

# Draft

## **RIO HONDO BAND BOOSTERS**

### **CONSTITUTION AND BYLAWS**

#### **ARTICLE I**

##### Name

- 1.1 The name of the organization to which this Constitution and Bylaws pertain shall be known as the "RIO HONDO BAND BOOSTERS".

#### **ARTICLE II**

##### Objective

- 2.1 To promote and maintain an enthusiastic interest in the various phases of the Band Department of Rio Hondo schools.
- 2.2 To enlist all possible support, both moral and financial to the general Band Department of Rio Hondo schools.
- 2.3 To cooperate with those in charge of the Band Department.
- 2.4 To build and maintain organization of persons which will help promote the general activities of the Band Department.

#### **ARTICLE III**

##### Members

- 3.1 The Membership of the club shall include any immediate relatives or guardians interested in the progress and development of the Band Department of the Rio Hondo Independent school district. Membership shall not be open to members of the student body.

#### **ARTICLE IV**

##### Officers

- 4.1 The elective officers of this organization shall be a President, Vice-President, Secretary, and Treasurer. The elected officers must have a student in the Band Department and enrolled at Rio Hondo Independent school district in the school year in which they intend to serve.
- 4.2 The non-elected officer of this organization shall be the Head Band Director.
- 4.3 The officers shall be elected by ballot (acclamation if only one candidate) on the August meeting to serve a term of two (2) years and not more than two (2) consecutive terms in any one office and their term of office shall begin at the close of the annual meeting at which they are installed. A vacancy occurring in an office shall be filled by a majority vote of the remaining members of the Executive Board until the next meeting in August.
- 4.4 Elected officers must be active by participating in most home games, away games, and band competitions.

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- 4.4 Special Elections of officers will be conducted on November 19<sup>th</sup>, 2014, at 6 pm.
- 4.5 Only members can vote for elected officers.
- 4.6 These officers shall perform the duties prescribes by these bylaws.

## ARTICLE V

### Meetings

- 5.1 Regular meetings of the club shall be held on a monthly basis on every first Tuesday of each month from August through November, and May at 6pm, unless otherwise ordered by the Executive Board or club.
- 5.2 Special meetings may be called by the President, Executive Board, Director of Bands or upon request of ten (10) members. The purpose of the meeting shall be stated in the written request. Except in cases of emergency, at least five (5) days notice shall be given.
- 5.3 Fifteen (15) members shall constitute a quorum or if the President decides a quorum exists for the transaction of business.
- 5.4 The Executive Board shall have its first meeting of the year prior to the August general meeting. Regular meetings of the Executive Board shall be held every Monday prior to a home football game at 6pm and when need be.
- 5.5 Annual reports will be submitted by each officer in May meeting.
- 5.6 All meetings shall be open to the members and active community supporters.

## ARTICLE VI

### The Executive Board

- 6.1 The elected officers of the club and the Director of Bands shall constitute the Executive Board. The duties of the Executive Board shall be transact necessary business in the intervals between club meetings and such other business as may be referred to it by the club, but its acts shall not conflict with action taken by the club.
- 6.2 The Executive Board shall be responsible for preparing a budget and a calendar of events for the club which shall be submitted to the members at the first regular meeting. Amendments to the budget may be made by the Executive Board and approved by the membership quorum.
- 6.4 The Executive Board shall have its first meeting of the year prior to the August general meeting. Regular meetings of the Executive Board shall be held every Monday prior to a home football game at 6pm and when need be. Special meetings of the Executive Board may be called by the President, the Director of Bands or by a majority of the members.

## ARTICLE VII

### Duties of Officers

- 7.1 The duties of the President shall include:
  - A. Presides at all meetings of the club and of the Executive Board
  - B. Work with the Secretary on preparation of the Agenda for all members.

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- C. Shall sign all contracts and countersign all checks with the Treasurer or Director of Bands
- D. Special committees may be appointed by the President and approved by the Executive Board.
- E. Act as the Purchasing Agent for the club. The purchasing agent is responsible for all purchases made by the club for use in the concession stands during the football seasons.
- F. Maintain all operations of concession stands.
- G. Perform such other duties as may be prescribed in these bylaws or assigned by the club or the Executive Board.

## 7.2 The duties of the Vice-President shall include:

- A. Act as aide to the President and assume all duties of the President in his/her absence.
- E. With Director of Bands, be responsible for assigning designated chaperones for buses.
- F. With Director of Bands, be responsible for background clearance of all chaperones and volunteers through school Raptor Technologies, Inc.
- D. To assist in escort duties for the treasurer while in possession of money bags, etc, and while transporting money bags to and from locations, including the night band depository.
- E. Perform such other duties as may be prescribed in these bylaws or assigned by the club or the Executive Board.

## 7.4 The duties of the Secretary shall include:

- A. Forward to the Executive Board and Director of Bands an Agenda for all meetings and keep an accurate record of all meetings of the club and of the Executive Board. Copies of the minutes shall be available upon request.
- B. Attend to the correspondence of the club.
- C. Obtain volunteers for club events.
- D. Maintain a written record of membership involvement in club activities.
- G. Issue ID badges to volunteers before football games.
- H. Perform such other duties as may be prescribed in these bylaws or assigned by the club or the Executive Board.

## 7.5 The duties of the Treasurer shall include:

- A. Keep an accurate record of all receipts and disbursements showing each separate activity in a ledger.
- B. With the approval of the President & Executive Board, all bills incurred as a result of normal operations of the organization shall be paid in a timely manner. Reasonable expenses not routine to the normal operations may be paid with the approval of three (3) Executive Board members. These expenses shall be itemized on each monthly treasurer's report and can be purchased via check.
- C. Sign all checks.
- D. Furnish a full written report to the members at each meeting.
- F. Have all accounts ready for examination prior to tax filing and on an annual basis. Results of the annual audit shall be given by written report at the

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Annual Meeting.

G. Perform such other duties as may be prescribed in these bylaws or assigned by the club or the Executive Board.

7.6. The duties of the Director of Bands shall include:

A. To maintain order in meetings

B. With the Vice President, be responsible to advise parents of future meetings.

C. With the Vice President, be responsible for assigning designated chaperones for buses.

D. Responsible for conducting and approving background clearance of chaperones and volunteers through school Raptor Technologies, Inc.

## ARTICLE VII

### Committees

8.1 Standing Committees shall be: Fundraising, Chaplin and Scholarship. Their term shall be for one year.

8.2 The Fundraising committee shall be responsible for and research all special fundraising projects and develop new ways of raising funds for the club. Shall also assist the Executive Board on collecting funds on special fundraising events.

8.3 The Chaplin shall prepare a devotional and lead in prayer before each meeting.

8.4 The Rio Hondo Band Boosters shall award a minimum of at least \$250 and a maximum of \$500 to at least three (3) but no more than five (5) graduating band seniors each year. A deadline of September 1 of the same year will be given to the graduating senior to accept the monies and a deadline of June 2 of the following year will be given to deposit the monies. The Scholarship Committee shall be comprised of at least one (1) member of each of the following entities Directors of Bands, and Rio Hondo Band Boosters. The President with the assistance of the Executive Board shall appoint a member of the organization (not senior parents) to the Scholarship Committee. The Scholarship Committee shall elect the recipients of the scholarships based upon their performance in the Band Department and goals for a higher education.

Students must be currently enrolled in the Band Department or any entity of the band program (color guard, twirlers, etc.) and have participated in the Band Department for a minimum of two (2) years to be eligible for a scholarship. General Scholarship applications provided by the Rio Hondo High School Counseling Department must be completed and returned to the Counseling Department or the Director of Bands by the posted deadline for consideration by the Scholarship Committee. Scholarships must be claimed by September 1 of the graduating year or will be considered void. Scholarship checks can be claimed by enrollment verification only, not acceptance letter.

## ARTICLE IX

### Parliamentary Authority

9.1 The rules contained in the current edition of Robert's rules of Order Newly Revised shall govern the club in all cases to which to they are applicable and in which they are not

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inconsistent with this Constitution and Bylaws.

## **ARTICLE X** Amendment of Bylaws

10.1 These bylaws may be amended at any regular meeting of the club by two-thirds (2/3) of the members present. The amendment must be submitted in writing at the previous regular meeting.

**DATED and ADOPTED by the undersigned executive board of the Rio Hondo Band booster**

**This day:** \_\_\_\_\_

**By:**

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Robert Lopez, President

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Joe Lopez, Vice-President

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Maribel Juarez, Treasurer

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Jerardo Martinez, Secretary