicate on a regular basis (weekly minimum) with the President to determine and plan for volunteer needs throughout the course of the year.
- d. Communicate details of volunteer activities to the Executive Board and discuss volunteers needed, tasks that need to be done, and planning of events.
- e. Keep record of all booster club volunteer hours and report them monthly to the official campus record keeper.
- f. At each booster club meeting and Executive Board meeting, report on all updates and recent activities that are under the oversight of the Vice President-Hospitality and Volunteers.

**SECRETARY** - The Secretary shall report directly to the President on all activities related to their position. Booster club meeting minutes shall be available for review by the board within one week of the meeting date, and will be distributed to membership within two weeks of the meeting date. Executive board meeting minutes shall be available for review by the board within one week of the meeting date. The Secretary shall appoint a coordinator of parent mentors who are designated for each band section. Each parent mentor will help guide new parents in understanding everything involved in the booster club and encourage participation. The Secretary shall appoint a Historian/Public Relations Coordinator who will create and send e newsletter, maintain collection of photos and media throughout the year, maintain records of achievements from the year. The Secretary shall appoint a Middle School Coordinator who will maintain a Raider Band bulletin board at feeder schools, coordinate activities with our middle school feeders such as 8<sup>th</sup> grade band night, providing Ryan representatives for concerts, beginner drives, and other events. Duties of the Secretary include:

- a. Keep minutes of all booster club meetings and Executive Board meetings.
- b. Keep an accurate record of all members in a permanent form.
- c. Responsible for all official correspondence from the Executive Board.
- d. Oversee the Coordinators of booster club membership records, public relations, e newsletter, middle school relations, and mentorship of new band parents.
- e. Communicate with the President on a regular basis to ensure the accuracy of all correspondence sent from the booster club.
- f. Keep Secretary's records consisting of all of the following:
  - 1) Copies of all official materials or Executive Board reports presented at Booster Club meetings.
  - 2) Copies of all approved minutes of all booster club meetings and Executive Board meetings.
  - 3) Copies of all forms submitted to the Booster Club (i.e. membership forms, order forms).
  - 4) Any official correspondence, letters, or forms submitted to the Secretary by

- members of the Executive Board to be placed on file.
- 5) Records archived electronically.

**TREASURER** - It shall be the duty of the Treasurer to receive all monies accruing to the Club, and to deposit them under the name of the Club in the depositories approved by the Executive Board. The Treasurer shall report directly to the President on all activities related to their position. Duties of the Treasurer include:

- a. Receive all monies accruing to the Club and deposit them under the name of the Club in the depositories approved by the Executive Board.
- b. Pay all invoices on projects approved by the Executive Board. Two signatures are required on all checks. All checks must be supported by signed receipts and invoices.
- c. Report on all receipts and disbursements at each booster club general meeting.
- d. Present a financial update at all Executive Board meetings.
- e. Keep Treasurer's records consisting of all of the following:
  - 1) A single entry ledger reflecting income, expenses, and balance;
  - 2) A system using receipts and invoices (pre-numbered receipts are most helpful);
  - 3) Paid disbursement files to include signed receipts and invoices;
  - 4) Chronological Treasurer's reports;
  - 5) Copies of audit reports.

**UNIFORM COORDINATOR** - It shall be the duty of the Uniform Coordinator to serve as chairperson of the Uniform Committee, and be responsible for all matters pertaining to marching and concert uniforms of the band as coordinated with and directed by the Directors of the Bands. The Uniform Coordinator shall report directly to the President on all activities related to their position. Duties of the Uniform Coordinator include:

- a. Oversee the organization and cleanliness of all uniforms, uniform room and uniform racks and carriers.
- b. Keep accurate inventory of all uniforms and uniform related equipment.
- c. Oversee the sizing and tailoring of each uniform to insure the best possible conformance to each individual student.
- d. Mentor and coach student leaders on all uniform related care, wearing, handling and storage so that they can teach such procedures to the members of their respective sections.
- e. Oversee the issuance and check-in of uniforms and uniform related equipment to students at all band related activities.

#### **Article IV: Organization/Hierarchy of Responsibility and Oversight**

The chain of supervision and communication for each of the responsibilities in the booster club organization is listed below. Each appointed coordinator should form a team if needed to assist in accomplishing all of the duties involved.

## **DIRECTOR OF THE BAND**

### **PRESIDENT**

1. Any other Coordinator added that may not fall under the specific realm of responsibility of other Executive Board members as listed below
2. VP of Ways and Means
  - (a) Coordinators of each approved fundraiser
3. VP of Hospitality
  - (a) Chaperone Coordinator
  - (b) Equipment and Crew Coordinator
  - (c) Marching Band Props Coordinator
  - (d) Food Service Coordinator
4. Secretary
  - (a) Membership/Directory Coordinator
  - (b) Section Parent Mentors
  - (c) Historian/Public Relations Coordinator
  - (d) Middle School Coordinator
5. Treasurer
6. Uniform Coordinator

## **Article V: Finances**

The Finance Committee, consisting of the President, Treasurer, Immediate Past President, and Immediate Past Treasurer, when possible, in consultation with the Band Directors, shall present to the membership a proposed annual budget. This budget shall be presented for approval on the first regularly scheduled meeting of the Booster Club. The approved budget may be amended during the fiscal year by the Executive Board via a majority vote of said Board, provided such change does not result in a forecasted budget deficit. A forecasted budget deficit is defined as an anticipated negative balance at the end of the fiscal year based on all budgeted income and expenses.

An annual audit of the Club's financial records will be performed by the member audit committee appointed by the President or by the school district's audit firm. Annual audit shall be conducted before end of booster club fiscal year.

The fiscal year for the Club shall be from June 1st to May 31st of each year.

Donation money earmarked for a specific item, benefit or activity must be spent for such item, benefit or activity, even if the distributions of such funds are to occur in future school years. No part of the net earnings of the corporation shall inure to the benefit of or be distributed to any director, employee or other individual, partnership, estate, trust or corporation having a personal or private interest in the corporation. Compensation for services actually rendered and reimbursement for expenses actually incurred in attending to the affairs of this corporation shall be limited to reasonable amounts.

Upon dissolution of the corporation, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organizations under section 501(c) (3), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the appropriate court the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine.

#### **Article VII: Recall of Officers**

An Officer may be subject to recall for failure to perform duties and/or misappropriation of funds. In the event that an allegation is made against an Officer, a committee of three officers will be formed to investigate the cause for concern, and make recommendation to the Executive Board for retention or removal.

A majority vote of the attending Booster Club members, at the next meeting following recommendation to the Executive Board shall constitute retention or removal of the Officer.

#### **Article VIII: Amendments**

This Constitution and By-Laws may be amended at the regular meeting of the Ryan High School Band Booster Club by a majority vote, provided all members are given notice at least twenty (20) days prior to the meeting at which the amendment(s) is voted upon. This Constitution and



By-Laws shall be regularly reviewed every three (3) years by the Executive Board.