

RINGGOLD BAND BOOSTERS, INC.

CONSTITUTION AND BY-LAWS



CONSTITUTION

ARTICLE I

ORGANIZATION NAME

SEC. 1 The name of this organization shall be *Ringgold Band Boosters, Inc.*

ARTICLE II

THE PURPOSE OF THE RINGGOLD BAND BOOSTERS, INC.

- Sec. 1 To arouse and maintain an enthusiastic interest in the various phases of the instrumental music department of the Ringgold High and Ringgold Middle schools.
- Sec. 2 To lend all support, both moral and financial, to the general instrumental programs in the aforementioned schools.
- Sec. 3 To cooperate with those in charge of the instrumental music department and the school board to the end that this department be brought up and kept to the highest possible degree of proficiency.
- Sec. 4 To build and maintain an instrumental music department and auxiliary units.
- Sec. 5 No part of the net earnings of the Band Boosters shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Band Boosters shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof.
- Sec. 6 No substantial part of the activities of the Band Boosters shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Band Boosters shall not participate in or intervene in any political campaign (including the publishing or distribution of statements) on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these activities, the Band Boosters shall not carry on any other activities not permitted to be carried on (a) by an Organization exempt from federal income tax under 501 (c)(3) of the Internal Revenue Code, or (b) by an Organization, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE III

MEMBERSHIP

It is the policy and intent of the Ringgold Band Boosters, Inc. to permit membership to all and to prohibit discrimination because of race, color, religion, age, national origin, gender, marital status, disability status, or veteran status. The Ringgold Band Boosters, Inc. also will abide by state and local prohibitions against other forms of discrimination not specifically mentioned here.

Anyone interested in the progress and development of the instrumental music department and auxiliary units of the Ringgold High and Middle Schools is eligible for membership. Parents of pupils in the instrumental music department of both schools and auxiliary units are considered members.

DUES

There shall be no dues required to be a member of the Ringgold Band Boosters

ARTICLE IV

OFFICERS

- Sec. 1 The officers of this organization shall constitute a President, Vice-President(s), Secretary(s), and Treasurer(s). These officers shall perform the duties prescribed by these bylaws as adopted by the organization. All officers must have a child who is in the band.
- Sec. 2 Any persons married or otherwise related shall not hold two separate executive positions.
- Sec. 3 The officers shall be elected by majority vote to serve for one year, and their term of office shall be from June 1 through May 31.
- Sec. 4 No member shall hold more than one office at a time and no member may hold an office more than two times consecutively.
- Sec. 5 In case of a vacancy in the office of President, the Vice-President shall ascend to the Presidency. Vacancies in any other office shall be filled by majority vote of the general membership. The general membership shall act as a nominating committee and submit nominations at the next scheduled meeting or at a special meeting if deemed necessary.

Amendment to Article IV – Officers

The following amendment shall be effective January, 2009:

- Sec. 4 No member shall hold more than one office at a time and that member may hold an office consecutively.
- Sec. 5 In case of a vacancy in the office of President, the Vice President shall ascend to the Presidency. In the event there are 2 Vice Presidents, there will be an election between the two to assume the Presidency. Vacancies in any other office shall be filled by majority vote of the general membership. The general membership shall act as a nominating committee and submit nominations at the next scheduled meeting or at a special meeting if deemed necessary.

ARTICLE V

FISCAL YEAR

The fiscal year runs from June 1 through May 31.

BY-LAWS

ARTICLE I

DUTIES OF OFFICERS

- Sec. 1 The President shall preside at all meetings of the Band Boosters, appoint all committees, shall be ex-officio member of all committees and appoint other duties as prescribed by these bylaws.
- Sec. 2 The Vice-President(s) shall assume all the duties of the President in his/her absence, coordinate activities among various committees and other duties as prescribed by these bylaws.
- Sec. 3 The Secretary(s) shall attend to correspondence and keep an accurate record of all Booster and Executive Board meetings, communicate meeting notices and other duties prescribed by these bylaws. Copies of minutes are to be given to the Booster President, News Letter Editor, and Band Directors, whose copy shall be kept in the Band Director's office. It shall be the responsibility of the outgoing secretary to furnish the incoming secretary with all minutes and copies of correspondence accumulated during tenure of office.
- Sec. 4 The Treasurer(s) shall receive all funds due the Boosters, deposit same in a bank account within seven (7) working days, and pay out all money owed by the Boosters, which have been approved by majority vote at the normal Band Booster meeting. All withdrawals from any checking or savings accounts shall require a signature of two (2) officers. The Treasurer shall also prepare a monthly treasurer's report, two (2) copies: one to be given to the Booster Secretary and one copy to be filed with the minutes. The Treasurer shall prepare an annual financial report (Article VII – Sec. 1 & 2) and see that the books and reports are duly submitted for auditing at the end of each fiscal year. To perform all other duties as prescribed by these bylaws.
- Sec. 5 All officers shall serve without bond and without compensation.
- Sec. 6 No member of this organization may divert any part of its income or assets to any member, donor, officer, individual, corporation or organization by any means except in the official execution of Booster business.

ARTICLE II

THE EXECUTIVE BOARD

- Sec. 1 The Executive Board shall be composed of the Band Boosters' officers, Committee chairpersons of this organization and the Director(s) of Music.

Sec.2 The Executive Board shall meet at the discretion of the President and/or Band Director(s) to pass emergency measures that cannot be delayed until the next regularly scheduled Band Booster meeting.

Sec. 3 Any emergency measure passed by the Executive Board shall be brought up and reviewed at the next regularly scheduled Band Booster meeting.

Sec. 4 Review the financial status of the Band Booster members and submit an Annual Budget for the upcoming year to the Booster membership for approval.

ARTICLE III

MEETINGS

Sec. 1 The regular meeting of the Band Boosters shall be held on the second Tuesday of each calendar month at 7:00 pm with the exception of marching season when meetings will be held on the second and fourth Tuesdays.

Sec. 2 Special meetings of the Executive Board or officers may be called by the President, Vice-President(s) and/or Band Director(s).

Sec. 3 The May Band Booster meeting shall be known as the Annual Meeting and shall be for the purpose of electing officers, receiving year end reports of officers and committees and for any other business relating to the Ringgold Band Booster's Inc. Meeting minutes must reflect outgoing officers and incoming officers.

ARTICLE IV

QUORUM

Sec. 1 A majority of the members of the Executive Board shall constitute a Quorum.

ARTICLE V

ELECTIONS

Sec. 1 At the regular meeting held in March, a Nominating Committee of five members shall be elected by the membership. It shall be the duty of this committee to nominate candidates for the officers to be filled at the Annual Meeting in May. The Nominating Committee shall report on the candidates at the regular meeting in April. Before the election at the Annual Meeting in May, additional nominations from the floor shall be permitted.

Sec. 2 Officers are to be elected at the Annual Meeting in May and will assume their duties at the regular June meeting.

Sec. 3 All Band Booster members must be notified 30 days prior to the Annual Meeting in May of the candidates to be elected as new officers.

Sec. 4 A majority vote of the members present shall constitute an election.

ARTICLE VI

STANDING COMMITTEES

Sec. 1 These shall be the following Standing Committees:

Audit Committee

The Audit Committee shall consist of a Chairman and no less than four (4) or no more than six (6) other Booster members appointed by the President who shall review the annual fiscal report submitted by the Treasurer. Ref. (Article VII, Section I).

Concession Stand

This committee shall consist of a Chairperson and as many volunteers as deemed necessary. This committee will be entirely responsible for the concession stand. (This doesn't mean working every home game. All members of the Band Booster members will still need to volunteer to work the stand.) The chairperson will be responsible for turning in all the proceeds to the treasurer at the end of each home game. Responsibilities include getting workers for the stand, planning the menu, purchasing items, ensuring everything is stocked, prepping the stand for business and ensuring successful concession operations. Additionally this committee makes recommendations for repairs and improvements for each successive year. This committee meets in the summer months to prepare the stand for the first home game and would be finished with their committee duties by mid-November.

Fruit/Nut Sale

This committee will consist of a High School Chairperson and a Middle School Chairperson. They will coordinate together the annual fruit/nut sale for both schools. Duties include distributing the necessary forms to the band members, collecting the forms and monies at the end of the sale, turning in the completed forms to the appropriate companies, counting the money and remitting all funds to the treasurer in a timely manner. They will oversee the delivery and distribution of the fruit and nuts.

Marching Band

This committee will consist of a Head Chaperone, Head Host and/or Hostess and as many volunteers as deemed necessary.

Chaperones

The Head Chaperone is responsible for appointing chaperones for all away games, competitions, festivals, etc. and will appoint a lead chaperone for each bus who is responsible for having drinks and snacks on board for all passengers.

Hospitality

The Head Host and/or Hostess is/are responsible for appointing volunteers to provide hospitality for the visiting band and band directors. They will be in charge of preparing drinks to distribute to the visiting band and Ringgold Band during halftime at the home games. They may also prepare welcome banners, provide parking directions and answer any questions necessary.

Publicity

This committee will consist of a Chairperson, Web page coordinator, Band Program coordinator and a Newsletter Editor. The committee will be responsible for ensuring that our bands receive appropriate recognition and publicity in our community. Specific responsibilities include:

- Updating the website
- Providing the local newspapers with photos and information regarding the band and its participation in the various competitions and festivals.
- Creating and publishing a *Band Program* for the marching band season.
- Publishing at least 6 newsletters (July/Aug; Sept/Oct; Nov/Dec; Jan/Feb; Mar/Apr; May/June) to be distributed at Band Booster meetings and to be made available to all band members.

Puttin' on the Ritz

This committee will consist of a Chairperson and as many volunteers he/she deems necessary. Responsibilities include selling tickets, selling table sponsors, retaining a caterer, procuring items (donations) for the silent auction baskets, creating the program and decorating the venue.

Scholarship

The Scholarship Committee shall consist of the Band Director, a Chairman and five (5) other members. The total committee shall consist of two (2) freshman parents, two (2) sophomore parents and two (2) junior parents. Senior parents will not be eligible for service on the Scholarship Committee. The committee shall review all applications for Band Booster Scholarships and make a determination as to who will receive scholarships for the school year. Total number and dollar amounts of scholarships are prescribed in Article IX. This committee will be appointed in April and their duties will be completed by the end of May.

Ways and Means

The Ways and Means committee shall consist of a Chairman and no less than four (4) or no more than six (6) other Booster members who shall submit all plans for raising funds to the Executive Board for approval. (Article VIII, Sec. 2).

Sec. 2 The Executive Board may create such standing committees as it may deem necessary to promote the goals and carry on the work of the organization. The term of each Chairperson shall be one (1) year or until the selection of a successor.

Sec. 3 The power to form standing committees and appoint their members rests with the Executive Board.

Sec. 4 Standing Committees being created and appointed for a specific purpose are automatically out of existence when the work is completed and its final report is received. Standing committee charters may also be revoked by a majority vote of the Executive Board.

ARTICLE VII

FINANCIAL

Sec. 1 **Annual Financial Report** The Treasurer, at the end of each fiscal year, shall prepare an Annual Financial Report and submit the same with books and documentation to the Audit Committee. A report of the same will be made to the Band Boosters at the regular June meeting each year. The fiscal year shall run from June 1 – May 31. The Annual Financial Report shall state the following:

1. Balance on hand at the beginning of the fiscal year.
2. All cash received and from what source.
3. Total cash to be accounted for.
4. All expenditures will be documented.
5. Balance on hand at the end of the fiscal year.

The Annual Financial Report shall be signed by the Treasurer and the Audit Committee stating their approval of the report. A copy is to be filed with the minutes.

Sec. 2 Payment for fund-raisers and any and all band expenses including but not limited to: band camp, uniform expenses, trips involving the band and auxiliaries, trips for graduating seniors, District and All-State fees, etc., may be made in the form of personal, business or cashier's check, money order or cash. Credit card payments are not accepted. **Checks and Money Orders are to be made payable to the Ringgold Band Boosters, Inc.**

Sec. 3 Returned checks to the Ringgold Band Boosters, Inc. for Non-Sufficient Funds (NSF) or Closed Accounts will be charged a processing fee (to be determined each year by the Executive Board). The processing fee plus the amount of the check must be paid in cash or certified funds (cashier's check, money order) to the Ringgold Band Boosters, Inc. within ten (10) business days of the NSF notification. If the returned check is not honored within the ten (10) day period, the processing fee and the amount of the check will be deducted from the student's account. If there are not sufficient funds in the student's account to cover the check, the check will be turned over to the County

Magistrate's office for issuance of a criminal warrant.

- Sec. 4 Checks written in excess of \$500.00 (five hundred) dollars and returned to the Ringgold Band Booster's Inc. for Non-Sufficient Funds (NSF), Closed Accounts, or any other reason are considered a Felony and will be prosecuted to the full extent of the law.
- Sec. 5 Student accounts that have had previously returned checks, in any amount, must make all future payments with certified funds (cashier's check, money order or cash).
- Sec. 6 Checks for any and all Band trips must be paid in full two (2) weeks prior to the departure date. Cash and/or certified funds will be accepted up to 48 hours prior to departure date.
- Sec. 7 **ALL PAYMENTS ARE TO BE SUBMITTED IN A SEALED ENVELOPE AND INCLUDE ALL PERTINENT INFO FOR THE PAYMENT I.E. STUDENT NAME, GRADE, PURPOSE FOR THE PAYMENT AND DOLLAR AMOUNT.**

ARTICLE VIII

FUNDRAISING

- Sec. 1 All fund-raisers shall meet the requirements of Ringgold High School and the Catoosa County Board of Education.
- Sec. 2 Any and all fund-raisers with the exception of the Concession Stand, Fruit/Nut sale and *Puttin' on the Ritz* shall be submitted (1) to the Ways and Means committee for consideration, (2) to the Executive Board for approval, and (3) presented to the Band Booster members for final approval at which time the allocation of profits will be clearly defined.
- Sec. 3 Deposits to each designated Fund shall be made at the conclusion of each individual fund-raiser.
- Sec. 4 Ten (10%) percent of net profit of the Fruit and Nut sale shall be deposited in the Uniform Fund and fifteen (15%) percent to the Scholarship Fund unless otherwise specified by a majority vote of the Booster members. In addition, a portion of the proceeds from each student's sales shall be allocated to that individual student's account. That portion will be determined by the Executive Board. The remaining net profit will go to the general fund.

Sec. 5 Profits from the Concession Stand and *Puttin' on the Ritz* will go into the general fund.

Sec. 6 Payments for fund-raisers should follow the same procedures for band expenses (Article VII, Sec. 2).

ARTICLE IX

SCHOLARSHIPS

Sec. 1 Scholarship amounts shall be established by a majority vote of the Band Booster members. Scholarship amounts shall not be in excess of amounts available from the Scholarship Fund.

Sec. 2 Money in Scholarship Funds can never be used for anything other than scholarships.

Sec. 3 The Batson-Moreland Scholarship shall be no less than five hundred (\$500.⁰⁰) dollars and shall be awarded annually at the discretion of the Scholarship Committee.

Sec. 4 The Danny R. Skates Scholarship, adopted May 1989, shall be no less than five hundred (\$500.⁰⁰) dollars and shall be awarded annually at the discretion of the Scholarship Committee.

Sec. 5 The Karen Christian Memorial Scholarship, adopted May 1994, shall be no less than five hundred (\$500.⁰⁰) dollars and shall be awarded annually at the discretion of the Scholarship Committee and shall continue as long as Robin Christian is affiliated with the Ringgold High School Band Program.

ARTICLE X

STUDENT ACCOUNTS

Sec. 1 Each student shall have an individual student account. Funds for this account originate from designated fundraisers i.e. the annual fruit and nut sale or any other fund-raiser so designated by a majority vote of the Booster members. The percentage of distributions will vary depending upon the specific fundraising activity.

Sec. 2 Funds of student accounts may only be used for the purpose of paying for band related expenses such as but not limited to: band camp, uniform expenses, travel expenses, band trips, competitions, trips for graduating seniors, etc. The funds shall be set aside and accounted for in a student account that is separate from the Band Booster's general fund.

Sec. 3 Requests for use of Student Accounts are **ONLY** available for distribution in accordance with the individual student's written request and must include all pertinent info for the request i.e. student name, grade, purpose and dollar amount.

Sec. 4 Funds shall be carried over fiscal years.

Sec. 5 Funds will be kept in the student's account as long as the student remains continuously enrolled in the Ringgold Band Program. If the student transfers to another school or leaves the Ringgold Band Program, any remaining funds in their account may be transferred to a sibling's current account. Written authorization by the student's parent or guardian must be given for the transfer, otherwise funds shall be designated to the Scholarship Fund.

Sec. 6 Seniors with a balance in their individual account may transfer such balance to the student accounts of an immediate family member or any other active Ringgold Band member so designated by the senior student. Written authorization by the senior student's parent or guardian must be given for the transfer, otherwise funds shall be designated to the Scholarship Fund.

Sec. 7 Balances of inactive band member accounts shall be designated to the Scholarship Fund.

ARTICLE XI

CONFLICT OF INTEREST

Sec. 1 No person who does business with a school booster club or other school organization, either as a representative or owner (in whole or in part) of a company, or is in a position to profit financially from the relationship, may serve as an officer of the Band Boosters or school organization.

ARTICLE XII

AMENDMENTS

Sec. 1 The Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting. The Amendments must have been presented at the preceding regular meeting of the Band Boosters.

Sec. 2 The Constitution and By-Laws will be made available each year at the regular June meeting.

Sec. 3 No rule or regulation in this By-Law can be changed or revised, unless approved by the Executive Board, Band Booster members and the Music Director(s).

ARTICLE XIII

AUTHORITY

Sec. 1 The rules contained in Robert's Rules of Order, latest edition, shall govern the Ringgold Band Booster's, Inc. in all cases in which they do not conflict with the Constitution and By-Laws.

ARTICLE XIV

DISSOLUTION

Sec. 1 Upon dissolution, all assets of the Ringgold Band Boosters, Inc. shall be liquidated and funds held and expended by the Catoosa County School District in accordance with the purposes of the organization until all such funds shall be expended.

Sec. 2 If the Catoosa County School District is not in existence or is unwilling or unable to accept the assets of the Ringgold Band Boosters, Inc., upon the dissolution of the Boosters; 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 federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the Boosters is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

IN WITNESS WHEREOF, the Ringgold Band Boosters, Inc. has caused this Constitution and By-Laws to be executed by its duly authorized officers this 8th day of August, 2006. President: Joy Brewer Vice-President(s): Jeff Nowland Paula Dave Secretary(s): Tammy Rogers Treasurer(s): Susie Burns Band Director(s): Robin Christian