

ROSWELL HIGH SCHOOL BAND BOOSTERS ASSOCIATION, INC.

CONSTITUTION AND BYLAWS

Adopted: March, 2007
Revised and Approved: December, 2020

Constitution

ARTICLE I: PURPOSE

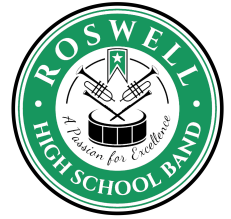
This is the official Roswell High School Band Boosters Association (also known as RHSBBA) governance document. The intent is to detail governance policies and procedures to facilitate appropriate operations by parents and other volunteer parties acting on behalf of the Roswell High School Band program.

The High School Band Boosters Association Executive Board and Director of Bands annually review the constitution and bylaws. Upon approval, any changes are put to a vote for adoption to the RHSBBA members.

This information is freely shared as the success of the band program is the collective responsibility of the entire band community. New band families are encouraged to participate to help the band reach its fullest potential.

ARTICLE II: NAME

The name of the organization shall be: Roswell High School Band Boosters Association, Inc. (hereafter referred to as the Association). The Association is a not-for-profit corporation incorporated under laws of the State of Georgia. The Association is organized exclusively for educational purposes.



ARTICLE III: OBJECTIVES

SECTION (1)

The Roswell High School Band Boosters Association is a not-for-profit organization whose purpose is to enhance the high school band student's performance experience by actively involving student's families to provide financial assistance, raise money and to volunteer their time to support the following programs:

1. Marching Band
2. Classroom Ensembles
3. Winter Guard
4. Jazz Band
5. Percussion Activities

SECTION (2)

In the following band program requirements and activities:

1. Instruments & Equipment
2. Uniforms, Tuxes and Dresses
3. Transportation & Logistics
4. Chaperones
5. Marching Band Camp
6. All Band and Guard Competitions
7. Marching Band Football Season
8. Band Trips
9. Annual Awards Banquet

SECTION (3)

By taking responsibility for the following:

1. The Association - establish and maintain a high achieving organization of students, parents, faculty and sponsors.
2. Maintain fiscal responsibility for the Association for the fiscal school year including the development of the Annual Budget and Operating Plan
3. Volunteers - recruit, involve, organize and manage to achieve band goals
4. Fundraising - initiate and manage effective fundraising



ARTICLE IV: POLICIES

1. The Director of Bands will be the final decision maker regarding all matters pertaining to the band program of the school.
2. The Association will comply with published Fulton County Board of Education and Roswell High School guidelines and procedures.
3. Official acts by the Association membership and/or Executive Board must comply with the Constitution and Bylaws.
4. No part of the net earnings of the Association shall inure to the benefit of or be distributed to its members, officers or other private persons, except that the Association shall be authorized and empowered to make payments and distributions in furtherance of its educational purposes, pursuant to Internal Revenue Code Section 501(c)(3).
5. No substantial part of the Association's activities shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
6. Notwithstanding any other provision of this constitution, the Association shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future Federal tax code).
7. Upon dissolution of the Association, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Federal tax code, or shall be distributed to the Federal government or to a state or local government for public purpose.

ARTICLE V: MEMBERSHIP

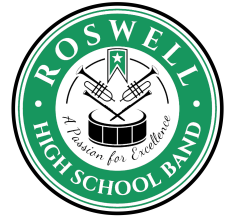
1. Any interested persons of the community may be members of the Association. If a member wishes to volunteer, all volunteers must complete a Volunteer Registration Form, on an annual basis, complete the Fulton County Schools Volunteer training and comply with all Mandated Reporters policies as found in OCGA 19-7-5 within the FCS Board Policy IFCD (Field Trips and Excursions).
2. Any parent and or legal guardian of a child who is a member of the Band or Guard is an automatic member of the Association without discrimination.
3. The Roswell High School Director of Bands, Assistant/Associate Director of Bands, Principal and Assistant Principal are ex-officio members of the RHSBBA and ex-officio non-voting advisory members to the RHSBBA Executive Board.



4. Each member is encouraged to make annual donations and/or payment of fees as determined by the Association.
5. Voting privileges shall be restricted to members who have children actively participating in the Roswell High School Band Program and are present at the meeting at which a formal vote is held.
6. Resolution of Disputes: In any dispute between members relating to the activities of the RHSBBA, all parties involved shall cooperate in good faith to resolve the dispute. If the parties cannot resolve the dispute between themselves, they shall cooperate to select one or more impartial mediators to help resolve the dispute. If no timely resolution of the dispute occurs through mediation, any party may demand binding arbitration as governed by the Federal Arbitration Act (9 USC §§ 1-16). This paragraph shall not apply to a dispute involving the RHSBBA sanctioning, suspension or expulsion of a member from the RHSBBA. The Executive Board shall have the discretion to authorize the use of RHSBBA funds for mediation or arbitration of a dispute as described. In lieu of Executive Board authorizing the funding of a mediator, any member can fund the mediator independently (e.g. FCS, RHS Administration, general member.)

ARTICLE VI: OFFICERS

1. The following are the elected officers of the Association:
 - a. President
 - b. Vice President – Logistics
 - c. Vice President – Support Services
 - d. Vice President – Fundraising
 - e. Vice President – Communications
 - f. Secretary
 - g. Treasurer
2. Officers shall be elected, by majority vote, annually at the December general meeting. The new officers will be announced at the December meeting and take office effective January 1st.
3. The Nominating Committee shall solicit candidates for officers as provided in the bylaws and present a paper ballot or virtual ballot on the Band's website to the general membership prior to the December meeting. The ballot shall include all candidates for office as well as providing room for "write in" candidates. The Nominating Committee shall collect and tally all ballots and provide the results to the general membership during the December meeting.



4. Association members shall vote for officers via ballot when multiple candidates are available for any given office. If only one (1) candidate is running for an office then the President may call for a verbal vote for this office by the general membership.
5. When an officer vacancy occurs, other than the President, the unexpired term shall be filled at the next general meeting by nomination from the floor. A vacancy in the office of President will be filled by the Vice President - Logistics; then the Vice President - Logistics office will be filled by nomination from the floor.
6. Either the Executive Board or the general membership, via a simple majority vote, may ask for the resignation of an elected member of the Executive Board. If the member does not tender his or her resignation then the general membership shall have the right to remove such member via a separate 2/3 majority vote of the general membership present at a subsequent general meeting.
7. If the President should resign then his or her resignation must be tendered to the Executive Board. All other officers may resign to the President of the Association.
8. Officers' term is for one year beginning in January. Officers may hold a single Executive Board position for up to a maximum of four terms consecutively and any Executive Board position for up to a maximum of eight terms by rotating and being elected to another Executive Board position. (For Example: VP of Fundraising four terms, President for another four terms, as elected.) Outgoing Officers may remain engaged January through May as non-voting advisors to aid in the transition of the Executive Board Officer responsibilities.
9. In order to realign the Executive Board member terms to begin January 1st, a one-time- only realignment 8-month term from May 2009 until January 1, 2010 shall be served by Executive Board members elected at the April 2009 general meeting.
10. Officer positions may be held jointly by a husband and wife/partner or two Association members who wish to co-chair a single position. The co-chaired Officer position only counts as one vote for matters presented to the Executive Board for vote.
11. Directly related family members are restricted from holding more than one (1) office positions on the Executive Board.

ARTICLE VII: EXECUTIVE BOARD

1. The Executive Board will consist of: President, Vice President - Logistics, Vice President - Fundraising, Vice President - Support Services, Vice President - Communications, Secretary, Treasurer, and the Director of Bands. The Executive Board may add additional non-voting members via nomination by the President and a



majority vote. The past President(s) may be honorary (non-voting) board members.

2. Only Association members who have children actively participating in the Roswell High School Band Program may serve as elected members of the Executive Board.
3. Each voting Officer or co-chair on the Executive Board shall exercise only one (1) vote. Spouses or significant others sharing a single office or co-chair shall be considered as one officer or chairperson and are granted one (1) vote.

ARTICLE VIII: FISCAL RESPONSIBILITIES

1. The Executive Board shall be accountable for the dispersal of all funds.
2. Purchases or payments in excess of \$500.00 must be pre-approved by a majority vote of the Executive Board.
3. All disbursements in excess of \$500.00 must be approved by two (2) members of the Executive Board. In the event that the purchase request is coming from the President or the Treasurer then both the President and the Treasurer must approve such purchase.
4. If un-approved expenditures, or expenditures not deemed made under extenuating circumstances by the Executive Board, are submitted for reimbursement, then the Executive Board has the right to deny the reimbursement of such expenditures.
5. Only the President is authorized to execute contracts on behalf of the Association, and only with the prior approval of a majority vote of the Executive Board.
6. Only the Treasurer or President is authorized to establish bank accounts or other financial accounts on behalf of the Association, and only with the prior approval of a majority vote of the Executive Board.

ARTICLE IX: AMENDMENTS

1. Any voting member may make a motion to amend the Constitution and/or Bylaws.
2. The proposed amendment must be submitted in writing and read to the Association at a general meeting. The amendment shall be voted upon at a subsequent general meeting.
 - a. Amendments must pass an absolute 2/3 majority vote of the Executive Board AND a simple majority vote of the general membership present to be ratified

OR

 - b. Amendments must pass an absolute 2/3 majority vote of the general membership present to be ratified.



Bylaws

ARTICLE I: MEETINGS

1. The Executive Board shall hold monthly meetings throughout the year at an agreed upon day/time. All official monthly meetings of the Executive Board shall be open to all members of the Association. A quorum of the Executive Board shall consist of $1/2 + 1$ of the voting Executive Board members.
2. Special meetings may be called by the President, the Executive Board, the Director of Bands or by a majority of the members of the Association.
3. General meetings shall be held monthly at a location convenient to members during the school year. Meetings will be properly noticed and called in such a way as to provide adequate opportunity for all members to attend. As such, dates will be published to the general membership at least one week before a general meeting and at least two weeks before a general meeting if voting is to take place at the meeting.
4. The bi-annual meetings shall be the general meeting in August and May.
The August general meeting will include, but is not limited to, the following agenda items: a presentation of the current status of the current fiscal year's budget, status of funding and donation targets and collections, a current state of the organization and any necessary summations reports given by officers and chairpersons of standing committees.
The May general meeting will include, but is not limited to, the following agenda items: a presentation of the current status of the current fiscal year's budget, status of funding and donation targets and collections, a current state of the organization, plans for the new year ahead and proposed budget for the upcoming fiscal year. Proposed budget is to be adopted by the General Membership.
5. Meeting Order
 - a. President runs the meeting according to Robert's Rules of Order.
 - b. All motions pass on a simple majority vote of the members present unless otherwise stated in the Constitution and Bylaws.
6. Action of the Executive Board may be taken by written consent action in lieu of a meeting. Any such consent action shall require the written consent of at least a majority of the members of the Executive Board in office at the time of the action (which consent may be evidenced by original signature, facsimile, or electronic submission by email or similar means).



ARTICLE II: DUTIES OF THE OFFICERS

1. The **President** shall preside at all meetings of the Association and of the Executive Board; provide vision casting for the Executive Board and the Association; shall be a member ex-officio of all committees; and shall perform all other duties usually pertaining to the office: preside over meetings, oversee all committees, act as liaison between the Association and Roswell High School faculty, administration and other associated booster clubs, oversee all positions. The President will also chair the Student Account Management Work Group.

The President shall be the second signer on all Association financial accounts and shall schedule an annual audit of all financial records. The President may designate the Vice-President - Logistics as an alternate second-signer on all Association financial accounts to be available for those times when a second-signer may be required and where the President is unavailable for duration longer than five (5) days. The President shall develop in conjunction with the Director of Bands and Treasurer, the annual budget and recommend donation targets and other fees applicable to Association members.

The President shall be accountable to the Executive Board as a whole and to the Vice President - Logistics individually for his/her actions and decisions.

2. The **Vice President - Logistics** shall serve as Parliamentarian; preside over all meetings in the absence of the President; assist the President in carrying out his/her duties. The Vice President – Logistics shall be responsible for assuming the role of the President in the event of an absence or vacancy, and to complete the term of the President in the event a vacancy does occur. The Vice President - Logistics will coordinate and hold accountable committees and/or key positions under the responsibility of this office. The Vice President - Logistics is an ex-officio member of these committees and will be the liaison between these committees and the Executive Board.

The Vice President - Logistics will hold the President personally accountable, shall be accountable to the Executive Board as a whole, and to the Vice President - Fundraising individually for his/her actions and decisions.

Responsible Committees or Key Positions: Pit Crew, Logistics and Transportation,
Annual Awards Banquet, Scholarships, Marching Band Practice Field Maintenance.



3. The **Vice President - Fundraising** will research and evaluate fundraisers to make recommendations to the Executive Board for opportunities to raise capital and for students and parents to earn credit toward fees and expenses, and shall oversee all fundraising activities and committees. The Vice President - Fundraising will coordinate and hold accountable committees and/or key positions under the responsibility of this office. The Vice President – Fundraising is an ex-officio member of these committees and will be the liaison between these committees and the Executive Board. The Vice President - Fundraising will assist with budget planning and presentation and will ensure the required school documentation is submitted on time and approved prior to any fundraising events. The Vice President - Fundraising shall develop community long- term funding resources and will maintain the relationship via timely communications.

The Vice President – Fundraising will hold the Vice President - Logistics personally accountable, shall be accountable to the Executive Board as a whole, and to the Vice President - Support Services individually for his/her actions and decisions.

Responsible Committees or Key Positions include but not limited to: Fall Fruit Sale, Pizza / Cookie Dough / Cheesecake Sale, Spring Plant Sale, Taste Fest of Roswell High School, Car Wash, Football Visitors Concessions, Raffles, Corporate Sponsorship and Donations, and any other general fundraising committees and activities.

4. The **Vice President – Support Services** shall be responsible for the coordination of band program support activities that ensure smooth operation of scheduled activities as defined in the responsible committees listed below. In addition, it is important for this position to know the students and families, including special needs, circumstances or hardship cases that would assist in the support function activities. The Vice President – Support Services will work closely with the Director of Bands to determine support needs, the Vice President - Communications to get timely information to the Association members and with the Treasurer to monitor progress of donations and fee collections from the families.

The Vice President – Support Services will coordinate and hold accountable committees and/or key positions under the responsibility of this office. The Vice President – Support Services is an ex-officio member of these committees and will be the liaison between



these committees and the Executive Board. The Vice President – Support Services shall also be a member of the Student Account Management Working Group.

The Vice President – Support Services will hold the Vice President – Fundraising personally accountable, shall be accountable to the Executive Board as a whole, and to the Treasurer individually for his/her actions and decisions.

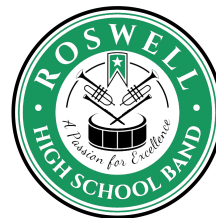
Responsible Committees or Key Positions: Chaperones, Freshman Liaison, Hospitality, Sewing, Third Quarter Refreshments, Uniforms and other general activities in support of the students and directors of the band.

5. The **Secretary** shall have charge of and shall keep a full report of all meetings; taking of attendance at all meetings; record minutes and have available all previous meeting minutes, handle correspondence, publish minutes; and maintain Association meeting minutes for a period of five (5) years. The Secretary will coordinate and hold accountable committees and/or key positions under the responsibility of this office. The Secretary is an ex-officio member of these committees and will be the liaison between these committees and the Executive Board.

The Secretary is accountable to the Executive Board as a whole and to the President for his/her actions and decisions.

Responsible Committees or Key Positions include but not limited to: Band Directory and Association Member Database

6. The **Treasurer** shall have charge of all finances; manage the annual budget; receive and record all monies and deposit in an account established by the Association or the Band; keep an accurate report of all financial transactions in accordance with Internal Revenue Code Section 501(c)(3); maintain and manage the bank account(s) and student personal accounts; monitor progress of funding budget and fundraising goals; present financial reports at each meeting (the reports shall be inclusive to one week prior to the regular meeting) and when requested to do so by the President and or Executive Board; present books for audit after the end of the fiscal year and when requested to do so by the President and or Executive Board; work with a designated tax accountant to file the Association's annual tax return; maintain Association financial records for a period of five (5) years or as required by the Internal Revenue Code Section 501(c)(3). These records



shall include, but not be limited to, detailed accounting records, budget plan vs. actual, and audit reports.

The Treasurer will coordinate and hold accountable committees and/or key positions under the responsibility of this office. The Treasurer is an ex-officio member of these committees and will be the liaison between these committees and the Executive Board. The Treasurer shall also be a member of the Student Account Management Working Group.

The Treasurer shall be the first authorized signer on all Association financial accounts.

The Treasurer is accountable to the Executive Board as a whole and to the President for his/her actions and decisions.

Responsible Committees or Key Positions include but not limited to: Bookkeeper / Assistant to the Treasurer

7. The **Vice President – Communications** shall work with the Director of Bands, Executive Board members and committee groups to ensure that all current information pertaining to the Association and the Band Program is made available to Association members on the band web site and/or through an electronic newsletter in a timely and accurate manner. The Vice President - Communications shall be responsible for collecting, authoring, and reviewing the content for publication. The Vice President - Communications can recruit additional people to help author the content being published. If the Vice President - Communications does not have the technical skills to update the web site, they can recruit an assistant to publish the approved material to the web site and electronic newsletter.

The Vice President - Communications is accountable to the Executive Board as a whole and to the President for his/her actions and decisions. The Vice President - Communications shall also be a member of the Student Account Management Working Group.

Responsible Committees or Key Positions include but not limited to: Web Site & Electronic Newsletter, Publicity, and Photography / Video

ARTICLE III: COMMITTEES AND KEY POSITIONS

1. The Executive Board may form committees or add key positions with voting Association members, as needed. Committees and key positions are created by the officers in order



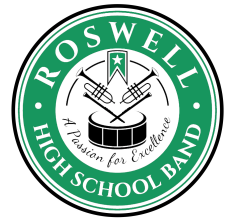
to assist the Executive Board in performance of its obligations.

2. The Executive Board has the discretion to form a committee or add a key position based on the need of the Association.
3. The Association's list of potential committees or key positions are:
 - a. **Annual Awards Band Banquet** - The mission of the Annual Awards Band Banquet Committee is to plan and execute the year-end band banquet including: contracting with the hotel/caterer, establishing and managing the menu, producing and selling tickets, collecting funds, producing an evening program; decorating and other necessary logistics. This committee reports to the Executive Board's Vice President.
 - b. **Bookkeeper / Assistant to the Treasurer** – At the discretion of the Treasurer and President, they can add an assistant to aid in bookkeeping to maintain student accounts; monitoring donations, fee/trip collections and enrichment credit earned through the student's fundraising efforts. This position would also aid in keeping the proper records, updating Quicken/QuickBooks and organization information in preparation of the annual tax return. This key position reports to the Executive Board's Treasurer.
 - c. **Student Account Management Working Group** – The purpose of this working group is to periodically (bi-monthly) review progress against plan in collecting donations and fees as established by the Executive Board. The working group would contact those Association members or sponsors that have not fulfilled their pledges.

The Student Account Management Working Group will minimally consist of the President (chair), Treasurer, Bookkeeper/Assistant to the Treasurer, the Vice President – Support Services and the Vice President - Communications. This Working Group can also add additional Association members to the working group, as required.

This working group reports to the Executive Board's President.

- d. **Corporate Sponsorship and Donations** – The purpose of the Corporate Sponsorship and Donations Committee is to solicit corporate sponsorship for the year and collect corporate donations. The Committee will be responsible for written correspondences with donors that include request letters, reminder/follow-up letters, and thank you letters with receipts. Once a donation is received, the Committee will collect the necessary information to properly acknowledge the



donation on the Band Trailer and/or web site., The Committee will provide the Executive Board a monthly progress update. This committee reports to the Executive Board's Vice President – Fundraising.

- e. **Chaperones** – The mission for the Chaperones Committee is to recruit, schedule and manage chaperones for all band / guard events including band camp, practices, football games, competitions, festivals and trips. This committee reports to the Executive Board's Vice President – Support Services.
- f. **Football Visitor's Concessions** - The mission of the Football Visitor's Concessions is to run the visitor's concession for all home football games; to secure items necessary for sale; to recruit and schedule volunteers to staff the concession stand; to manage the receipts and expenses in accordance of procedures established by the Treasurer. This committee reports to the Executive Board's Vice President – Fundraising.
- g. **Freshman Liaison** – the mission for the Freshman Liaison Committee is to welcome, communicate with, encourage the participation of and act as a liaison to the freshmen band parents and students. This committee reports to the Executive Board's Vice President – Support Services.
- h. **Fall Fruit Sale Fundraiser** – The purpose of the Fall Fruit Sale committee is to coordinate all necessary activities of a successful fundraising program. This includes but not limited to design the program with the Director of Bands, provide information sales packets to the students, frequently meet with the students during the school day to provide program updates, collect sales orders and money, place the order with the supplier and distribute product upon delivery. The committee is also responsible to provide the Treasurer with a detailed breakdown of all sales by student. This committee reports to the Executive Board's Vice President – Fundraising.
- i. **Hospitality** - The Hospitality Committee is there to greet and provide information to visiting bands at home events on behalf of the Roswell High School Band Program. If an issue should arise for the visiting band, Hospitality will attempt to resolve the issue and work with Roswell's Director of Bands, as required. This committee reports to the Executive Board's Vice President – Support Services.
- j. **Pit Crew** - The mission of the Pit Crew Committee is to work with the Director of Bands and his staff in the design, construction, transportation, care of, storage, inventory and display of all instruments and props. The chairperson is responsible for enlisting and training adequate personnel to effectively implement



loading, unloading, putting the show on the road and returning equipment after the show. This committee reports to the Executive Board's Vice President - Logistics.

- k. **Web Site & Electronic Newsletter** – The function of this key position is to provide the technical assistance to publish approved content on the web site and in a periodic electronic newsletter as provided by the Vice President - Communications. Duties also include maintaining the web site through planned security updates, enhancements to the web site and regular backups. This key position reports to the Executive Board's Vice President - Communications.
- l. **Publicity** – the mission of the Publicity Committee is to promote the Roswell High School Band program to the community. This committee reports to the Executive Board's Vice President - Communications.
- m. **Photography / Video** - The mission of the Photography / Video Committee is to document the year with photos and video for band camp, football games, competitions, festivals, concerts, band trips and other special events and to produce a DVD for all band and guard students. This committee reports to the Executive Board's Vice President - Communications.
- n. **Sewing** – the mission of the Sewing Committee is to work with the Director of Bands to make any necessary alterations and repairs to band uniforms, tuxes and dresses. This committee reports to the Executive Board's Vice President – Support Services.
- o. **Scholarship Committee** – The mission of the Scholarship Committee is to review applications for the annual Jim Moody Scholarship and to select the recipient of the scholarship. This committee reports to the Executive Board's Vice President - Logistics.
- p. **Third Quarter Refreshments** - The mission of the Third Quarter Refreshments Committee is to provide refreshments to the Marching Band and Color Guard during the 3rd quarter of all football games and to provide refreshments to the Marching Band and Color Guard for all competitions. This committee reports to the Executive Board's Vice President – Support Services.
- q. **Uniforms (Marching Uniforms, Concert Tuxes and Dresses)** - The mission of the Uniforms Committee is to be responsible for duties relating to uniforms. The duties of the Uniforms Committee are to oversee the issuing of band uniforms by Band Camp, to see that the band uniforms are cared for, altered, and distributed before/collected after each performance. They shall also consult with the Director



of Bands about uniform needs and present recommendations to the Association.

This committee reports to the Executive Board's Vice President – Support Services.

- r. **Marching Band Practice Field Maintenance** – The mission of the Marching Band Practice Field Maintenance committee is to establish an annual expense budget and schedule volunteer work days (4-6 per year) to apply season appropriate fertilizer, weed control, insect control and/or seed/grass plugs to improve the overall field conditions. This committee reports to the Executive Board's Vice President - Logistics.

4. Nominating Committee

- a. Shall be created by the Executive Board at the November general meeting. The nominating committee must be presented to the Association membership during the November general meeting.
- b. Shall consist of a minimum of two (2) non-Executive Board members plus the Director of Bands plus one (1) additional member of the Executive Board.
- c. Shall solicit a ballot of officers as prescribed by the Constitution and Bylaws to be presented at the December general meeting.
- d. Shall secure the consent of all nominees.
- e. No one may be nominated for more than one office.
- f. Should a member of the nominating committee become a nominee for office then this member shall be immediately removed from the nominating committee. The Executive Board shall select another member from the Association to serve on the nominating committee.
- g. Any voting member of the Association may be nominated for office.
- h. Any voting member may make a nomination including nominating him or her self.
- i. Shall accept all accepted nominations for officers and present those nominations to the general membership prior to December's meeting for voting.

ARTICLE IV: FISCAL YEAR

- 1. The fiscal year runs from July 1 to June 30.