

## 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 program 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 member after approval by the Board of Directors
    - 4.
    5. Administrative fees for membership shall not be established
  - 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 Boosters or the band program in general.
    2. Any member of the Board of Directors may present a case for termination of a member.
    3. Any member recommended for termination may have the opportunity to be heard at a meeting scheduled by the Board of Directors.
    4. 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. Take minutes of all booster meetings and make available to all members. Maintain files of minutes. Complete other clerical and correspondence duties as necessary
  4. Treasurer: Maintain records of all bank accounts and write authorized checks. Provide a financial report at each regular meeting and file business documents
- 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 Board of Directors
- 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 and post them on the website at [www.hrhsbands.com](http://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
  1. A tentative budget shall be drafted for each individual extracurricular band 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 HRHS band activities account
- 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 account() 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 at the next meeting

#### VIII. Records

- A. The Secretary shall keep a file of all reports, 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 and business documents

#### 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 Instrumental Music, Chris Rigolini  
Presidents, Natalie Guessas  
Vice President, Gail Howard  
Treasurer, Amy Baum  
Secretary, Sarah Fason  
Highlands Ranch High School Band Boosters  
As ratified on 3/10/2022 at General Meeting of Full Membership

*For purposes of electronic filing, this document is presumed signed and approved under Colorado statutes and all information is hereby acceptable.*