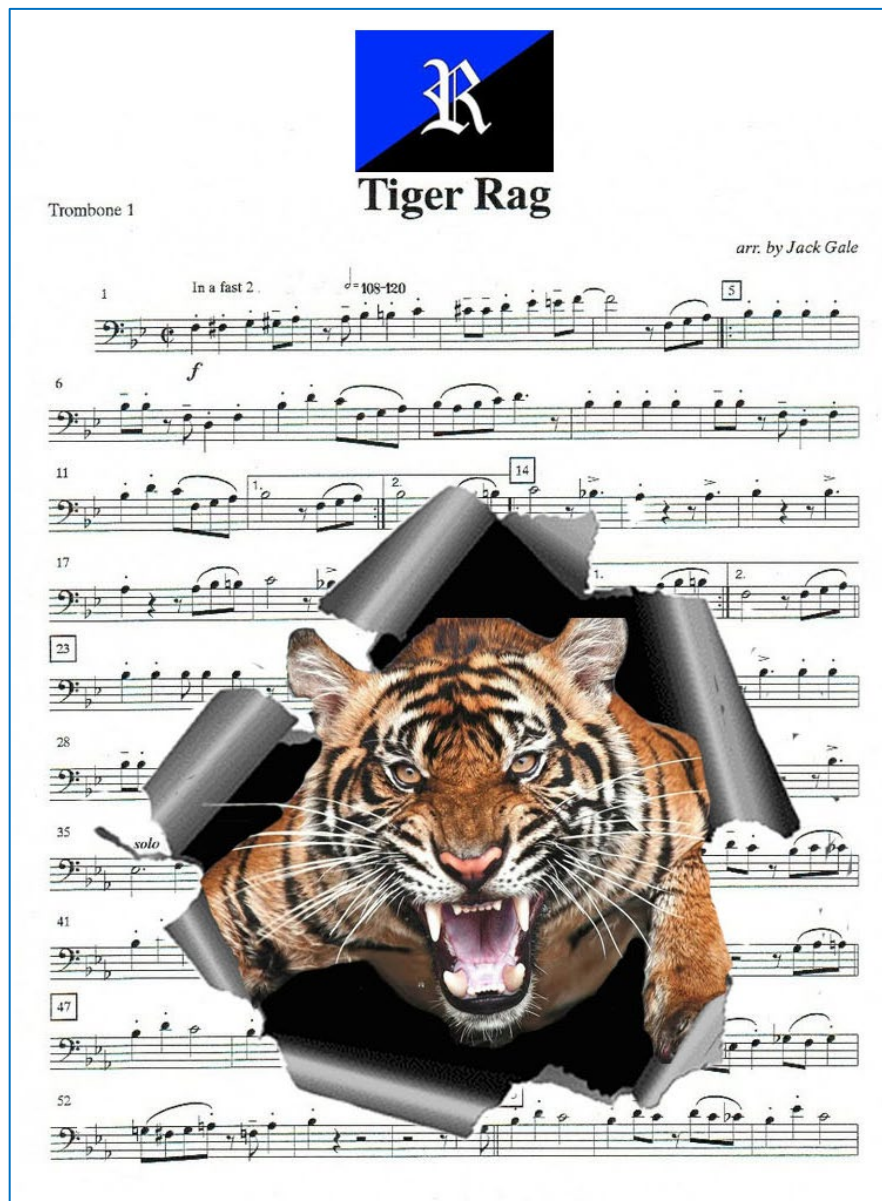


# RINGGOLD BAND BOOSTERS, INC.

## CONSTITUTION AND BY-LAWS



**Trombone 1**

**Tiger Rag**

*arr. by Jack Gale*

In a fast 2  $\text{♩} = 108-120$

1 **f** 5

6

11 14

17 23

28

35 *solo*

41

47

52

The image shows a page of musical notation for the Trombone 1 part of 'Tiger Rag'. The score is in bass clef with a key signature of two flats (B-flat and E-flat). It includes various musical notations such as dynamics (f), articulation (accents), and performance instructions like 'In a fast 2' and 'solo'. A large, detailed illustration of a tiger's face, roaring with its mouth open, is superimposed over the center of the page, appearing to break through a jagged hole in the paper. The tiger is orange with black stripes and white whiskers. The entire page is enclosed in a blue border.

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# **1. INTRODUCTION**

## **1.1. ORGANIZATION NAME**

The name of this organization shall be *Ringgold Band Boosters, Inc.*, hereafter referred to as the Band Boosters or the organization.

## **1.2. LOCATION**

The location of the Ringgold Band Boosters, Inc. is 29 Tiger Trail, Ringgold, GA. The mailing address of the organization is P.O. Box 924, Ringgold, Georgia, 30736.

## **1.3. PURPOSE**

- 1.3.1. To provide inspiration, guidance, and assistance to all band students and staff in order to develop and sustain top performing instrumental music programs at all levels.
- 1.3.2. To secure closer contact between interested parents, students, teachers, directors, and staff, thereby assuring clear communication and cooperation among all those involved in the band program. To foster closer ties between the parents of younger music students and the parents of high school students, thereby strengthening the entire band program.
- 1.3.3. To promote music culture throughout the community by fostering greater concert attendance and other public support of all band activities, thereby rendering moral support to the students.
- 1.3.4. To assist with the purchase of equipment and supplies which would not be available through the school budget, facilitated by fundraisers or donations

## **1.4. BASIC POLICIES**

- 1.4.1. It is the policy and intent of the Band Boosters to permit membership to all and to prohibit discrimination based on race, color, religion, age, national origin, gender, financial status, marital status, disability status, or veteran status.
- 1.4.2. The Band Boosters, also, will abide by state and local prohibitions against other forms of discrimination not specifically mentioned above.
- 1.4.3. 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.

# **2. MEMBERSHIP**

## **2.1. MEMBERSHIP**

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 and legal guardians of students in the instrumental music department of both schools and auxiliary units are considered members.

## **2.2. DUES**

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

## **2.3. VOTING**

The voting membership consists of band boosters. Each family in good standing (fees paid up for current year) shall be allowed one vote per member on all voting matters.

## **2.4. MEETINGS**

- 2.4.1. 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 (July -November) when meetings will be held on the second and fourth Tuesdays at 7:00 pm.
- 2.4.2. Special meetings of the Executive Board or officers may be called by the President, Vice-President and/or Band Director(s).
- 2.4.3. The April 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 Band Boosters. Meeting minutes must reflect outgoing officers and incoming officers.
- 2.4.4. The rules contained in Robert's Rules of Order, latest edition, shall govern the Band Boosters in all cases in which they do not conflict with the Constitution and By-Laws.

### **3. OFFICERS**

#### **3.1. EXECUTIVE BOARD**

- 3.1.1. The Executive Board shall be composed of the Band Boosters' officers, Committee chairpersons of this organization and the Director(s) of Music.
- 3.1.2. 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.
- 3.1.3. Any emergency measure passed by the Executive Board shall be brought up and reviewed at the next regularly scheduled Band Booster meeting.
- 3.1.4. Review the financial status of the Band Booster members and submit an Annual Budget for the upcoming year to the Booster membership for approval.
- 3.1.5. A majority of the members of the Executive Board shall constitute a Quorum.
- 3.1.6. The Executive Board shall read through the current Bylaws to come to a better understanding of the functioning of the boosters at their first meeting as newly elected officers.

#### **3.2. THE OFFICERS OF THIS ORGANIZATION**

- 3.2.1. President
- 3.2.2. Vice-President
- 3.2.3. Secretary
- 3.2.4. High School Treasurer
- 3.2.5. Middle School Treasurer

#### **3.3. ELECTION OF OFFICERS**

- 3.3.1. At the regular meeting held in February, a Nominating Committee of five (5) members shall be elected by the membership. It shall be the duty of this committee to nominate candidates for the officers positions to be filled at the Annual Meeting in April. The Nominating Committee shall report on the candidates at the regular meeting in March. Before the election at the Annual Meeting in April, additional nominations from the floor shall be permitted.
- 3.3.2. Officers are to be elected at the Annual Meeting in April and will assume their duties at the next regular scheduled meeting following the election.
- 3.3.3. All Band Booster members must be notified 30 days prior to the Annual Meeting in April of the known candidates eligible to be elected as new officers.
- 3.3.4. A majority vote of the members present shall constitute an election.

#### **3.4. DUTIES OF OFFICERS**

- 3.4.1. 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.
- 3.4.2. 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.

- 3.4.3. The Secretary(s) shall attend to correspondence and keep an accurate record of all Booster and Executive Board meetings, communicate meeting notices, maintain the Band Boosters' web site and other duties prescribed by these bylaws. Copies of minutes are to be given to the Booster President 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.
- 3.4.4. The Treasurer(s) shall receive all funds due the Band Boosters, deposit same in a bank account within seven (7) working days, and pay out all monies owed by the Band 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 and see that the books and reports are duly submitted for auditing at the end of each fiscal year. The Treasurer shall be responsible for filing all appropriate tax returns. To perform all other duties as prescribed by these bylaws.
- 3.4.5. All officers shall serve without bond and without compensation.

### **3.5. OFFICER ELIGIBILITY REQUIREMENTS**

- 3.5.1. 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.
- 3.5.2. All officers must have a child, grandchild or ward of the state who is a member of the instrumental music departments and/or auxiliary units of the aforementioned schools.
- 3.5.3. Any persons married or otherwise related shall not hold two separate executive positions.
- 3.5.4. 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.
- 3.5.5. No member shall hold more than one office at a time and that member may only hold that office for two terms consecutively.

### **3.6. VACANCIES**

- 3.6.1. In case of a vacancy in the office of President, the Vice President shall ascend to the Presidency.
- 3.6.2. 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.

## **4. FINANCIAL**

### **4.1. FISCAL YEAR**

The fiscal year runs from June 1 through May 31.

### **4.2. FINANCIAL POLICIES**

- 4.2.1. 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.
- 4.2.2. 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 Sec 1.3 hereof.
- 4.2.3. Payment for fundraisers and any and all band expense 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, cash or PayPal. Check and Money Orders are to be made payable to the Ringgold Band Boosters, Inc. **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.**

- 4.2.4. All Band Booster monies are to be counted by the Treasurer (or other designated officer) and one other Band Booster member as close to the conclusion of any event as possible. This process should be documented on a paper signed and dated by both counters, and deposited in the bank or night depository as appropriate.
- 4.2.5. The Band Director shall have a \$1000 discretionary fund yearly (from June thru May). Any funding requests beyond the \$1000 discretionary fund must be approved by the majority of members present at a regularly scheduled Band Booster meeting. If any monies are expended or promised by the Band Director without the approval of the Band Boosters, the expense will be the responsibility of the Director. Receipts for expenses must be presented within 30 days of the expense.
- 4.2.6. As the school district currently compensates Directors with the Marching Band through district funded contracts, the Boosters agree to provide additional compensation for aides/assistants totaling up to but not exceeding \$10,000 to be utilized at the Director's discretion for the employing of said aides/assistants. Additional Band Camp Staff or staff for other activities shall be paid separately from this specific line item but shall be included in the budget.

#### **4.3. EXPENDITURE LIMITS**

- 4.3.1. Expenditures of up to \$100 may be made if approved by the President or a Treasurer.
- 4.3.2. Expenditures of \$100.01 to \$500.00 must have approval of at least two of the following: President, Vice-President, Secretary, and Treasurer(s).
- 4.3.3. Expenditures of \$500.01 to \$2500.00 must have the approval of a majority of the Executive Committee.
- 4.3.4. Expenditures of over \$2500.00 must be approved by at least a majority vote of the Executive Committee and two-thirds majority vote of the active members of a regularly scheduled Band Boosters meeting.
- 4.3.5. Expenditures of over \$500.00 must have the signatures of both the Treasurer and the President on the check.
- 4.3.6. Expenditures of rollover money (money collected for a specific reason) may be made at any time.

#### **4.4. FUNDING**

- 4.4.1. Funding for the Band Boosters is the responsibility of the student's families and shall include band student's fee. All families are expected to meet their obligations on time. Designated payment schedules will be agreed upon by the Board members.
- 4.4.2. One of the primary purposes of the Band Boosters is to provide supplementary financial support to the band program. To that end, it is necessary to conduct fundraising activities. Fundraising shall go towards future expenses and cannot be applied to band fees and other expenses incurred or due before the fundraising events take place.
- 4.4.3. Fundraising activities must comply with the laws of the State of Georgia, the rules of the Catoosa County School Board, Ringgold High and Middle Schools and other rules as may be adopted by the membership.
- 4.4.4. In no case shall fundraising activities cause the Band Boosters to be in danger of losing its nonprofit status.
- 4.4.5. Any and all fund-raisers with the exception of the Concession Stand and *Puttin' on the Ritz* shall be submitted to the Executive Board for approval and presented to the Band Booster membership for final approval at which time the allocation of profits will be clearly defined. Profits from the Concession Stand will go into the Band Boosters' General Fund. Profits from *Puttin' on the Ritz* will be split with eighty percent (80%) going the Band Boosters' General Fund and twenty percent (20%) going to the Ringgold Middle School Account.
- 4.4.6. Deposits to each designated Fund shall be made at the conclusion of each individual fund-raiser.

#### **4.5. ANNUAL REPORT**

- 4.5.1. 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 initial July meeting each year. The Annual Financial Report shall state the following:
  - Balance on hand at the beginning of the fiscal year.
  - All cash received and from what source.

- Total cash to be accounted for.
- All expenditures will be documented.
- Balance on hand at the end of the fiscal year.

4.5.2. 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.

#### **4.6. SCHOLARSHIPS**

4.6.1. 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.

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

4.6.3. The Batson-Moreland Scholarship shall be no less than five hundred (\$500.<sup>00</sup>) dollars and shall be awarded annually at the discretion of the Scholarship Committee.

4.6.4. The Danny R. Skates Scholarship, adopted May 1989, shall be no less than five hundred (\$500.<sup>00</sup>) dollars and shall be awarded annually at the discretion of the Scholarship Committee.

4.6.5. The Mrs. Eddie Lou Wright Scholarship, adopted May 2012, shall be no less than five hundred (\$500.<sup>00</sup>) and shall be awarded annually at the discretion of the Scholarship Committee and shall continue as long as Tracy Wright is affiliated with the Ringgold Band Program.

#### **4.7. STUDENT ACCOUNTS**

4.7.1. In order to protect the Band Boosters' 501(c)(3) non-profit status, all student account funds must remain the property of the Band Boosters. No funds may be dispersed from student accounts directly to the students or parents.

4.7.2. The Treasurer shall maintain funds, and records thereof, earned by students active in the Ringgold Band Program. These funds will be maintained in a separate account from the funds of the organization.

4.7.3. Funds in a student's account can only be used for band expenses or band sponsored activities for the student. Band fees are not an acceptable use for these funds. The student or parent shall request the use of these funds by submitting either an e-mail or written request to the Treasurer.

4.7.4. Funds will be kept in the student's account as long as the student remains continuously enrolled in the Ringgold Band Program. If/when the student leaves the Ringgold Band Program, for any and all reasons, 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 Band Boosters' General Fund.

### **5. COMMITTEES**

#### **5.1. COMMITTEES**

5.1.1. 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.

5.1.2. 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.

#### **5.2. CHAIRPERSON TERMS**

The term of each Chairperson shall be one (1) year or until the selection of a successor.

#### **5.3. STANDING COMMITTEES AND CHAIRPERSON DUTIES AND RESPONSIBILITIES**

5.3.1. Audit Committee: The Audit Committee shall consist of a Chairman and no less than three (3) or no more than six (6) other Band Booster members appointed by the President who shall review the annual fiscal report submitted by the Treasurer.

- 5.3.2. Concession Stand: The Concession Stand committee shall consist of a Chairperson and as many volunteers as deemed necessary. This committee will be entirely responsible for the concession stand. The chairperson will be responsible for turning in all 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.
- 5.3.3. Fundraising: The Fundraising Committee shall consist of a Chairperson and as many volunteers as deemed necessary. 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.
- 5.3.4. Chaperones: The Chaperone Committee shall consist of a Chairperson and as many volunteers as deemed necessary. 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. The Head chaperone will also coordinate background checks for all potential chaperones.
- 5.3.5. Scholarship: The Scholarship Committee shall consist of a Chairman and two (2) other members. The total committee shall consist of a freshman parent, a sophomore parent and a junior parent. 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. This committee will be appointed in April and their duties will be completed by the end of May.

## **6. MISCELLANEOUS PROVISIONS**

### **6.1. AMENDMENT PROCESS**

- 6.1.1. This Constitution and By-Laws may be amended by a majority vote of the members present at any regular meeting providing the Amendment(s) have been presented at the preceding regular meeting of the Band Boosters.
- 6.1.2. This Constitution and Bylaws shall be reviewed (and revised if necessary) every three years.
- 6.1.3. The secretary's copy of this document shall be the official copy.

### **6.2. DISSOLUTION**

- 6.2.1. 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.
- 6.2.2. 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 organization; 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 Band 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.

**ADOPTED BY THE MEMBERSHIP OF THE RINGGOLD BAND BOOSTERS, INC. SUMMER 2021.**

**This document supersedes all prior revisions.**

**Adopted: August 2006**

**Amended: January 2009**

**Amended: May 2012**

**Amended: October 2015**

**Full Revision: August 2021**