

RIDGE VIEW HIGH SCHOOL BAND BOOSTERS BY-LAWS

ARTICLE I

NAME

The name of the organization shall be the Ridge View High School Band Boosters.

ARTICLE II

PURPOSE

Section 1. The purpose of the organization will be to provide financial assistance and spontaneous service to the band program at Ridge View High school located in Columbia, South Carolina. The organization shall; promote a positive image to the students, aid in the development of student involvement, promote student leadership, support the schools curriculum and activities, assist and support the band director, as well as other objectives that are necessary, desirable, and consistent with the purposes as set forth above.

Section 2. The purposes of the organization are exclusively charitable and educational within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law.

Section 3. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue code of 1986 or the corresponding provision of any future United States Internal Revenue law.

ARTICLE III

MEMBERS

Section 1. Parents or guardians of students who are members of the Ridge View Band shall be eligible for membership in the Ridge View High School Band Boosters. All memberships will be considered "family" memberships and will entitle the members to a maximum of 1 vote per parent or legal guardian for a maximum of 2 votes per paid membership.

Section 2. Honorary members may be elected by the Executive Board subject to the conditions as listed in Article X of this document. This membership is generally reserved for alumni, past members, and those who have made a significant contribution to the band program but do not have a child in the band.

Section 3. All eligible members meeting the above qualifications will be required to pay the yearly dues that will be established by the Executive Board. Members will not be considered active until such dues are paid.

Section 4. Only active members shall be entitled to vote and hold office.

**ARTICLE IV
OFFICERS**

Section 1. The officers of this organization shall consist of the president, vice president, secretary, and treasurer. These officers shall perform the duties prescribed by the by-laws and the parliamentary authority adopted in article XII. The officers of the organization shall serve without compensation.

Section 2. Officers must be active members of the organization.

Section 3. Any officer who is found to be in violation of the organizations purpose as stated in Article II of this document will be subject to removal by majority vote of the Executive Board.

Section 4. Vacancies caused by resignation, transfer, lack of active involvement, or as a result of section 3 of this Article shall be filled by a vote of the Executive Board.

**ARTICLE V
DUTIES OF THE OFFICERS**

Section 1. The president shall be the Chief Executive Officer of the organization and shall preside over all of the membership and Executive Board meetings. They shall actively promote and direct the affairs of the organization while impartially enforcing the by-laws and ensure that all officers and committees perform their duties.

Section 2. The vice president shall ensure that all committees are organized with an adequate number of members and ensure that each member of the organization has an opportunity to serve on a committee. In addition, the vice president shall coordinate, as necessary, the activities of the various committees. In the absence of the president, the vice president shall execute all of the duties and responsibilities in Section 1 of this Article.

Section 3. The secretary shall keep a full and accurate account of the proceedings of all member and Executive Board meetings while making them available to the members. He/She shall be responsible for the gathering and storing of all correspondence for the organization and shall serve as a repository for various committee reports and other documentation to be maintained on file. The secretary shall be responsible for the smooth transition of all correspondence and documentation to the incoming officers.

Section 4. The treasurer, who is an ex-officio member of the Ways and Means Committee, shall keep a full and accurate account of the receipts and disbursements of the organization in the format requested by the band director, and shall ensure the deposit of all monies into the official depository. He/She will be responsible for providing an accurate report of the organization's financial status at all member and executive board meetings or when requested by the president. In addition, the treasurer shall be responsible for maintaining the organization's checkbook.

ARTICLE VI
Board Structure

Section 1. The Executive Board will consist of the elected members of the organization, (President, Vice-President, Secretary and Treasurer) and the Band Director and the appointed Chairperson of the Ways and Means Committee.

Section 2. The Executive Board shall have general supervision of the affairs of the organization will be responsible for making recommendations to it.

Section 3. The Executive Board shall be responsible for the preparation of the budget, its periodic review, and making recommendations to the organization regarding changes to the budget during the year.

Section 4. The Executive Board shall be subject to abide by the by-laws and shall meet monthly during the school year and as deemed necessary by the President.

Section 5. The Board of Directors will consist of the Executive Board, all Required Committee Chairpersons and the immediate Past President.

Section 6. The Board of Directors will report to the Executive Board and serve as an advisory panel for issues concerning the General Membership when required by the Executive Board.

Section 7. All members of the Booster Club will be considered the General Membership.

ARTICLE VII
COMMITTEES

Section 1. Committee Chairpersons shall be appointed by the Executive Board, or may be elected by committee members.

Section 2. If appropriate, the committees will coordinate with student representatives appointed by the band director.

Section 3. The Executive Board shall create committees other than those listed here as needed.

Section 4. The president shall be an ex-officio member of all committees except the Nominating committee.

Section 5. The Ways and Means Committee shall plan, organize, conduct, and supervise all fund raising activities. The chairperson shall appoint coordinators for major activities if necessary and ensure that sufficient members have been assigned to those activities. This is a REQUIRED committee.

Section 6. The Nominating Committee shall prepare a list of proposed officers for the following year. The committee must make sure that each person on the list has

approved of their name being placed in nomination and that the list is approved by the Executive Board. This is a REQUIRED committee.

Section 7. The Audit Committee shall consist of two or more members appointed by the executive board for the purpose of reviewing the organization's books and records at the end of each year. This is a REQUIRED committee.

Section 8. The Membership Committee shall be responsible for calling the members in advance of meetings to invite them to attend. In addition they are responsible for planning, organizing, and conducting a campaign to solicit member participation at meetings and events. This is a RECOMMENDED committee.

Section 9. The Chaperone Committee will be responsible for creating and maintaining the chaperone standards list and submitting it to the Executive Board for approval. In addition they are to coordinate with the band director to insure that all band events have adequate chaperones present. They will also be responsible for making sure that all chaperones are acquainted with the proper procedures. This is a RECOMMENDED committee.

Section 10. The Public Relations Committee shall provide information about band and booster activities to the members on a consistent basis. This information should be provided both internally and externally through the use of newsletters, flyers, and other appropriate means. This is a RECOMMENDED committee.

Section 11. The Uniform Committee shall ensure the availability and maintenance of uniforms, uniform parts, and accessories. This is a RECOMMENDED committee.

ARTICLE VIII FINANCES

Section 1. The Executive Board shall present the preliminary budget to the General Membership at the organization's May general membership meeting. A proposed final budget will be presented to the General Membership at the first regularly scheduled meeting of the new school year.

Section 2. The Ways and Means committee shall present a proposed plan for raising funds to implement the budget for approval at the organization's first general meeting of each school year.

Section 3. The fiscal year of the organization shall end May 31.

Section 4. Any obligation or expenditure of the organizations assets, with the exception of budget items, in excess of one hundred dollars (§100.00) requires the prior approval of the Executive Board.

Section 5. Any obligation or expenditure of the organizations assets, with the exception of budget items, in excess of one thousand dollars (§1,000.00) requires the prior approval of the membership.

Section 6. All funds of the organization shall be deposited in a local banking institution designated by the Executive Board.

Section 7. Upon dissolution of the organization all assets shall be turned over to the band director to become property of the Ridge View High School band program.

ARTICLE IX ELECTIONS

Section 1. A Nominating Committee shall be appointed by the executive board no later than January of that calendar year. This committee will present a slate of proposed officers to the executive board at its February meeting.

Section 2. The nominations shall be presented to the membership at the general meeting in March.

Section 3. All officers shall be elected at the annual meeting in April. Nominations may also be accepted from the floor at this meeting. Anyone nominated from the floor must be present at the meeting where nomination occurs in order to be considered for office. Officers will be elected by a majority vote of the members present at that meeting provided that there is a quorum. In the case of a tie, the two nominees may be considered as co-officers. The officers shall officially take office at the May meeting or after the end of year banquet, whichever is later, with the exception of the Treasurer who will turn over office when the year end review of accounts is completed.

ARTICLE X MEETINGS

Section 1. The general membership meetings shall be held on the second Tuesday of each month from September through May unless otherwise directed by the president or Executive Board.

Section 2. The May meeting shall be considered the annual membership meeting.

Section 3. Special meetings of the membership may be called by the Executive Board at any time, provided a 24 hour notice is given to the members.

Section 4. A quorum shall be considered to be 10% of the membership.

ARTICLE XI AMENDMENTS TO THE BY-LAWS

These by-laws can be amended at any regular membership meeting so long as the following applies; a quorum is present at the meeting, the amendment passes by a two-thirds majority, and the proposed amendment has been submitted in writing at the

previous regular membership meeting. Amendments may be considered and voted on separately or as one vote for all amendments. This determination will be made by Executive Board and published as part of the amendment process.

ARTICLE XII
PARLIAMENTARY AUTHORITY

“Robert’s Rules of Order” shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.