

Rustburg Band Boosters Constitution & By-Laws

Article I: **Name**

The name of this organization is the Rustburg Band Boosters.

Article II: **Objectives**

- A. To promote and support music education in public schools
- B. To provide financial support to the Rustburg Middle and High School band programs
- C. To promote and support the general activities of the Rustburg Middle and High School band programs

Article III: **Membership**

- A. General Membership is automatically granted to all parents and guardians of students involved in the band programs at Rustburg Middle and High Schools
- B. General Membership may also be extended to any person interested in contributing to the activities of the Rustburg Band Boosters through a unanimous vote of the Executive Committee.
- C. "Active Membership" is defined as attending 75% of called meetings and participating in at least one fundraiser each year.
- D. Band members are encouraged to attend meetings and enter into discussions, but do not have voting rights.

Article IV: **Officers**

- A. All Executive Committee Officers shall be selected from the active members of the Rustburg Band Boosters.
- B. The Executive Committee Officers shall be
 - a. President
 - b. Vice-President
 - c. Treasurer
 - d. Secretary
- C. The Term of Office is one year. Individuals may serve consecutive terms in the same office or a different position.

D. Removal of Office

- a. The Executive Committee may require the resignation of an officer on the grounds of unethical, inappropriate, or illegal actions.
 - b. The General Membership may request the resignation of an officer if the neglect of duties hinders the success of the band.
- E. The Executive Committee shall include the band director and all officers listed in Article IV, Section B.
- F. At their discretion, the school principal or their designee may serve on the Executive Committee.

Article VI: **Elections**

- A. Candidates to serve on the Executive Committee shall be presented to the General Membership by a Nomination Committee.
- B. The Nomination Committee shall consist of the Rustburg Band Booster President, the Band Director, one member chosen by the Executive Committee, and two members chosen by the Band Director.
- C. The Nomination Committee shall be established in April.
- D. The Nomination Committee shall submit a ballot of candidates for office at least one week prior to the General Membership meeting in May.

Article VII: **Duties**

- A. The President shall
 - a. Oversee all activities of the Rustburg Band Boosters to ensure alignment with identified objectives
 - b. Work with the Band Director, Executive Committee, and other Committees to establish meeting agendas to be published within one week of each meeting
 - c. Preside over each meeting to ensure Rules of Order are observed
 - d. Serve as Ex-Officio Member of each committee
- B. The Vice-President shall
 - a. Provide support to the president
 - b. Fulfill presidential duties in the absence of the president.
 - c. Handle special projects as determined by the Executive Committee

C. The Treasurer shall

- a. Collect dues, fundraising monies, and other revenue
- b. Pay bills and other financial obligations
- c. Keep accurate records of receipts and disbursements
- d. Provide financial statements to the General Membership and Executive Committee
- e. Prepare projected annual budget for approval by the General Membership
- f. Prepare all required tax forms

D. The Secretary shall

- a. Record attendance, minutes, decisions, and actions at all meetings
- b. Distribute minutes of all meetings
- c. Work with the President and Band Director to maintain all Band Booster Records, including but not limited to legal documentation, meeting minutes, membership roster, and signed copies of commitment contracts

Article VIII: **Committees**

- The President shall appoint members to a committee or committees whenever necessary to pursue a specific Rustburg Band Booster project.
- The President shall also appoint a person from the General Membership to chair each committee for a term of one year.
- The President and Band Director shall serve ex-officio on all committees.
- An overview of Committees can be found in Appendix 1.

Article IX: **Meetings**

- A. General Membership meetings will be held in May, August, September, October, November, and February of each year.
 - a. The meeting in May will establish Band Booster leadership and preparations for the upcoming Marching Band season.
 - b. Monthly meetings will be held during Marching Band season to ensure all parents are aware of events and needs throughout the season.
 - c. The meeting in February will review the previous season, address the Spring Trip, and provide information regarding student leadership auditions and general band tryouts.

- d. The President or Band Director may call special meetings with at least a one-week prior notice to the General Membership.
- B. Meeting agendas will be made available to the General Membership at least one week before the scheduled meeting.
- C. Meetings will be conducted according to Robert's Rules of Order.
- D. General Membership wishing to propose a discussion be added to a meeting agenda shall provide the request to the Executive Committee at least 2 weeks prior to the scheduled meeting.
 - a. Special circumstances outside of the timeline requirements will be reviewed by the Executive Committee to determine if a special meeting should be called.
- E. Voting
 - a. Matters that require a vote by the General Membership will be made public at least 1 week before the meeting in which the voting shall take place.
 - b. Votes will be determined by the majority.

Article X: **Funds**

- A. All funds collected by any member shall be turned in to the treasurer within one working week for proper disposition.
- B. Withdrawal of funds can be made on the signature of the treasurer of a designated member of the Executive Committee with the approval of the Executive Committee.
- C. No funds shall be disbursed without prior approval of the Band Director.
- D. Bank statements and budget documentation shall be shared with the Executive Committee monthly and shall be maintained for at least seven years.
- E. All financial records shall be made available to General Membership upon request.
- F. All accounts shall be examined annually and upon change of officer by an auditor or an auditing committee of no fewer than three members.

Article XI: **Amendments and Revisions**

- A. The Constitution and By-laws may be amended by a simple majority vote of the General Membership.
- B. Proposed amendments or revisions must have been discussed in at least one General Meeting and/or in an Executive Committee meeting in advance of the proposed date of vote.

Article XII: **Dissolution**

- A. In the event of the dissolution of the Rustburg Band Boosters, all property and assets after payment of obligations shall be distributed to Rustburg High School for use in the instrumental music program.

Appendix 1

Committees shall include but are not limited to Concession Stand, Fundraising, and Communication.

The Concession Stand Committee shall

- Coordinate the beginning of the season concession stand set up and end of the season clean up
- Coordinate volunteers from the General Membership to ensure each game is fully staffed from set up to clean up
- Work with Treasurer to buy necessary goods for each game
- Maintain inventory of items to determine the rate of sales and needs for each game

The Fundraising Committee shall

- Plan and oversee various fundraising opportunities throughout the season
- Coordinate volunteers from the General Membership to support the success of each fundraising opportunity
- Work with the treasurer to manage the costs and revenue of each fundraising opportunity
- Work with the president and band director to ensure fundraising opportunities do not conflict with school-planned events and guidelines

The Communication Committee shall

- Support the maintenance of the band website
- Ensure information is communicated with parents and students as needed through email, phone calls/text, social media, and/or the Band App.
- Relay correspondence from the General Membership to the Executive Committee as necessary
- Work with the President and Band Director to communicate with parents to fill needs, such as Pit Crew, Drivers to pull the trailer, snacks/water donations, etc.