

BY LAWS OF THE RANBURNE HIGH SCHOOL BAND BOOSTER CLUB

ARTICLE 1

Name and Purpose of Organization

The name of this organization is the Ranburne High School Band Booster Club, which is operating in accordance with status **501 (C) (3)**.

The purpose of the Ranburne High School (R.H.S.) Band Booster Club is to promote, encourage and financially support the instrumental music program at R.H.S. and its associated activities.

It is understood that the Band Booster Club cannot commit the band, its director, or the school in any way, nor can the band director or the school administration commit the Band Booster Club in any way.

ARTICLE 2

Members

Any individual supporter of the band program may join the R.H.S. Band Booster Club as long as he/she pays the annual dues, which will be determined annually by the executive board.

Membership is defined as from August 1st through July 31st. There will be a membership roster consisting of name, address, and phone number.

Paid members have the right to actively participate and vote in the Band Booster Club meetings and are encouraged to participate in all functions of the Band Booster Club. Voting by proxy will not be allowed. Voting will not be allowed by members who are not actively participating in 3 of the most recent band activities.

The band director shall participate in an advisory capacity as a non-voting member.

A member or officer of the Band Booster Club shall not, because of such membership or office held, be jointly or individually held liable for the debts, obligations or liabilities of the Band Booster Club.

Members and officers shall receive no compensation for their services within the Band Booster Club. Members and officers shall excuse himself/herself from any vote upon which that person has a financial or other conflict of interest. The foregoing, however, shall not affect the right of any member of the organization to make donations to the organization.

ARTICLE 3

Meetings

General membership meetings will be held on the first Tuesday of each month in the band room with exceptions as needed. Should a meeting date or location need to be moved due to conflict, the board or band director will give a minimum of 3 days' notice to all members.

With at least three days' notice, special meetings of the membership may be called as deemed necessary by a quorum of the executive board to address only the specific business for which the meeting was called.

The executive board will prepare each meeting's agenda in advance.

ARTICLE 4

Officers and Committees

The executive board consists of the band director and the officers of the Booster club, which are: President, Vice President, Secretary, Treasurer, Assistant Treasurer and Reporter.

The April annual meeting will be the date to accept officer nominations and close the nominations. The May annual meeting will include the election of officers for the following year along with other business as appropriate. Each paid, and participating as defined in Article 2, member will be entitled to one vote. The roster will be called in the April and May meeting and the count will be announced.

Officers shall be elected by a majority vote of the attending members at the annual May meeting. The President shall appoint a nominating committee at least sixty (60) days prior to the election. The nominating committee will consist of four regular members and be chaired by the Vice President. The list of nominees shall be presented for endorsement or amendment at the April board meeting. During the April organizational meeting nominations from the floor will also be entertained. Nominations will close upon the adjournment of the April meeting. The nominees shall be voted upon at the May organization meeting. The candidate receiving the highest number of votes shall

be elected. Officers shall hold office for one (1) year from June 1st to May 31st. No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office.

Standing committees for the organization will be as follows:

- Nominating committee – will be appointed by the President in March.
- Fund raising committee(s).
- Concession stand committee.
- Chaperone and concession stand workers committee.
- Band banquet committee.

Voluntary involvement in the organization's committees and other work is encouraged.

ARTICLE 5

Officer's responsibilities

1. President:

- Provide leadership to the organization.
- Conduct all scheduled and special meetings of the organization and the executive board.
- Appoint committee members as authorized.
- Prepare the written agenda for the executive board and organizational meetings.
- Countersign checks in the absence of the treasurer.
- See that the bylaws are followed.
- Perform other responsibilities as required.

2. Vice President:

- Act in the absence of the President.
- Serve as the telephone committee chairperson and as such will be responsible for obtaining a list of names, addresses and phone numbers of all band students and for selecting the callers to work on the phone tree.
- Serve as the concession stand committee chairman and as such will be responsible for supervising the concession stand production and workers or shall appoint a person to serve in this capacity in his/her place.
- Shall have additional responsibilities as assigned by the president.

3. Secretary:

- Record the minutes of all the organizational meetings and executive board meetings.
- Present the most recent executive board meetings at each board meeting.

- Distribute the most recent organizational meeting minutes at each organizational meeting.
- Prepare a permanent record of all minutes including the monthly treasurer's report for archive purposes.
- Be responsible for all approved organizational mailings.
- Be responsible for keeping a current inventory.
- Shall have such additional responsibilities as assigned by the president.

4. Treasurer:

- Keep the books of the organization.
- Account for all monies, with two (2) total signatures.
- Present any unapproved bills or charges to the organization at the next meeting.
- Pay all approved accounts and bills as they come due.
- Keep a running list of all money appropriated but not yet paid out.
- Deliver, count and pick up money for the concession stand before, during and after home football games with the assistance of one or more persons.
- Present a current treasurer's report at each regularly scheduled monthly organizational meeting.
- Prepare a permanent record of each monthly treasurer's report for delivery to the secretary.
- Authorized to sign checks.
- Shall have such additional responsibilities as assigned by the president.

5. Assistant Treasurer:

- Shall assist the treasurer in all responsibilities.
- Shall have all responsibilities of treasurer in the absence of the treasurer.

ARTICLE 6

Source of Funds

The primary source of funds for the Ranburne High School Band Booster Club is the operation of the concession stands during the football season. The stands will be staffed by band booster members and adult volunteers. During the Junior Varsity games, students with written parental permission will be permitted to work in the concession stands.

ARTICLE 7

Changes to By Laws

It is recognized that changes to these bylaws may be necessary. If changes are required, the executive board will draft a change proposal and submit it to the general membership for approval. A ten (10) day notification must be given to all members prior to voting. A two-thirds (2/3) majority vote of those members present at the meeting will be required for final approval.

ARTICLE 8

Governing rules of meetings

Meetings will be governed by Roberts' Rules of Order.

ARTICLE 9

Concession Stand Protocol

The concession stand will be staffed by band booster members. Each game worked will allow a reduction in the upcoming year's band fees. The reduction amount will be established over the summer before marching season begins.

As stated in Article 5, the Vice President, or his/her appointee, will serve as the point of contact and organizer, and be responsible for ordering all things for the concession stand. They will work directly with the Treasurer to ensure all orders are paid for in a timely manner and give an accounting of all costs and money received, verified with two signatures, at the end of every game.

No children under the age of 14 shall be allowed to be in the concession stand during the ball game.

Adopted _____ 2024

Ranburne High School

Band Booster Club Handbook

The purpose of the RHS Band Booster Club handbook is to communicate the function and purpose of the organization to the public and new members. It provides basic information as to how the club is organized and operates. The information provided is in general terms.

Mission Statement

Why are we here and for whom are we doing this?

The purpose of the Ranburne High School (R.H.S.) Band Booster Club is to promote, encourage and financially support the instrumental music program at R.H.S. and its associated activities and students.

Organizational Structure

Who runs the club?

The Band Booster Club has officers. They are President, Vice President, Secretary, Treasurer, and Assistant Treasurer. The officers preside over meetings, organize fundraiser activities and work with the Band Director. Officer elections take place in the spring. Officers must be members of the booster club.

Band Booster Meetings

When and where do we meet? Who should be there?

Meetings are on the first Tuesday of the month, July – May. Meetings take place at the RHS Band room. Any parent/guardian, other relative or adult that would like to help support the band program is invited to join and attend the meetings. Planning meetings take place four times a year in January, April, July, and October. These are important meetings where chairpersons are appointed, and dates set for concerts, fundraising events and travel.

Booster Club Membership

How do I become a member?

Anyone may join the booster club. By joining and maintaining an active status you may vote on any proposals brought before the booster club. Dues are \$10.00 an individual or \$20.00 per family. You do not have to be a member of the booster club to attend meetings, but you must be a member to vote. Membership runs per year from July through June.

Fundraising

How is the money raised?

The main source of income for the band booster club is from the varsity and junior varsity football game concession stands, as well as other fund-raising events that are scheduled throughout the year. Example is the car show. Everyone is needed to assist with raising the money that is used to help the band and its members.

Needs and Assistance

What help is needed?

The band needs: bus drivers, equipment trailer towers, chaperones, seamstresses, cooks, sandwich makers, drink and candy sellers, ad salespeople, first aid help, coat and blanket toters, gator-aid mixers, cookie cookers, banquet decorators, floor sweepers, chair and table setter-uppers and taker-downers, electricians, plumbers, carpenters, mechanics, doughnut carriers, bookkeepers, organizers, telephone callers, etc.

Spending

Where does the money go?

Transportation Costs: Travel costs for buses to football games and marching contests.

Uniforms: Marching and Concert band uniforms are replenished, repaired and updated each year.

Instruments: Thousands of dollars are spent each year on Brass, Woodwind, and Percussion Instruments.

Meals: The boosters provide meals at band camp and on long travel days.

Work Credit for Parents

How can I pay for my child to be in the band?

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Parents may earn money toward their child's band fees by signing up to work in the concession stands at varsity football games. **Parents can earn up to half of their child's fees.** By working in the concession stand and participating in the other fundraisers offered parents and band members can earn money toward their fees and other items needed.

Parent and Booster Club Reminders

The purpose of the Band Booster Club is to assist, help and support the band program at Ranburne High School. It is the Band Booster Club that makes it possible for band students to participate in many activities through their financial and logistical support. With a support organization in place, it is the responsibility of the Band Director and school administration to make decisions on performances, travel, musical selections, scheduling, and any other activities of the band.

All activities where the Ranburne High School Band is represented must be coordinated by the school and Band Director.

All travel must be decided upon, coordinated, and approved by RHS and Cleburne Co. Board of Ed.

Some travel may require an administrator to be present. If this is the case, then the band and/or Booster Club is responsible for the cost.

All items worn by the RHS Band during performance or anytime they are representing the school will be decided upon by the Band Director.

All donated items to the band become property of RHS Band and are under the care of the school and Band Director.

All fundraising activities must be coordinated through and approved by the school administration.

RHS Band Booster Meeting Agenda -

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Call To Order

Minutes of Last Meeting

Treasurer's Report

Unfinished Business

New Business

FYI

Next Meeting

Other meetings

Performances