

NORTH ROYALTON HIGH SCHOOL BAND BOOSTERS

BYLAWS

ARTICLE I: TITLE

This group henceforth shall be known as the "North Royalton High School Band Boosters." the accepted abbreviation will be "NRHSBB"

ARTICLE II: OBJECT

The Objectives of NRHSBB are:

To promote the instrumental music program in the North Royalton schools and community.

Raise financial support for the music program, provide scholarships for graduating students, and provide awards and recognition to band members.

Provide for the acquisition and improvement of band uniforms

Provide for the repair and purchase of new band instruments.

ARTICLE III: POLICIES

Section 1. NRHSBB will operate as a corporation not-for-profit under Section 1702.01 et seq., revised code of Ohio. A copy of the Articles of Incorporation will be kept on file with the secretary

Section 2. Commitments made to other organizations or contractors **must** be made with the approval of the Executive Board.

ARTICLE IV: MEMBERSHIP

Section 1. Responsibilities

- a. Membership is open to all parties interested in promoting the instrumental music program.
- b. Membership shall be annual. The annual dues shall be due and payable in August. The final deadline for membership shall be December 31.
- c. The Executive Board shall set the annual dues at the booster meeting held in May, subject to the approval of the general membership.

Section 2. Rights

- a. Members shall be permitted to run for elected office subject to eligibility requirements and nomination by the membership.
- b. Members shall be eligible to serve on Committees and act as Committee Chairpersons.

- c. Members shall be eligible to participate fully in all general meetings as prescribed in these Bylaws and in Roberts' Rules of Order.

Section 3. Life Time Membership

- a. The Executive Board shall have the annual opportunity to recommend a retiring member who has served as an executive and/or chair person who has served in either of these capacities to a life time membership.
- b. The qualifications for this membership are: the person must have served for a minimum of five years membership and served on the executive board and/or chaired a committee for five years. These years need not be consecutive.
- c. The selected individual/individuals will be presented to the general members at its May or final meeting for the school year for recommendation for life time membership. It requires a majority "yes" vote by the general members to become approved and effective.

Section 4. Non-voting Membership

- a. All persons volunteering at a band booster function will automatically become non-voting members of the NRHSBB as of the time they volunteer for the school year ending on June 30th of each year.
- b. These non-voting members will be able to participate in all volunteer activities the band boosters run to support the band program.
- c. All non-voting members can become voting members by paying the annual dues as outlined in Section 1. b. above under "Responsibilities".
- d. Non-voting members are not entitled to any of the privileges outlined in Section 2. above under membership "Rights".

ARTICLE V: OFFICERS

Section 1. General

- a. The officers of the North Royalton High School Band Boosters shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer
- b. The officers shall perform the duties prescribed in these Bylaws and by the Parliamentary authority adopted by NRHSBB.
- c. The Officers of the NRHSBB shall be members in good standing of the organization.
- d. The incoming officers, at the recommendation of the newly elected President, can request the retiring President to hold the position President Emeritus for a one year term.

Section 2. Term of Office

- a. The officers shall be elected by at the membership meeting held in April.
- b. The term of office shall be one year, or until their successors have been elected.
- c. Newly elected officers shall assume office on June 1 of the school year in which they are elected.

Section 3. Limits of Term

- a. No member may hold more than one office at a time and may not serve more than 2 consecutive terms in the same office.
- b. Any officer who has served more than half a term is considered to have served a full term in that office.
- c. The members shall have authority to suspend the term limit in (a) above. A majority vote of the members present at the March meeting shall be required for approval. Prior consent of the candidates staying in office shall also be required.

Section 4. Vacancies

- a. Vacancies in the office of President shall be served by the Vice-President.
- b. In the case of a vacancy in any other office, the President will present a candidate(s) to the Executive Board for approval.
- c. The Executive Board shall select an appointee for the vacated office from the available candidates. A majority affirmative vote of the Board shall be required for appointment to fill the unexpired term.

Section 5. Resignation and Removal

- a. Any officer may resign at any time by giving written notice to the President.
- b. The resignation shall take effect at the time specified in the notice, and unless otherwise specified shall become effective upon delivery. Acceptance of the resignation shall not be necessary unless specified in the notice.
- c. Any officer may be removed by the Executive Board, with just cause, at any time by the affirmative vote of the majority of the Board duly acting at a meeting.
- d. Any vacancy created by reason of this section may be filled at the same meeting of the Executive Board, or subsequently.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. General

- a. The initial officers and Trustees of the Corporation shall be as listed in the Articles of Incorporation.
- b. The President, Recording Secretary, and Treasurer shall have the authority

jointly or severally to sign, execute, and deliver in the name of the corporation any deed, mortgage, bond, instrument, agreement, or other document evidencing any transaction authorized by the Executive Board.

Section 2. President

- a. Presides at all regular and Executive Board meetings.
- b. Appoints all Committees, Standing or Special, except the Nominating Committee.
- c. Is an Ex-Officio member of all Committees.

Section 3. Vice-President

- a. Shall assume the duties of the President in his/her absence.
- b. Shall supervise the fund-raising activities of NRHSBB and report to the Executive Board.
- c. Shall perform other duties as the President may request.

Section 4. Recording Secretary

- a. Shall keep a full and accurate record of all meetings of the Executive Board and of the general membership.
- b. Shall read the minutes of the previous meeting at all general and Executive Board meetings.
- c. Shall provide copies of the minutes for the membership.
- d. Shall perform other duties as the President may request.

Section 5. Corresponding Secretary

- a. Shall present all correspondence received by the organization to the Executive Board and general membership.
- b. Shall convey all responses to individuals and other organizations as directed by the Executive Board.
- c. Shall perform other duties as the President may request.

Section 6. Treasurer

- a. Receives all income and shall deposit same in the name of NRHSBB in such bank as the Executive Board shall approve. A record of all receipts and expenditures shall be maintained.
- b. Shall pay all bills incurred by the organization after approval by the Executive Board.
- c. Shall present a financial report at every NRHSBB general meeting and at other times upon request.
- d. Shall present the Books for audit no later than one(1) week after the end of the school year. An auditor shall audit and sign the report to validate its accuracy.
- e. Shall secure a Non-Profit institutional fidelity bonding policy. The expenditure incurred shall be a legitimate expense.

- f. Shall perform other duties as the President may request.

Section 7. President Emeritus

- a. Shall assist the current officers with their support, knowledge and abilities working with the boosters, band and directors.
- b. Shall assist the newly elected President with special projects assigned by the President. Provide progress reports to the Executive Board no less than monthly.
- c. Shall require approval from the Executive Board for its authority to commit the NRHSBB to any expenditure. The authority to severally sign, execute, and deliver in the name of the corporation lies with the President, Recording Secretary, and Treasurer as outlined in Section 1. b. of Article VI: Duties of Officers.

ARTICLE VII: MEETINGS AND ELECTIONS

Section 1. General

- a. Regular meetings shall be held in the months of August through May, with the exception of December, at a time and place designated by the Executive Board.
- b. Ten(10) members shall constitute a quorum.
- c. Emergency meetings of the membership may be called by the Executive Board at any time. A minimum of 3 days notice shall be given.

Section 2. Nominations

- a. There shall be a Nominating Committee composed of three(3) members and one alternate selected by the general membership at the February meeting. The committee shall elect a chairman.
- b. The committee shall meet and nominate at least one(1) eligible person for each office to be filled. These Nominees shall be presented to the membership at the March meeting, prior consent of nominees is required.
- c. A copy of the Bylaws shall be given to the committee.

Section 3. Elections

- a. The Nominating Committee shall provide a written ballot for the April meeting if needed and shall act as a Teller's Committee.
- b. The nominees shall be listed on the ballot under the appropriate office.
- c. Nominations from the floor shall be accepted.
- d. Members shall cast their votes and the votes shall be tabulated. A simple majority of the votes cast shall be sufficient for election.
- e. Election by voice acclamation shall be permitted for any unopposed candidate.

ARTICLE VII: EXECUTIVE BOARD

Section 1. General

- a. The management of NRHSBB shall be vested in an Executive Board.
- b. The Executive Board shall serve the function of the Board of Trustees required by law for a Non-Profit Corporation.
- c. The Executive Board shall have full power and authority over the affairs of NRHSBB except that expenditures over \$1000.00 shall require approval of the general membership.

Section 2. Meetings

- a. Regular meetings of the Executive Board shall be held at a time and place designated by the Board.
- b. Emergency meetings may be called by the President or by any two(2) members with 48 hour notice.
- c. Any booster member may request to be placed on the agenda of a Board meeting to express special considerations or concerns.
- d. Any meeting of the Executive Board may be held through any electronic communication pursuant to which each Board member is able to hear other members participating or in any other manner permitted by the laws of the state of Ohio and such participation shall constitute attendance at such meeting.
- e. The quorum of the Executive Board shall be three(3) members.
- f. The act of a majority of the members of the Executive board present at a meeting at which a quorum is present shall authorize any action by the Board.
- g. Any action which may be authorized or taken at a meeting of the Board may be taken without a meeting of the Board with the approval of, and in writings signed by, all of the members of the Board. Any such writing shall be entered into the minutes at the next Board meeting.

Section 3. Compensation and Conflict of Interest

- a. The members of the Board shall not receive compensation for services rendered to the Organization.
- b. Any member of the Executive Board having a conflict of interest that would cause that person to act contrary to the best interest of the organization shall disclose such conflict to the rest of the Board. In such case, the member shall not vote or use their personal influences on the matter. Such member may be counted in determining the quorum for the meeting.

ARTICLE VIII: COMMITTEES

Section 1. General

- a. Each committee shall be responsible to the President and shall report to him/her as requested.
- b. Committee chairpersons shall be prepared to give a report upon request at each general meeting.
- c. Each committee chairperson shall enlist as many members as necessary to fulfill the committee's responsibilities.
- d. Unless otherwise provided in these Bylaws or unless otherwise ordered by the Executive Board, committees shall act by a majority of its members meeting at a time and place designated by the chairperson. Meetings through electronic communication as allowed under the laws of the state of Ohio shall be permitted.
- e. Any act, authorization of an act, or transaction of business by a committee within the authority delegated to it shall be as effective for all purposes as the act or authorization of the Executive Board.

Section 2. Standing Committees

- a. **Membership Committee-** This committee shall make all necessary arrangements for, and conduct the annual membership drive. They shall also purchase all membership premiums as approved by the Board.
- b. **Publicity Committee-** This committee shall handle all the publicity for any Projects, contacting newspapers, radio, TV, handling posters, etc. They shall also act as a liaison between the Band and the media for exchange of information.
- c. **Uniform Committee-** This committee shall handle the uniform rental program for Marching Band and the Concert Bands. They shall also handle auxiliary uniforms and related accessories. They shall keep records of issued items and make necessary repairs and replacements as needed. They shall also work with the Band Directors and keep them informed regarding uniform issues.
- d. **Chaperone Committee-** This committee shall recruit adult volunteers to supervise students on band trips and related functions. These volunteers shall work in cooperation with the Band Directors to assure that established guidelines for conduct are enforced.
- e. **Hospitality Committee-** This committee shall make arrangements for all Band banquets, parents' nights, and other social functions.
- f. **Scholarship Committee-** This committee shall review scholarship applications and shall award a scholarship to the three(3) most deserving applicants. All applicants must be in their year of graduation and have been a band member for all four years. The amount of these scholarships shall be determined annually. Recipients must claim scholarship funds within six(6) months of presentation. Unclaimed scholarships shall remain in the fund for future use.
- g. **Badge-A-Minute Committee-** This committee shall handle making of

- individual buttons containing band student pictures.
- h. **Band Truck and Pit Crew Committee-** This committee shall be responsible for the general appearance of the Band vehicle and the packing, transport, and set-up of the pit equipment.
 - i. **Cleveland Air Show Committee-** This committee shall handle the scheduling of members to work at the Cleveland Air Show.
 - j. **Entertainment Book Committee-** This committee shall handle the ordering and distribution of Entertainment Books as a fund raiser.
 - k. **50/50 Raffle Committee-** This committee shall handle the distribution of raffle tickets and collection of funds for the 50/50 raffle at home football games.
 - l. **Fruit Sale Committee-** This committee shall handle all volunteers, ordering and distribution of fruit for the annual fruit sale fund raiser.
 - m. **Hoagie Sale Committee-** This committee shall handle all arrangements for the annual hoagie sale. In addition, they shall also handle all aspects of the biannual hoagie sale to support the band trip fund.
 - n. **Market Day Committee-** This committee shall handle the ordering and distribution of items purchased for the Market Day fund raiser.
 - o. **Phone/Email Chain Committee-** This committee shall establish and coordinate a list of parent volunteers who will function in a telephone chain format. This phone chain will be implemented at various times throughout the year to disseminate information to the members. It shall also assemble a broadcast email list for the Band and send out information as needed
 - p. **Craft Fair Committee-** This committee will procure and man a table at the annual PTA craft fair for purposes of selling Band memorabilia, Entertainment Books and other fund raising items.
 - q. **Newsletter Committee-** This committee shall collate and distribute an informational newsletter to the membership. It shall be published 3 times during the year on dates appropriate to the Band calendar. Special issues may be published at the request of the Board.
 - r. **Drumline Committee-** The committee shall consist of a chairperson and financial coordinator. It shall coordinate the finances of the group with the Booster treasurer. It shall keep a record of all deposits and disbursements and reconcile that record with Booster financial records. The committee shall also report on the group's activities at monthly Booster meetings. Booster financial support shall be contingent upon the full function and cooperation of the committee.
 - s. **Winterguard Committee-** The committee shall consist of a chairperson and financial coordinator. It shall coordinate the finances of the group with the Booster treasurer. It shall keep a record of all deposits and disbursements and reconcile that record with Booster financial records. The committee shall also report on the group's activities at monthly Booster meetings. Booster financial support shall be contingent upon the full function and cooperation of the committee.

ARTICLE IX: FUNDS

Section 1. General

- a. Funds of this organization shall not be expended for items which would ordinarily be supplied by the Board of Education or for expenditures that would normally be paid by the music department of North Royalton High School.
- b. In addition to the funds in this section the Executive Board shall have the authority to set up Special Funds for specific one-time purchases or events.
- c. The Executive Board shall have authority to sweep excess monies from all funds except Reserve and Trip into other Band Funds as necessary. Excess money in the General Fund at the end of the fiscal year shall be deposited into the Uniform Replacement Reserve Fund. Approval by the membership shall be required.

Section 2. Band Funds

- a. **Uniform Replacement Reserve Fund-** There shall be a Uniform Reserve Fund set aside for the purpose of purchasing new uniforms and accessories for the high school band. This fund is to be on deposit with an insured savings institution at the highest yield compatible with the organization's plans for purchasing the uniforms.
- b. **Uniform Repair Fund-** There shall be a Uniform fund set aside for the repair and replacement of the existing Band uniforms. The proceeds from the Uniform Rental Fee shall be deposited to this fund.
- c. **Scholarship and Awards Fund-** There shall be a fund set aside for the purpose of awarding three(3) scholarships to deserving graduating band members. This fund shall also cover the cost of the Senior awards and the Band Banquet. The proceeds from the Membership Drive and the Fall Hoagie Sale shall be deposited into this fund.
- d. **Band Show Fund-** There shall be a separate fund for the purpose of funding the expenses involved in presenting the Contest Show. This shall include, but not be limited to, contest choreography, entry fees, and other equipment. The proceeds from the 50/50 Raffle and Fruit Sale shall be deposited into this fund.
- e. **Trip Fund-** There shall be a separate fund for the purpose of defraying student costs for the Bi-annual band trip. The proceeds from the Super Bowl Hoagie Sale and Air Show shall be deposited into this fund.
- f. **Maintenance Fund-** There shall be a fund set aside for the yearly cleaning and maintenance of the Band instruments which are rented by the students for the Marching or Concert Bands. The proceeds from the instrument rental fee shall be deposited into this fund.
- g. **General Fund-** All other organization expenses shall be paid by a general fund. Any other fund-raiser not already designated shall deposit proceeds into this fund.

ARTICLE X: INDEMNIFICATION AND INSURANCE

Section 1. Indemnification

- a. The organization shall indemnify each person who, by reason of being, or having been, a member of the Executive Board to the fullest extent allowed by law. It shall indemnify them from any action, suit, investigation, or proceeding whether civil, criminal, administrative, or otherwise in nature. The Organization, by the Executive Board, may indemnify any other person as deemed proper by the Board against any and all costs and expenses (including attorney's fees, judgments, fines, and penalties). It will also indemnify for any amounts paid in settlement or other disbursements actually and reasonably incurred as a result of legal action against a person named because of being, or having been, an officer or other agent of the Organization.
- b. Each request on behalf of any person who is, or may be, entitled to indemnification for reason other than being or having been a member of the Executive Board shall be reviewed by the Board. Indemnification of such person shall be authorized by the Board only if it is determined that it is proper in the specific case. Notwithstanding anything to the contrary in these Bylaws or in the Articles of Incorporation, no person shall be indemnified if in the opinion of legal counsel such indemnification is contrary to applicable law.

Section 2. Insurance

The Organization may, as the Executive Board may direct, purchase and maintain insurance on behalf of any person who is, or at any time has been, an officer or other agent of the Organization. Such insurance shall protect against any liability asserted against and incurred by such person.

ARTICLE XI: PARLIAMENTARY AUTHORITY

NRHSBB shall be governed by these Bylaws and by Robert's Rules of Order, Newly Revised, 1990 Edition.

ARTICLE XII: DISSOLUTION

Upon dissolution of the Organization and Corporation any assets remaining shall be disposed of as provided in the Articles of Incorporation.

ARTICLE XIII: FISCAL YEAR

The fiscal year of the corporation shall be from July 1 through June 30.

ARTICLE XIV: AMENDMENTS

These Bylaws may be amended at any regular meeting at which a quorum of the membership is in attendance. Members must receive written notice of the change at least ten(10) days in advance. A majority affirmative vote of the members present at such meeting is required.