

ROWLAND BAND BOOSTERS CONSTITUTION AND BYLAWS

Article I: Name of this Organization

This booster club (support group) shall officially be called: Rowland Band Boosters.

Article II: Purpose of this Organization

The purpose of this organization is to:

- A. Further the best interests of the Rowland High School Instrumental Music Groups and the various groups involved in the Rowland Raider Regiment,
- B. Promote the value of good instrumental music in the active lives of our students, school, and community, and
- C. Cooperate with the Band Director and those in charge of Rowland High School in their efforts to sustain a music program of high quality and excellence.

Article III: Membership

- A. Qualifications of Membership
 1. Parents or guardians of Rowland Raider Regiment students, and
 2. All Regiment Fair Share, set for each year, must be paid according to the schedule set by Rowland Band Boosters, unless arrangements have been made with the President, Treasurer, or Band Director.
 - a. Non-payment of Fair Share will not restrict a student from participating in the required performances of the Regiment.
- B. Membership Classification
 1. A "regular" member shall be the parent, guardian, or relative over the age of twenty-one (21) of a student in the Rowland Raider Regiment who meets the Qualifications of Membership as defined in Article III A.1 and 2
 2. A regular member shall be deemed a regular "active" member with voting privileges if the member:
 - a. Assisted/chaperoned at least 2 events (field show tournaments, concerts, drum line or color guard competitions held during the current school year, **OR**
 - b. Assisted for a minimum of 6 hours during the Rowland Field Show Tournament (snack bar, gates, parking lot, etc.), **AND**
 - c. Attended at least 2 RIM Club meetings during the current school year **OR**
 - d. Participated in a majority of the Fundraisers as specified and offered by the Rowland Band Boosters.
 3. Only a regular active member may vote, hold office, or chair committees.
- C. Patron
 1. Any other person, firm, corporation, or community group interested in the Rowland High School Instrumental Group or the various groups involved in the

Rowland Raider Regiment shall be eligible for membership as a Patron, subject to a donation and approval by the Executive Board.

2. A Patron may be appointed to any Committee of the Rowland Band Boosters.

Article IV: Officers

- A. The elected officers (Executive Board) of this organization shall be:
 1. President
 2. 1st Vice President (Event Coordinator)
 3. 2nd Vice President (Ways and Means)
 4. Secretary
 5. Treasurer
 6. Auditor
 7. Drum Line Representative
 8. Color Guard Representative
 9. Jazz Band Representative
- B. Term of Office
 1. Each Executive Board position is a one-year term of office, running from July 1 to June 30 of the new fiscal year.
 2. The same person cannot hold the same Executive Board position for more than two (2) consecutive years.
 - a. Exception to the 2-year limit is in the event that all available alternatives have been attempted to fill this position with another Rowland Band Boosters active member.
 - b. If a third year is required, the Executive Board member holding this position will find and train another Rowland Band Boosters member in this third year, with the probability that they will be nominated for this Executive Board position for the next year.
- C. Nomination of Officers
 1. The President shall appoint a Nominating Committee of at least three (3) regular active members at the regular February meeting.
 2. The Nominating Committee shall present its report at the regular March, April and May meetings.
 3. Nominations may be made from the floor during the March, April or May meetings.
 4. Only regular "active" members, including Nominating Committee members and current Executive Board members, may be nominated for any Executive Board position.
 5. Officers on the Executive Board may hold office for the extent of availability pursuant to Article III.A and B (Membership) and Article IV.B (Term of Office).

6. Regular active members can be nominated to more than one Executive Board position.
- D. Election of Officers
1. Election of officers shall be held at the regular May meeting.
 2. Election shall be by simple majority (more than half of the votes cast) of secret ballot or show of hands.
 3. Election of each Executive Board position shall be done on separate multiple ballots, starting with President and following the order listed in Section IV.A.
 - a. This multiple ballot method allows members to be nominated for more than one Executive Board position.
 4. A Tellers Committee shall be appointed by the President prior to the presentation of the slate of nominated officers to take an accurate count of the vote.
 - a. The Tellers are the ballot counters.
 - b. Three members of the regular active members present shall be appointed to the Tellers Committee.
 - c. The members should not be personally involved in the election.
 5. Transition and training between officers and officers-elect shall take place between the May election and the new fiscal year.

Article V: Meetings

- A. The regular general meetings of this organization shall be held a minimum of once each semester as announced by the Executive Board and/or the Band Director.
- B. The Executive Board will meet at least once a month during the school year.
- C. Special meetings may be called by the Executive Board, President, or Band Director.
- D. Regular meetings of the Executive Board shall be open to all regular members of the Club.
- E. An election meeting will be conducted within the last sixty (60) days of the school year.
- F. Quorum
 1. General or Special meetings: Five (5) members of the Executive Board and not less than 10% of the parents/guardians of Regiment members shall constitute a quorum.
 2. Executive Board: Five (5) members of the Executive Board shall constitute a quorum.
- G. Voting
 1. Any regular active member may vote at any general or special meeting, pursuant to Article III.A and B.
 2. No action of the Executive Board may be taken without a majority vote of the quorum.

3. The introduction of motions and seconds can be made by any regular active member.

Article VI: Executive Board and Duties

A. President:

1. Shall preside at all meetings of the Executive Board and at all the general and special meetings.
2. Shall have the power to appoint ad-hoc committees as required. Ad-hoc committees can include but are not limited to:
 - Hospitality Committee,
 - Uniform Committee,
 - Nominations Committee,
 - Tellers Committee.
3. Shall act as ex-officio member of all committees.
4. Shall be without vote except in case of a tie.

B. 1st Vice President (Event Coordinator):

1. Shall assist President in all matters required.
2. Shall, in the absence of the President, or at his/her request, assume the responsibilities of the Chair.
3. Shall oversee the Annual Field Show Tournament.
4. Shall oversee the following Committees:
 - District Music Festival (every other year),
 - Spring Concert,
 - Pageantry Showcase,
 - Jazz Band Bash,
 - Band Banquet,
 - Other Events.

C. 2nd Vice President (Ways and Means):

1. Shall assist President and 1st Vice President as needed.
2. Shall assume Chair in the absence of President and 1st Vice President.
3. Shall oversee the Ways and Means Committee responsible for fundraising events of the Rowland Band Boosters.

D. Secretary:

1. Shall assist the President in sending out email notices of meetings including agenda and minutes from the prior meeting.
2. Shall keep an accurate record (minutes) of all proceedings of the Club's business.

**Rowland Band Boosters
Constitution and Bylaws**

Created December 1, 2021

3. Shall maintain the official attendance list.
 4. Shall maintain the file of committee reports.
 5. Shall handle all correspondence.
 6. Shall make phone calls as needed.
 7. Shall organize the Parent Survey Forms and compile information.
 8. Shall act as a liaison with the student Band Club Cabinet.
- E. Treasurer:
1. Shall record and deposit all funds received.
 2. Shall submit all bills to the Executive Board for approval for payment.
 3. Shall disburse funds as directed and approved by the Executive Board. Checks will require signatures of any two (2) of the following: President, 1st Vice President, or Treasurer. The signatories may not be related by blood or marriage or reside in the same household.
 4. Shall present a report of funds at regular meetings as required.
 5. Shall present books for audit to the Auditor each month.
 6. Shall keep an accurate record of students' Individual Accounts (IA), with the help of an assistant as needed.
 - a. The assistant to the Treasurer shall be approved by the Executive Board.
 7. Shall chair the Budget and Finance Committee.
 8. Shall file annual tax returns and any other required federal and state forms.
- F. Auditor:
1. Shall reconcile the Rowland Band Boosters bank accounts monthly as required by School District Policy.
 2. Shall perform an audit of the Rowland Band Boosters records and financial transactions annually in accordance with the regulations of the School District.
 3. Shall present a written report to the Executive Board at the meeting following the audit.
 4. Shall submit audit report to the Principal as required by School District Policy.
 5. Shall not accept or handle money.
- G. Drumline Representative:
1. Shall act as a liaison with the Drumline and Drumline parents/guardians and contact them as necessary.
 2. Shall work with Drumline Section Leaders to coordinate transportation to indoor events in the spring.
 3. Shall organize Drumline specific fundraisers and obtain approval for these fundraisers by the Executive Board.
 4. Shall assist other Officers as needed.

**Rowland Band Boosters
Constitution and Bylaws**

Created December 1, 2021

- H. Color Guard Representative:
 - 1. Shall act as a liaison with the Color Guard and Color Guard parents/guardians and contact them as necessary.
 - 2. Shall work with Color Guard Captains to coordinate transportation to indoor events in the spring.
 - 3. Shall organize Color Guard specific fundraisers and obtain approval for these fundraisers by the Executive Board.
 - 4. Shall Chair the Pageantry Showcase Committee.
 - 5. Shall assist other Officers as needed.
- I. Jazz Band Representative
 - 1. Shall act as a liaison with the Jazz Band and Jazz Band parents/guardians and contact them as necessary.
 - 2. Shall work with Jazz Band Section Leaders to coordinate transportation to indoor events in the spring.
 - 3. Shall Chair the Jazz Band Bash Committee.
- J. Duties of all Officers and Chairpersons:
 - 1. All Officers and Chairpersons shall deposit with the Treasurer the gross amount of all monies received on behalf of the Club, from any of its activities, within a twenty-four (24) hour period.
 - 2. No person shall assume an obligation or commit the organization to any expenditure or engage in any fundraising efforts on behalf of, or in the name of, the Club without prior approval of the Executive Board.
 - 3. All purchases shall be made only within the guidelines of the budget and in consultation with the President and Treasurer. If the President and Treasurer do not concur, the purchase request shall be brought before the Executive Board.
 - 4. Chairpersons of those committees that are currently engaged in an active program shall attend meetings of the Executive Board.
- K. Executive Board:
 - 1. The Executive Board shall conduct such business as necessary to implement and expedite all actions called for by vote of the general membership, Executive Board, ad-hoc committees, or the Band Director, provided that such action of the Board will not interfere with the Instrumental Music Department policies of Rowland High School.
 - 2. When a member of the Executive Board fails to attend three (3) consecutive Executive Board meetings without adequate excuse, as determined by the Executive Board, the Executive Board, by a majority vote, may declare the position vacant.
 - 3. In the case of a vacancy occurring on the Executive Board by resignation or dismissal, with the exception of the Presidency, the remaining members of the Executive Board shall be empowered to fill the vacancy by a majority vote.

**Rowland Band Boosters
Constitution and Bylaws**

Created December 1, 2021

4. In the absence of an approved budget, the Executive Board is empowered to authorize those expenditures necessary to maintain and safeguard the interests of the organization.
5. An Executive Board member cannot be paid by the Rowland Band Boosters for any services provided to the Rowland Raider Regiment. (Refer to Charitable Trusts Annual Registration Report to Attorney General of California.)
6. The Band Director shall have no specified duties in the organization but is an ex-officio member without vote (District Regulations R1-1210).

Article VII: Committees

- A. Ways and Means – Responsible for all fundraising projects.
- B. Budget and Finance – Responsible for all fiscal matters.
- C. Hospitality – Responsible for hosting the Hospitality Room of various events.
- D. Uniform – Responsible for the distribution and collection of uniforms.
- E. Nomination - Responsible for presenting a slate of officers for election to the Rowland Band Boosters Executive Board.
- F. Tellers – Responsible for taking an accurate count of the votes for the election of new officers to the RIM Club Executive Board.
- G. District Music Festival – Responsible for organizing the Rowland Band Boosters hosting responsibilities for this event.
- H. Spring Concert – Responsible for organizing this event.
- I. Pageantry Showcase - Responsible for organizing this event.
- J. Jazz Band Bash – Responsible for organizing this event.
- K. Band Banquet – Responsible for working with the Band Club Cabinet to organize this event.
- L. Any additional committee(s) as necessary.

Article VIII: Rules of Order

The rules contained in Robert's Rules of Order (current edition) shall govern this organization in all instances in so far as it does not conflict with the Bylaws of this organization.

Article IX: Procedure for Amending Bylaws

These Bylaws may be amended at any general or special meeting by a two-thirds (2/3) vote of the regular active members present and constituting a quorum, provided email notice of the intended meeting be given to the regular active members at least three (3) days prior to the date of the meeting.

Article X: Policy Statements

- A. The property of this organization is irrevocably dedicated to charitable purposes, and no part of the net income or assets of this organization shall ever inure to the benefit of any Band Director, Officer, or private person.
- B. All monies shall be used for the benefit of students in the Rowland High School Instrumental Music Department only. No monies shall be allocated for Rowland Band Boosters members, including the Executive Board.
- C. When a student enters the Instrumental Music Department of Rowland High School, an Individual Account (IA) will be set up in the student's name. All monies will be held in trust by the parent booster club (Rowland Band Boosters) in an off-campus bank account. These monies will be used for any Instrumental Music Department activities that the student must pay for on his/her own.
 - 1. If the student is dropped from the program, moves, or quits, it must be understood that the money automatically reverts to the general account (the operating budget) of Rowland Band Boosters.
 - 2. Upon graduation, all monies also revert to the general account unless transferred to a sibling. Sibling must be in the Regiment program or entering the Regiment program the same year as the graduating senior (graduation in June, sibling entering in August).

Article XI: Legal Limitations and Responsibilities

- A. The Rowland Band Boosters is a non-profit, incorporated, parent booster support group reestablished in 1979.
- B. The Rowland Band Boosters serves the Instrumental Music Department of John A. Rowland High School, located within the Rowland Unified School District.
- C. The Rowland Band Boosters is subject to all policies, codes, rules and regulations of the School and District that govern or apply to parent booster support groups (District Regulations R1-1210 and Education Code Section 38131 together with District Policy P1-1331 and Regulation R1-1331, and Education Code Section 51520).
- D. Any such current regulations shall be duly considered prior to any amendments and/or policy changes made by the Rowland Band Boosters.
- E. In any case of conflicts, School and/or District policies will supersede this Constitution and Bylaws for the best interests of all concerned.

Article XII: Dissolution

- A. In the event no regular meetings of the Rowland Band Boosters are held over a period of twelve (12) months following the last regular meeting, or upon two-thirds (2/3) vote of the regular active membership to disband, the organization shall be dissolved.
- B. Upon the dissolution or winding up of the organization, all assets remaining after payment or provision for payment of all debts and liabilities of this organization shall be distributed to the Rowland High School Band Club account held by ASB.