

# RINGGOLD BAND BOOSTER BYLAWS

Revised 05/01/2023

## ARTICLE I

### Name:

- The name of this organization shall be the **RINGGOLD BAND BOOSTERS**.

## ARTICLE II

### Object:

- The purpose of this organization shall be:
- To give moral, social and supplementary support to the Ringgold High School Marching Band in accordance with the rules and regulations of the Ringgold School District. Supplementary programs such as Indoor Percussion, Indoor Competitive Dance, Indoor Competitive Guard, Steel Drums, Jazz Band, Auxiliary (Dance Team, Majorettes, Color Guard), etc. will be considered an extension of the Ringgold High School Marching Band, and as such, will be bound by the by-laws within. All groups, marching band, and supplementary, will be hereafter referred to as “Band”, unless otherwise specified in these by-laws.
- To work together with the Ringgold High School Administration, Faculty, and High School Band staff to assist in the achievement of the educational goals of the Ringgold High School Band.
- To assist in raising funds to support the goals of the Ringgold High School Band, and any designated supplementary programs.

## ARTICLE II

### Membership:

- Any individual of the age of eighteen (18) years of age or more, and who subscribes to the objects and basic policies of this organization, subject only to compliance with the provisions of this By-Law. Membership shall be available without regard to race, creed or national origin. A membership runs from July 1st to June 30th of the succeeding year.
- Members in “Good Standing” will have a fully paid Student Contribution, all required forms completed and returned, and no outstanding debt within the Organization.
- Once the student contribution is met in full, two (2) parents/guardians automatically become members of the “Band Boosters” for the purposes of voting, chaperoning, fundraising activities, committee participation, holding an office.
- Each household may have up to two (2) voting members

## ARTICLE IV

### Officers:

#### Section 1:

- The Officers of this Organization shall be President, Vice President, Secretary, Booster Treasurer, Credit Keeper, and Auxiliary Treasurer. Together these Officers, the Director of the Ringgold Band, or a Representative appointed by the Band Director, and all standing committee chairpersons shall constitute the Executive Committee.

#### Section 2:

- The Officers shall be elected each year at the May meeting and shall assume office July 1st. These Officers shall continue in the office until June 30th of the succeeding school year.

#### Section 3:

- One year (July 1 to June 30) shall be considered one full term. No Officer shall serve more than two (2) consecutive terms in the same office.
- Any Officer not wishing to fulfill the second-year term in the same office must notify the Executive Committee in writing prior to a Nominating Committee being selected.

Section 4:

- If an Executive Officer resigns, a letter of resignation must be submitted in writing to the Executive Committee. The Executive Committee shall select a member of the organization to fill any vacancy. A vote is then required from the general membership. The appointee will serve the remainder of the unexpired term, which shall not be considered a full term for re-election purposes.

Section 5:

- The Executive Committee shall attend to the affairs of the Organization during the interim between meetings of the organization, but the acts of the Executive Committee shall not conflict with action by the Organization.

Section 6:

- All Officers and Executive Committee members, with the exception of the Band Director or his/her representative, must be a parent or legal guardian of a student currently in Band, and must be a member in good standing of the Organization.
- In the event that all children of an Officer or Executive Committee member cease to be in the band for any reason, the Officer or Executive Committee member shall resign.

Section 7:

- All Officers and Executive Committee members must obtain all security clearances currently required by Ringgold School District to be an Independent Volunteer and must keep them up to date for the duration of their term.

Section 8:

- At least one (1) Officer must attend any band function that requires chaperones.

## ARTICLE V

### Elections:

Section 1:

- A Nominating Committee shall consist of three (3) members in good standing, two (2) of whom are elected at the general meeting and one (1) shall be appointed by the President. The Nominating Committee shall be selected at the March meeting.

Section 2:

- The consent of each nominee to serve must be obtained before his/her name is placed for nomination. Each nominee must be a member in good standing and be present at the April meeting when the candidate names are submitted or send a letter of intent if he / she is unable to attend the meeting for nomination.

Section 3:

- The Nominating Committee shall submit nominations at the April meeting. Nominations other than the Nominating Committee's recommendations may be made from the floor at the April meeting. Once all nominations are accepted, nominations are then closed.

Section 4:

- The Officers shall be elected at the regular meeting in May. In the event there are two (2) or more candidates for an office, election will be by written ballot. In an event there is but one candidate for an office, the Secretary must be instructed to cast the elective ballot for the nominee.

Section 5:

- Only members in good standing are eligible to vote for Officers. Each member is entitled to one (1) vote only on each issue as submitted for vote. Eligibility to be determined by the Secretary, who retains the membership roster.

Section 6:

- The election of Officers shall be by a majority vote. The winning candidate must have at least one more than half the votes cast, ignoring blanks. In the event of an odd number of ballots cast, the majority shall be one-half rounded up to the next whole number.

## ARTICLE VI

### Duties

#### Section 1:

- President: The President shall preside at the meetings of the Ringgold Band Boosters and Executive Committee. The President shall perform all other duties of the office, including who shall have the floor to speak.

#### Section 2:

- Vice President: The Vice President shall assist the President in all matters and perform duties of the President in the latter's absence or inability to serve. He/she shall be a member ex-officio of all committees except the Nominating Committee.

#### Section 3:

- Secretary: The Secretary shall record the minutes of the Booster Meetings and the Executive Committee meetings, keep an updated copy of the roster, prepare and retain master copies of general forms, handle all correspondence and any other duties of the office designated by the President.

#### Section 4:

- Treasurer: The Treasurer shall keep an accurate record of all finances, received or paid, and shall make a report of the state of finances at the regular monthly meetings. The Treasurer shall pay all approved or contracted bills and shall submit an annual financial statement for audit. The bank account shall have the signatures of any two (2) authorized officers of the organization on any checks or withdrawals.
- Treasurer is responsible for notification and collection of any uncollected funds due to NSF checks in a timely manner. Refer to Article X Section 7 for policies.
- Dedicated Accounts: The Treasurer shall keep an accurate record of any dedicated accounts contained within the Ringgold Band Booster General Account. This may include such categories as Indoor Percussion, Steel Drums, and Band Auxiliary accounts (Dance, Majorette, Color Guard).
- Debit Card: Can only be held by the Treasurer and can only be used for transactions approved by the Board in advance. The debit card will be in the name and possession of the Treasurer.

#### Section 5:

- Credit Keeper: The Credit Keeper shall work in cooperation with the Treasurer, Auxiliary Treasurer and Fundraising Chairperson to keep an accurate account of all fundraising activities, cash deposits, and balances owed for all individual student accounts. These balances should be updated as often as necessary, and an updated balance record kept with the Band Director. A separate Auxiliary credit report to also be maintained.

#### Section 6:

- Auxiliary Treasurer: The Auxiliary Treasurer shall keep an accurate record of all finances, received or paid; and shall make a report of the state of finances at the regular monthly meetings. The Auxiliary Treasurer shall pay all approved or contracted bills and shall submit an annual financial statement for audit. The bank account shall have the signatures of any two (2) authorized officers of the organization on any checks or withdrawals. An accurate account of all the Auxiliary fundraising activities, individual accounts, cash deposits, and balances owed shall be updated as often as necessary, and an updated student balance record kept with the Band Director and Credit Keeper.

#### Section 7:

- Band Director. The Band Director shall assist with the designation of the goals of the Boosters in accordance with the educational goals set forth for the Ringgold Marching Band and the policies of the Ringgold School District. The Band Director shall communicate the needs (educational, financial, social, etc.) of the Ringgold Marching Band to the Boosters and assist with the distribution of 3 resources to best meet these needs. The Band Director will be provided with current student balances by Credit Keeper and any Special Groups liaisons.

## ARTICLE VII

### Standing Committees

#### Section 1:

- The President shall appoint the Chairperson for each of the standing committees listed, and the Chairperson shall appoint the other members to said committees. These shall promote the objectives and carry on the work of the Boosters. **The terms of each chairperson shall be one (1) year or until completion of the project.** The number of committees an individual is allowed to chair is up to the discretion of the Executive Board. If the Chairperson is not adhering to the by-laws, they will be asked to step down. Any such decision will be voted on by the Executive Board.

#### Section 2:

- Chaperone: The Chairperson shall see that Ringgold School District approved chaperones are on hand when needed by the Band Director to help oversee the needs of the band and ensure that the Boosters are following all Ringgold School District chaperone guidelines in conjunction with the Band Director.
- All Chaperones must obtain security clearances currently required by Ringgold School District to be an Independent Volunteer and must keep them up to date. Only a parent or legal guardian of a Band member can be a chaperone and no other siblings or visitors can accompany a chaperone.
- No chaperone shall be held personally responsible for any one student at any time.
- Chaperone Chairperson shall maintain a complete roster of approved chaperones and ensure that all chaperones are informed of the job duties as determined by the Executive Committee and/or Band Director.
- Chaperones will be considered on a rotating basis, so that all have equal opportunity. Chairperson shall ensure that Members who have chaperoned games and events during the year will be considered first to chaperone on band trips.

#### Section 3:

- Webmaster: The Webmaster shall be responsible for updating and maintaining Ringgold Band Booster website. Website should be used as a comprehensive list for such items as calendars, contact information, form downloads, fundraising information and trip information. Webmaster (or a designated representative) should be in attendance at all Booster meetings to ensure accuracy of information.

#### Section 4:

- Fundraising: Shall secure the dates of the sale, facilities needed for sale, total and place orders and payments, work with Treasurer to ensure deposits/payments are made promptly, work with Credit Keeper for accurate reporting of credits earned, coordinate delivery/distribution of any goods/services.
- A separate Chairperson may be appointed for the Hoagie and Candy Bar Fundraisers respectively.

## ARTICLE VII

### Temporary Committees

#### Section 1:

- Temporary Committees shall be appointed or elected at an executive meeting to perform specific assignments. These committees are short term and cease to function when they have completed their duties. The following are some, but not necessarily all of the committees needed: Band Camp, Nominating Committee, Senior Night, Auditing, Special Fundraising, By-laws, and Picture Day/Senior Banners.

#### Section 2:

- Band Camp/Picture Day: Shall be in charge of planning, purchasing, and preparation of food and drinks for the duration of band camp including the pickup and delivery of all items needed and the cleanup of the facility to its original state. Maintain a schedule of volunteers that will be present at band camp each day. Shall assist Band Director/Band Camp Committee with organizing picture day and ordering of Senior Banners.
- Assist Executive Committee in distribution/collection of forms, uniforms, shoes, equipment, and other duties as requested.

Section 3:

- Senior Night: Shall be in charge of the social in the High School cafeteria after the home football game honoring the seniors.

Section 4:

- Auxiliary Representative: A parent/guardian liaison for each Auxiliary Unit, working with the Auxiliary Coach, who shall support and oversee additional unit needs outside the scope of the Band Boosters. Such needs may include, but not be limited to dedicated Auxiliary fundraising, equipment and uniform orders, distribution and collection of uniforms. He/She shall work in conjunction with the Auxiliary Treasurer to ensure proper distribution of any dedicated fundraising proceeds. No Ringgold Marching Band staff shall be permitted to coordinate or handle these fundraisers or collect any money. The Auxiliary Representative may not be an Auxiliary Coach or the Auxiliary Treasurer.

Section 5:

- By-Laws: Shall review the By-Laws of the Organization whenever the membership shall question to ask for a change to be acted upon. The By-Laws of this Organization shall be updated at least every five (5) years by a committee of three (3) people appointed by the President.
- By-Law committee recommendations shall be submitted to the Band Director and Executive Committee for approval prior to distribution to the general membership.
- By-Laws may be amended at any general business meeting by a two-thirds (2/3) vote of the members present provided that the proposed amendments have been communicated in writing to all members at least 2 weeks in advance.
- Bylaws shall be notated with the date of revision. Changes made during the year shall have the adopted date notated next to the change within the bylaws.

Section 6:

- Nominating: (Refer to Article V, Section 1 for Committee members) Shall discuss and select potential candidates for any offices to be filled as instructed by the President. Committee Chairman will approach only those candidates approved by the committee for availability. This committee will choose only one person for each office.

Section 7:

- Auditing Committee: Shall include the Band Director and two (2) Booster members appointed by the President at the regular May membership meeting to audit the Treasurer's books and Auxiliary Treasurer's books. This should be done during the last month of the school calendar. No transactions should be made during the audit period unless otherwise approved by the Executive Committee.

Section 8:

- Special Fundraising: Shall be responsible for any fundraisers outside the traditional scope of Fundraising as defined in Article VII, Section 5. The purpose of such fundraising is to generate a larger amount of revenue quickly for a specific purpose, and as such, is historically a one-time event rather than several times per school year. Such fundraisers may include but not be limited to car washes, spaghetti dinners, outside vendor sales. Committee chair should work in conjunction with Treasurer and Credit Keeper as necessary.

Section 9:

- Senior Banners: Chairperson will also ensure Senior Banners are placed prior to band's entrance at stadium and removed immediately after game. Banners will be safely stored at conclusion of season and returned to students after the Band Season.

Section 10:

- Special Groups Representative(s): A liaison for any special group which falls under the Ringgold Marching Band umbrella, not previously designated. This may include, but is not limited to, such groups as Ringgold Indoor Percussion, Competitive Indoor Dance Team, Competitive Indoor Guard, Jazz Band, Steel Drums, or Auxiliary (Dance Team, Majorettes, Color Guard). The liaison must be a parent of a student participating in that group and will support and oversee the unit as a whole. Assist the Program Director with distribution and collection of any supplies, uniforms, shoes and work in conjunction with the Treasurer and/or Auxiliary Treasurer for any dedicated Special Groups fundraisers.

Section 11:

- Trip: Shall work with the Band Director, Executive Committee, chaperone chairperson, and travel agent to coordinate trip, payment schedules and contingency plans in accordance with Ringgold School District policies.

Section 12:

- 8<sup>th</sup> Grade Parent: This parent is needed to be the liaison between the Boosters and 8<sup>th</sup> grade parents throughout the year. You will be responsible for attending the booster meetings and sending information through e-mail and text message to the middle school band families.

Section 13:

- Uniform Committee: Involves sizing, tracking, passing out, repairing, collecting, and cleaning the band uniforms throughout the season. Helpers are needed throughout the season to assist the committee with uniforms before and after each game and event.

Section 14:

- Social Media/Publicity Committee: Involved in submitting articles to local newspapers and other social media outlets to promote the band and booster activities in the local community. The Webmaster, President, Vice President and Band Director shall have access to all social media accounts (usernames and passwords).

Section 15:

- Banquet Committee: The committee will be responsible for planning the event, ordering supplies, and setup before the banquet and clean up after the banquet. They will work with the Band Director and his/her staff to plan the event.

## ARTICLE IX

### Meetings:

Section 1:

- The General Membership meeting shall be held on the first Monday of each at Ringgold High School unless otherwise designated by the Band Director or Booster President. The Executive Committee shall meet prior to the monthly meeting unless otherwise notified by the President or Band Director.

Section 2:

- The President or Band Director may call Special Meetings. At these meetings, no business shall be transacted other than that for which the meeting was called. The membership shall be notified prior to all Special Meetings with a minimum three (3) day notice.

Section 3:

- For any transaction of business, there must be a quorum of the Executive Committee present. A quorum is defined as two-thirds ( $\frac{2}{3}$ ) of the members, and as such, the minimum quorum for the Executive Committee is five (5) members.

Section 4:

- Robert's Rule of Order format shall be used for conducting meetings.

## ARTICLE V

### Basic Policies or Standing Rules of Order:

Section 1:

- The President and/or Vice-President shall be a member ex-officio of all committees, except the Nominating Committee.

Section 2:

- No committee work shall be undertaken without the consent of the Executive Committee.

Section 3:

- Any committee member spending \$25.00 or more must have the approval of the Executive Committee. All reimbursement requests must be accompanied by receipt(s).

Section 4:

- Band Director shall submit “Director’s Cost” budget at the end of the school year for the following year. Any additional funding needed during the school year shall be brought before the Executive Committee for approval and voted on during the next General Meeting.

Section 5:

- No part of the net earnings of the Organization shall inure to the benefit of or be distributed to its members, trustees, officers, or other private persons.

Section 6:

- Any NSF checks returned to the Treasurer must be corrected for the amount of the check plus any NSF fees charged by the bank. Any NSF checks returned to the Treasurer two (2) times will require money order payments thereafter for the remainder of the school year. This applies to any payments made to the Boosters, including fundraisers, student contributions, trip payments.

Section 7:

- One half the cost of drum major camp will be paid for by the Boosters for any drum major holding such position at the time of the designated camp date each school year. Any drum major appointed to the position after the camp date will not be eligible for this benefit. Boosters will pay for any alterations to drum major uniforms.

## ARTICLE XI:

### Student Contribution/Credits:

Section 1:

- Student Contribution amount for the coming year will be determined and announced prior to the end of the current school year.
- There will be at least one (1) fundraiser held at the beginning of band camp to assist with the student contribution payment, although a payment may be made in lieu of fundraising. Full payment of student contribution shall be due at the same time as the first fundraising order is due.
- Once this student contribution is paid, students may participate in other fundraisers and are entitled to receive the amenities provided by the Boosters. Amounts raised beyond the initial student contribution will be credited to the student's account.
- Student Contribution is separate from any trip deposit or payment amount.

Section 2:

- All student credit is earned by fundraising or cash payments. Credit will be recorded as whole credits (not dollars). Unless otherwise stated, no credits will be earned by parents/guardians as a result of volunteering. Student credits may be used for student contribution, trip, and/or any other expenses related to band. All such requests must be made in writing to the Credit Keeper. Minimum credit request is five (5) credits.

Section 3:

- As of May 1<sup>st</sup>, of each year a currently active band member may elect to receive a refund of cash credit only of any amount in excess of required fees. Requests must be submitted in writing to the treasurer before May 1<sup>st</sup> of that year. The Executive Committee and Band Director will review refund requests on an individual basis.
- Students will carry credits over every year until they graduate.
- Any fundraising credits remaining after May 1<sup>st</sup> will be carried over or transferred to a sibling, another student or “Special Group” in a consecutive year. If transferring to someone other than a sibling, a written request must be submitted specifying the recipient of the credits by May 1<sup>st</sup>.

Section 4:

- No earnings resulting from fundraising efforts (not cash credits) will be refunded.

Section 5:

- Trip Chaperones may use extra credits from their child’s account toward their trip cost.

## ARTICLE XII

### Fundraising:

#### Section 1:

- All fundraisers shall be paid for when the order is turned in. Only one (1) check or money order will be accepted per student order. **NO CASH or third-party checks will be accepted.**

#### Section 2:

- Any student who has an unpaid balance for any fundraising activity shall have the amount owed deducted from the student's credits. When the full amount is paid, the full amount deducted from the credits will be returned to their account. Students shall not be permitted to further fundraise until their balance is paid in full.

#### Section 3:

- Any supplementary fundraisers for "Special Groups" (i.e., Auxiliary, Indoor Percussion, etc.) fall under general band fundraiser terms and student credits can be utilized the same as band credits.

#### Section 4:

- Spirit wear is a general fund fundraiser and does not count toward student credits.

## ARTICLE XIII

### Trip:

#### Section 1:

- All potential Band trips, including Special Groups, must receive Ringgold Administration and School Board approval prior to being announced.
- Trips must comply with Ringgold School District policy, including but not limited to chaperone, discipline, and eligibility.
- Trips are not mandatory.

#### Section 2:

- All trip payments must be made according to the set schedule. Penalties for late payments may apply and will be enforced by the Executive Committee.

#### Section 3:

- If there is a trip planned for the school year, a non-refundable trip deposit is required by the scheduled date. It may be cash payment or fundraised credits. This deposit is not refundable regardless of the method of payment. After the cutoff date, acceptance for the trip is based on availability and will be determined by the Trip Committee.

#### Section 4:

- The Executive Committee has the discretion to offer to pay a portion of the Band trip. The amount must be voted on by the Executive Committee. A minimum fundraising participation may be required for eligibility, as determined by the Executive Committee. If there is a trip contribution, recipient must meet eligibility requirements, be a member in good standing and be up to date with payments prior to the final trip payment. Trip cancellation for any reason will result in withdrawal of this payment. Any such booster contribution will be applied to the last trip payment.

#### Section 5:

- The Band Director will be the only person who will always have a complimentary trip.
- The Executive Committee shall determine any trip funding assistance for Assistant Directors, Coaches, and/or Chaperones at their discretion.
- Funding assistance will be determined by the number of complimentary trips provided for by the travel agency, the number of coaches participating in that trip, the number of chaperones required by the Ringgold School District as dictated by the participating student count.

#### Section 6:

- Trip Fundraising: The Executive Committee and membership may approve special fundraising events for the sole purpose of raising funds for the annual trip. As such, all funds raised will be distributed exclusively to those participating, with no funding directed toward the General Account. The Fundraising Committee shall dictate participation guidelines appropriate to the event, Booster By-laws, and Ringgold School District procedures.



Section 7:

- Trip Chaperones: To be considered as a chaperone, if chaperones are needed for the trip, a written request must be submitted to the Band Director and requestee must have chaperoned other event(s) throughout the band season.

ARTICLE XIV

Special Groups:

Section 1:

- As defined in Article VII, Section 5
- Special Groups may exist as a subsection of the Ringgold Band Boosters and may utilize a Liaison or Committee if needed.

Section 2:

- Special Groups participants who are not already a member of the Ringgold Marching Band will be required to pay a student contribution fee. Fee amount and benefits will be at the discretion of the Executive Committee. (See Article XI, Section 1)

Section 3

- All fundraising must have prior approval by the Executive Committee and shall follow the same payment and credit rules as stated in Article XI and Article XII.
- Fundraising shall not be limited in scope or timeline but must clearly designate the Special Group receiving the funds, not to be confused with general Band Booster fundraising or trip fundraising.