

## Music Boosters of Richmond Senior High School Inc. Constitution and Bylaws

### CONSTITUTION

#### Article I: Name

1. The name of the organization shall be Music Boosters of Richmond Senior High School Inc.
2. This organization is also known as Richmond Music Boosters.
3. This organization will include Richmond High School and any other school(s) subsequently built within the Richmond Community School corporation.
4. Richmond Community School Corporation shall not have any direct control over the operation of the Richmond Music Boosters or their assets.

#### Article II: Purpose

1. To promote and encourage community/area support of the Richmond Community Schools Music Department(s) (which include band, choir, orchestra, drumline, steel drum, and devilettes), with the following objectives:
  - A. To involve the community in supporting the music department(s).
  - B. To supplement school board support of music activities.
  - C. To provide financial support for non-school activities.
  - D. To encourage students to participate in the activities of the music department(s)
  - E. To encourage music department exposure.
2. To provide financial assistance and services for the music department(s) and to all supportive units as may be added.
3. To aid in the development of student interest.
4. To promote student leadership and responsibility.
5. To arouse and maintain an enthusiastic public interest in all areas of the music department.
6. To cooperate with those in charge of the music department(s) and the school board to allow the school music department(s) to maintain the highest possible degree of efficiency.
7. To bring into closer relationship the home and school, that parents and music departments may cooperate intelligently in all phases of the school's music programs.
8. To aid the music department(s) in such manner as members of the organization and the music director(s) shall deem fitting and proper.
9. To stimulate student and community interest in appreciation of the school music departments.
10. To promote and encourage student cultural improvement through appreciation of fine music.
11. To actively support all performances of the school music departments.

12. To lend all possible support, both moral and financial, to the general, instrumental, and vocal music programs in the schools.
13. To serve as a means of communication to keep parents, members, and the community informed as to the activities and projects of the music departments.
14. To provide for the music department(s) members those things over and above that which is provided by the school board, such as:
  - A. Extra activities throughout the year
  - B. Refreshments
  - C. Banquet
  - D. Scholarships, in keeping with school policy and approved by the executive board and music directors
15. To make all plans and carry out fundraising for support of activities and projects.
16. To assume responsibility for publicity covering any activity or project sponsored by the organization.
17. To maintain enthusiastic interest in band, choir, orchestra, drumline, steel drums, and devilettes activities in cooperation with the music director(s), assistants, and the school administration.
18. To work with and assist the music director(s)
19. To aid in the improvement of the general, instrumental, and vocal music program(s) of the school through a better understanding of the goals and the purpose of the band, choir, orchestra, drumline, steel drums, and devilettes and to give moral and financial assistance whenever possible.

#### Article III: Structure

1. Under the provisions specified in the bylaws, this organization shall be governed by the elected officers, the executive committee, and the membership, with the cooperation of the school music director(s)

#### BYLAWS

##### Article I: Membership

1. The members shall be all parents of students participating in the organization's activities, directors, and any person whose interest is to further the purpose of the organization.
2. The membership of this organization shall include any adult willing to promote the purpose of the organization.
3. Membership shall not be limited.
4. Only active members who have attended a minimum of 2/3 of the monthly meetings and meet requirements of said membership type will have voting rights.
5. Regular monthly meetings will be held at least once a month in person or via electronic means. All communication will be recorded by the secretary.
6. Meeting dates will be communicated via email and on social media.

## Article II: Dues

1. The annual dues shall be set by majority vote of the board and shall not be less than (5) dollars per audit year.
2. Dues must be paid by the last day of January.

## Article III: Offices

### Section A: Executive Officer Committee

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Advisor (s)

### Section B: Volunteer Officers (no vote required)

1. Fundraiser Chair
2. Transportation Officer
3. Event Coordinator

### Section C: Voting Booster Members

1. Executive Officers
2. Volunteer Officers
3. Active Booster Members
4. Members at Large

### Section C: Term of Office

Executive officers shall be elected annually for a term of two (2) years. President and Secretary positions will be voted on in odd years to take effect the following January (even year). Vice President and Treasurer will be voted on in even years to take effect the following January (odd year). However, they shall remain in the office until their successors have been duly elected.

### Section D: General Guidelines

1. To be elected to a voted executive chair office, a member must have a child who is currently active in the band, choir, orchestra, drumline, steel drums, or devilettes at the time they are elected. If the child completes their band activities while the member is in office, the member will complete their term as elected.
2. The music director(s) members at large and assistants may participate in an advisory capacity.

3. The music director(s) members at large and assistants shall be ex officio, nonvoting members of the organization.
4. The executive officers of this organization shall serve without compensation.
5. A active member shall hold only one office at a time, unless organization membership is too low to fill all offices.

#### Article IV: Elections

1. The president of the organization shall appoint a nominating person, or an active member can volunteer, for the purpose of nominating active members for all executive offices of the organization in November. The nominating person shall not be eligible to hold an office.
2. The election of executive officers shall be at the regular meeting of the organization in the month of December. The person receiving the most votes cast shall be elected. IN the event of a tie, a second vote will be taken.
3. Officers thus elected shall be installed in their offices at the first regular meeting of the month of January.

#### Article V: Conflict of Interest

##### Section A: Compensation

No active member, director or staff personnel of the organization shall receive any compensation, directly or indirectly, for his or her services other than reimbursement for actual expenses incurred while on approved business of the organization.

#### Article VI: Vacancy

##### Section A: Declaration of Vacancy

The board may, by majority vote, declare any office to be vacant, and fill it as provided herein under Article VI, Section D, in the event of:

1. Death of the officer
2. Resignation of the officer
3. Removal from office by the board
4. Lack of attendance/participation

##### Section B: Resignation

Any member may resign his/her office by written notification to any board member.

##### Section C: Removal from office

The board may, by majority vote of the Board of Directors, remove any member from his/her their position under the following circumstances:

1. The inability, failure, or unwillingness of any member to perform the duties common to the office.
2. Any situation that, by his/her conduct in the Richmond Music Boosters, could damage the reputation or image of the organization or any of the Richmond Community School Music Programs.

#### Section D: Appeal

An member removed under Section C of this Article may, if desired, present his/her case to a meeting open to the full membership, after which the board shall present its findings. Following the presentation, a vote shall be taken. The results of this vote will stand.

#### Section E: Filling a Vacancy

In the event of a vacancy in an office, which the filling of is not otherwise provided for herein, the nominating committee shall present nominations at the next regular board business meeting and election at the meeting following, unless the Board of Directors shall deem it to be an emergency, in which case the nominations and election both may be a the next regular or called business meeting of the organization.

### Article VII: Duties of Officers

#### Section A: President

The president shall be the Executive Officer of this organization and Chairman of the Board of Directors.

1. He/ She shall be an ex-officio member of all committees
2. He/ She shall preside at all meetings

#### Section B: Vice-President

If for any reason the President is unable to perform his/her duties, the Vice President shall occupy the position and perform his/her duties, having the authority as the President. The Vice-President will also keep an active list of Richmond Music Boosters who have paid their dues

#### Section C: Secretary

The secretary shall keep a record of minutes of each meeting and shall keep a correct list of all attending members. The Secretary shall perform such duties as ordinarily pertaining to the office or as may be impose by the executive officers.

#### Section D: Treasurer

The Treasurer shall receive and deposit any monies given to him/her for the organization and deposit slips for monies deposited by the committee or project chairperson. He/ She shall pay out money only on approval of the Board of Directors, or such expenses as is common to approved projects, purchases of activities. He/ She shall keep complete records of all transactions and shall present them to the Board of Directors as they may require. He/ She shall sign all disbursements jointly with any approved signer. Treasure must have some finance knowledge including excel.

#### Section E: Advisor(s)

The advisor shall provide an informative bridge between the past and present activities.

#### Section F: Active Booster Members of the organization

The duties of active booster members shall be as follows:

1. They shall authorize all expenditures and shall not create any indebtedness beyond, the income of the organization, nor disburse funds for purposes not essential to the objectives of the organization.
2. Promote all music departments in a positive manner.

### Article VIII: Duties of Non-Voted Chair Officers

#### Section A: Fundraising

1. The fundraising chair shall study all proposals for fundraising activities of the organization and shall implement those projects authorized by the members.
2. Communicate with school(s) to obtain appropriate permissions
3. Communicate with music director(s), members, and parents to coordinate fundraising activities.

#### Section B: Transportation

1. Transportation Officer will coordinate with music director(s) the use of the truck and trailer(s).
2. Maintain the truck and trailer(s) to ensure they are in safe working order
3. Only a driver authorized by the Board of Directors shall drive the truck and trailer(s). Insurance shall be maintained at an appropriate level deemed by the Board of Directors.

#### Section C: Event Coordinator

1. Event coordinator will aid in communicating with the community in the events of fundraising, publicity, and/or extra performance requests.

## Article IX: Assets

### Section A: Equipment

Equipment purchased by the Boosters or any equipment donated to the Boosters shall remain the sole property of the Boosters and is to be used only by the Boosters and/or persons approved by majority vote of the members.

### Section B: Funds Allocation

The Boosters will comply with the Richmond Community Schools Corporation guidelines pertaining to donations given to the Richmond Music Department.

### Section C: Dissolution of the Organization

In the case of the dissolution of the Boosters, all assets will be appraised and sold, and monies will be divided four (4) ways, between the band, choir, Devilettes and orchestra. After the appraisal and before the selling of the equipment, all directors will be given a list of appraisals with the option, per written request of the directors, to purchase said equipment for their department.

The Constitution and By-Laws were adopted on September 11, 2019 and supersede all previous by-laws and amendments.

President – Seth Hemmelgarn

Vice President – Sharon Moore

Treasurer – Angela Chamberlain

Secretary – Sheila Jones

Advisor – Lari Hunt