

**Rock Canyon Band Boosters Incorporated  
Rock Canyon High School**

**BYLAWS**  
**Amended and Restated as of April 12, 2018**

**Article I.           NAME and PURPOSE**

1.1 The name of the organization is Rock Canyon Band Boosters Incorporated (“Organization”). The purpose of the Band Booster Organization is to provide support to the Rock Canyon High School band program (“Band”) and any related auxiliary units associated with the program. The Band Booster Organization activities shall consist of providing supplemental operating funds, volunteer services and organizational coordination as requested by the Band Director.

**Article II.           OBJECTIVES**

2.1 The main objective of the Organization is to support and promote the growth and development of Rock Canyon High School band programs and the involved students. This Organization shall be a cooperative effort among the Band Director, Band Staff, Band Members, and Band Parents.

**Article III.          MEMBERSHIP**

3.1 General Membership: Any parent/legal guardian of band students and other supporting community members interested in the Rock Canyon Band program may be an active member of the Organization.

3.2 Voting Membership: Only parents or legal guardians of students currently enrolled in Rock Canyon High School and participating in the Rock Canyon Band program and present at scheduled meetings (“Voting Members”) will be eligible to vote on issues presented to the general membership or run for the Board of Directors (“Board”).

3.3 Student Membership: Any student currently enrolled in the Rock Canyon Band program is a student member of the Organization and is encouraged to attend regularly scheduled meetings. Student Members are not eligible to vote in the Organization or run for the Board.

3.4 Band Director and Staff: The Band Director is eligible to vote in general membership and board votes. Band staff is encouraged to attend meetings of the Board. The high school band staff are not eligible to vote on decisions of the Organization. If the Band Director cannot be in attendance, the Band Director may vote by proxy.

3.5 Supporting Community Members: This classification of membership will be defined as any individual of the general public who is not a parent/legal guardian of a student participating in the Rock Canyon Band program, yet has an interest in the program. Supporting members will not be eligible to vote on issues presented to the general membership or run for the Board.

3.6 Dues: No dues will be charged for membership in the Organization.

## **Article IV. MEETINGS**

4.1 The General Membership Meetings of the Organization shall be held as often as necessary to conduct the business of the Organization but at least twice per year, at dates to be announced by the Board. All reasonable efforts to notify the General Membership of the date, time, location, and invited participants for each General Membership meeting will be made through the website, e-mails or similar means.

4.2 The Board shall meet monthly or as often as necessary to conduct the business of the Organization. Board Meetings and their agenda shall be determined by the Board in conjunction with the Band Director. Board Meetings will be open to all members of the Organization. All reasonable efforts to notify the General Membership of the date, time, location, and invited participants for each Board Meeting will be made through the website, e-mails or similar means.

4.3 Any portion of the Board or the General Membership, including committees and working groups, may hold meetings at any time for any purpose. It is not necessary to announce meetings other than Board or General Membership Meetings. Decisions or votes binding on the Organization may only occur at Board or General Membership meetings.

## **Article V. VOTING**

5.1 A quorum at Board meetings shall consist of the simple majority vote by Voting Board Members in attendance and will constitute a decision by the Board. In the event of a tie, the Band Director's vote shall be the deciding vote.

5.2 A quorum at General Membership Meetings shall consist of the simple majority vote by Voting Members in attendance and will constitute a decision by the General Membership.

## **Article VI. BOARD OF DIRECTORS**

6.1 The "Organization" shall be organized, coordinated, and led by a Board of Directors ("Board"). The "Board" shall make decisions on operational, fundraising, and financial matters for the "Organization." The "Board" may defer any decision to a vote of the General Membership. The "Board" shall commit the "Organization" on financial, contractual, and other legal obligations.

The “Board” shall represent the Organization to the School, the School District, the community, and other external organizations.

6.2 The Board shall consist of 9 voting and 8 non-voting voluntary officers (“Officers”):

Voting Board Members:

1. President
2. Vice President/Project Manager/Director of Events
3. Finance Chairperson
4. Secretary/Director of Communications
5. Director of Operations
6. Coordinator of Volunteers/Chaperones
7. Food Chairperson
8. Director of Fundraising

Non-Voting Board Members:

1. Pit Crew Coordinator
2. Coordinator of Student Attire
3. Spirit Wear Chairperson
4. Webmaster
5. Color Guard Liaison
6. Percussion Liaison
7. Jazz Band Liaison
8. Symphonic Band Liaison
9. Concert Band Liaison

6.3 Co-chairpersons are permissible and shall share one vote. For co-chairpersons, acting collectively as a Voting Board Member, in the event that the co-chairpersons do not agree, their votes will cancel each other out.

6.4 Two members of the same family may not serve as Voting Board Members at the same time, unless agreed upon by the Board.

6.5 Descriptions of the Board positions will be maintained in the Addendum attached to these By-laws. The Addendum shall be reviewed yearly for consistency with the current duties of each office.

## **Article VII. NOMINATION OF OFFICERS**

7.1 The nominating committee shall consist of:

- Two current or outgoing Board members. If more than two individuals are interested a drawing will be held.

- An interested Parent / Legal Guardian from the General Membership not running for election. If more than one individual is interested a drawing will be held.

7.2 The nominating committee shall be responsible for:

- Receiving the names of those individuals interested in running for the Board.
- Soliciting the General Membership for nominations in the event there are not a sufficient number of individuals running for office.
- Preparing the ballots for voting.
- Conducting the election.
- Counting ballots.
- Announcing the new Board to the general membership.

## **Article VIII. ELECTION OF OFFICERS**

8.1 The election of Officers will take place in the spring (March - April) of each year. Officers will be elected by majority vote and will serve for a period of one year, from July 1 through June 30 of the following year. Exiting Board members are expected to transition their duties to the new Board members prior to the end of their term. Voting for Officers will take place by email.

8.2 Officers shall be elected to specific positions designated during the election. In the event of a tie, an immediate run-off election will be held.

8.3 In the event that a Board position is not filled or is vacated, after the election of Officers, the Board may appoint someone to that position to serve the remainder of the term.

## **Article IX. REMOVAL FROM OFFICE**

9.1 Any Board Member may be removed from the Board when it is deemed to be in the best interest of the Organization. A minimum of three-fourths of the Voting Board Members must approve the removal in a formal vote.

## **Article X. DUTIES OF THE MEMBERS OF THE BOARD**

10.1 The President and Finance Chairperson will be authorized to sign checks for disbursement of funds. All disbursements larger than \$500.00 must be approved by the President and Vice President.

10.2 Each Officer may establish committee positions to support the responsibilities of the position as deemed necessary.

10.3 Each Officer shall participate with the Finance Chairperson and other Officers in the development of an annual budget for his / her area of responsibility. Any financial commitment over \$1,000 must be pre-arranged with the Finance Chairperson and approved by majority vote of the Voting Board Members. Each Officer shall report all income and expenses associated with his / her area of responsibility to the Finance Chairperson as soon as practical, but no later than four months after the expense is incurred. All deposits and disbursements shall be conducted through the Finance Chairperson's accounting system.

10.4 Each Officer shall perform other duties as deemed necessary.

10.5 Short-term contracts (defined as less than 6 months) may be signed by the Officer the contract pertains to as long as the contract has been approved by the Board. Long-term contracts (defined as 6 months or greater) must be approved by the Board and then signed by the President and the appropriate Officer.

10.6 The Finance Chairperson shall maintain the Organization in good standing with the Secretary of State of Colorado by filing periodic reports and to monitor the activities of the Organization to maintain its status as a non-profit in compliance with 501(c)(3) provisions of the United States Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) ("Internal Revenue Codes").

10.7 The Finance Chairperson is responsible for creating and maintaining all student/family Individual Student Accounts ("ISA") that may be required for band activities, consisting of direct contributions, fundraising proceeds, or donations, and delivering notices to families of their account status every other month and whenever requisitioned.

## **Article XI. FISCAL YEAR**

11.1 The fiscal year of the Organization shall conform to the terms of the Board. It will run from July 1st to June 30th of the following year. ("Fiscal Year")

## **Article XII. FINANCIAL BASIS**

12.1 The Organization shall operate as a non-profit organization under the laws of the State of Colorado and Internal Revenue Codes.

12.2 The Organization shall operate on a balanced budget basis. The Board shall develop a balanced annual budget ("Budget") for the Organization, to be in place by the beginning of the Fiscal Year. The Budget shall be presented to and approved by the Organization at a General Membership Meeting. The Board will work to maintain the approved Budget at all times. The Budget may be amended by the Voting Board Members as operations require. Any Budget, so amended, must result in a balanced budget ("Amended Budget").

### **Article XIII. FINANCIAL ASSISTANCE**

13.1 The Board shall establish a Financial Assistance Committee consisting of the President, Finance Chairperson, Director of Fundraising and Band Director. In the absence of a Director of Fundraising, another member of the Board may be designated. The Financial Assistance Committee shall be responsible for the evaluating and responding to financial needs of students unable to meet the financial requirements of any portion of the Band programs.

### **Article XIV. AMENDMENTS**

14.1 Revisions to the By-Laws may be proposed by any Voting Member of the Organization. Any By-Law revision must be approved by a two-thirds vote of the members present at any General Membership Meeting.

### **Article XV. DISOLVING OF THE ORGANIZATION**

15.1 The Band Director reserves the right to dissolve the Organization at his/her discretion.

15.2 Upon dissolution of the Organization, any money paid directly into any ISA account will be refunded to that payee. Any money that is left in the ISA account directly received from fundraising means or other non-family donations (for example: matching funds, business donations, etc.) becomes part of the Organization's general fund. Then the Board shall, after paying or making provision for the payment of all of the liabilities of the Organization, dispose of all the assets of the Organization exclusively for the purposes as shall at the time qualify as an exempt organization or organization under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future Unites States Internal Revenue Law), as the Board shall determine. Any decision must be in line with the main objective of the organization (to support and promote the growth and development of Rock Canyon Band programs and the involved students) or must benefit an organization that supports students and music in Colorado.