

Highlands Ranch High School Band Boosters Bylaws

I. Name

- A. The name of this organization shall be: Highlands Ranch High School Band Boosters.

II. Purpose

- A. To collaborate with the Band Director and the school officials in creating a successful instrumental music program
- B. To promote an interest in the Band program
- C. To aid in funding the Band program for purposes other than those financed by the general school budget

III. Membership

A. Eligibility and Procedures

1. Any parent or guardian of a current Highlands Ranch High School Band member is a voting member.
2. Voting membership is also open to all administrators within Highlands Ranch High School.
3. Any other interested party may become a non-voting associate member after approval by the Board of Directors.
4. Membership shall be available without regard to race, color, creed, national origin, or disability.
5. Administrative fees for membership may be established by the Board of Directors and paid annually.

B. Termination of Membership

1. Band booster members are expected to serve as positive role models for members of the band programs. Any member may be terminated if they act in a manner deemed harmful to the booster group or the band program in general, or if his or her conduct is deemed improper at a band function where the improper conduct might reflect a poor image to the youth present. Any member of the Board of Directors may present a case for termination of a member. Any member recommended for termination may have the opportunity to be heard at a meeting scheduled by the Board of Directors. The members present shall vote on a termination motion and the termination shall be effective only if a majority of members present vote in favor of the motion.

IV. Officers

- A. The elected officers shall be President, Vice-President, Secretary and Treasurer. These officers will comprise the Board of Directors.
- B. The Band Director shall serve as an advisor to the Board of Directors.
- C. Two Booster Parents may jointly fill an office, but they have only one vote.
- D. The election of officers shall be held in November with new officers beginning their terms January 1.
- E. The term of office shall be one year (January to December). Officers are eligible for re-election. Any vacancy in an elected office shall be filled for the balance of the term by appointment of the Board of Directors.
- F. Preferably, the elected and appointed officers shall represent the diversity present in the band programs including but not limited to grade level, sections, and programs within Highlands Ranch High School.
- G. An elected officer must be a voting member during their term of office.

- H. Duties of the officers include;
1. President: Conduct all meetings. Oversee the proper functioning of the committees. Serve as the official representative of the organization when necessary. Serve as the main communication link with the Band Director.
 2. Vice-President: Serve in the absence of the President, serve as the Fundraising Coordinator.
 3. Secretary: Take minutes of all board meetings and make available to entire Board via email and Google Drive. Take minutes of all booster meetings and make available to all parents via email and/or social media. Maintain files of minutes. Complete other clerical and correspondence duties as necessary.
 4. Treasurer: Maintain records of all bank and student accounts and write authorized checks. Provide a financial report at each regular membership meeting and file annual tax return.
- I. As a group, the Board of Directors shall have the usual administrative duties necessary for carrying out the work of this organization as per Article II and shall maintain the fiscal solvency of the organization.
- J. The Board of Directors will adhere to financial accounting policies and procedures outlined by the HRHS Administration and Douglas County Schools. The HRHS Band Booster accounting records will be open for review upon written request to the Treasurer or the President.
- K. Board of Directors meetings will be scheduled by the President and convened monthly.

V. Standing and ad hoc Committees

- A. Chairpersons will be recommended and approved by the outgoing Board of Directors at its spring meeting.
- B. With approval of the Board of Directors, two Band Booster Parents may jointly fill an appointment.
- C. Ad Hoc committees may be created and disbanded at the discretion of the Board of Directors.

VI. Booster Meetings

- A. There shall be at least four scheduled Booster meetings during the school year (one per quarter).
- B. The President or a designated officer working through the Band Director shall schedule the meetings at the beginning of the school year and post them on the website at www.hrhsbands.com under Calendars
- C. Those in attendance at each meeting shall represent a quorum. Decisions made through votes taken at the meetings shall be final
- D. The Board of Directors may call other meetings as deemed necessary.

VII. Finances

- A. The fiscal year shall coordinate with the school year. May 1 – April 30
 1. A tentative budget shall be drafted for each individual program during the school year and approved by a majority vote of the members present.
 2. The treasurer shall prepare a financial statement at the end of the calendar year, to be reviewed by the board
 3. Upon dissolution of the organization, any remaining funds should be used to pay any outstanding bills. In the event there is still money remaining it will be donated to the school

- B. Fund Raising Projects shall be carried out as needed to further the work of the organization
 - 1. All fund-raising projects require the approval of the Band Director and will include at least one Band Booster member. Approval will be noted in the Board or Booster Meeting Minutes
 - 2. All payments shall be given to the Treasurer for deposit in the accounts of “Highlands Ranch High School Band Boosters”
- C. Budgeted expenditures:
 - 1. The Treasurer may pay budgeted expenditures as they are re-affirmed by the Board of Directors and funds are available.
- D. Non-budgeted expenditures:
 - 1. The Board of Directors shall approve items up to \$1,000.00 unless deemed an emergency
 - 2. Items over \$1,000.00 shall be presented to the Board and then included on the published agenda and presented to the Boosters for approval.

VIII. Records

- A. The Secretary shall keep a file of all reports, papers of agenda, minutes and business during his/her term of office.
- B. The President shall keep an archive of records of all previous business of the organization.
- C. Treasurer shall keep a file of all financial and tax records.

IX. Change in Bylaws

- A. The bylaws may be amended by a two-thirds majority vote of the members present at any regular meeting of the Highlands Ranch High School Band Boosters, providing all members have been duly notified in writing of proposed change not later than one week prior to said regular meeting. ByLaws are to be reviewed and revised every even year.

X. Authority

- A. The Rules contained in Robert's Rules of Order, Revised shall govern this organization in all cases in which they do not conflict with the rules of this organization and shall be administered by the Band Booster President.

Director of Bands, Chris Rigolini
Co-Presidents, Gail Howard and Natalie Guessas
Secretary, Sarah Fason
Highlands Ranch High School Band Boosters
As ratified on 3/5/2020 at General Meeting of Full Membership