

**Roosevelt High School Band Parent Association, Inc.**  
**By-Laws**  
**Last Update: April 2011**

**ARTICLE I-NAME**

- Section 1. The name of this organization shall be the Roosevelt High School Band Parent Association, Inc., hereafter referred to as the Association.

**ARTICLE II-OBJECTIVES**

- Section 1. To promote the entire band program of Roosevelt High School and to assist the band directors and school authorities in the development of an outstanding band program.
- Section 2. To support, cooperate with and abide by the decisions of those in charge of the band program at Roosevelt High School, the Instructional Planning Center, and the Sioux Falls School Board to the end that this program be brought to and kept at the highest point of excellence.
- Section 3. To adhere to all Sioux Falls School District policies and procedures in the operation of the organization.
- Section 4. To aid in chaperoning on band trips.
- Section 5. To actively engage in fundraising endeavors, thus providing financial support for the band program of Roosevelt High School.
- Section 6. To provide an exemplary model of loyalty, respect, integrity, cooperation and dedication through parental participation in all activities of the Association and the Roosevelt High School Band Program.

**ARTICLE III-MEMBERSHIP**

- Section 1. The membership of this Association shall include any and all parents, grandparents, stepparents, and/or guardians of students (incoming 8<sup>th</sup> graders through 12<sup>th</sup> grade) currently registered in the Roosevelt High School band program.
- Section 2. Associate memberships are available to other interested persons or organizations of the community. Those holding such memberships shall not have voting privileges.
- Section 3. Associate memberships may be granted to those persons having a special interest in the band on approval by the senior band director.

**ARTICLE IV-OFFICERS**

- Section 1. The elected officers of this Association shall be: President, Vice President, Secretary, Treasurer and two members-at-large.
- Section 2. The Roosevelt High School Band Directors and Immediate Past-President shall be members of the Executive Board.

- Section 3. The Roosevelt High School Band Directors shall be ex-officio (non-voting) members of all committees.
- Section 4. Two people may simultaneously serve as a single officer. In this case, two people jointly share all duties and responsibilities but have only one vote.
- Section 5. No persons may hold more than one office in a given school year.
- Section 6. Any officer or agent may be removed by Executive Board whenever in its judgment, the best interests of the Association will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment of an officer or agent shall not of itself create contract rights.
- Section 7. If a member of the Executive Board cannot complete their term of office, because of death, resignation, removal, disqualification or otherwise, the remaining Executive Board members shall appoint a person to assume to the duties of the vacated office.

#### ARTICLE V-DUTIES OF THE OFFICERS

- Section 1. The President shall preside at all meetings and act as Chairperson of the Executive Board and shall be an ex-officio member of all committees. The President shall be the band parents' representative on any music related committee formed to promote the music program at Roosevelt High School.
- Section 2. The Vice President shall act as an aide to the President and shall perform the duties of the President in the absence or inability of that officer to service. The Vice-President shall also be the Roosevelt High School representative on the Festival of Bands Committee. The Vice President shall stand for election to President the following school year.
- Section 3. The Secretary shall record the minutes of all meetings of the Association and Executive Board and shall provide, upon request, copies of the minutes to Executive Board members and Principal of Roosevelt High School. The Secretary shall also perform such other duties as delegated.
- Section 4. The Treasurer shall record the finances of the Association, keep an accurate record of receipts and expenditures and pay out funds as authorized by the budget as approved by the Band Parent Association. The Treasurer shall present a monthly financial statement at the Association meetings and also at other times when requested by the Executive Board. The Treasurer shall produce, with the help of the Executive Board, a budget of the Association for the current year prior to the regular meeting of the Association in the month of May. The budget will be voted upon for approval by the membership of the Association at a regular or special meeting of the membership. The Treasurer will hold a separate account and separate financials for DCI (Drum Corp International). Concert cash will be accounted for and managed in accordance with school policy.

- Section 5. Members at large shall attend Executive Board meetings and assist in planning activities of the Association, appointments to committees, preparation of budgets and shall perform any other duties as delegated by the Executive Board.

#### ARTICLE VI-EXECUTIVE BOARD

- Section 1. The Executive Board shall be composed of the elected officers, the Roosevelt High School Band Directors and the immediate Past-President of the Association.
- Section 2. The Executive Board shall be the decision making organ of the Association. Any and all decisions made by Executive Board shall be subject to the approval of the Band Directors.
- Section 3. The Executive Board shall meet prior to each general meeting of the Association and at any other times deemed necessary or convenient to plan and determine the business to be transacted.
- Section 4. A quorum of the Executive Board shall consist of a majority of the whole committee.
- Section 5. All expenditures, as deemed necessary, by the Executive Board that are above the approved budget and over \$500, shall be placed in front of the general membership for approval.

#### ARTICLE VII-MEETINGS

- Section 1. New officers will be placed in nomination during or prior to the Annual Meeting. These nominees shall stand to be elected at the Annual Meeting, to be held in May. The general membership shall be notified of the Annual Meeting either by personal contact, mail, phone, electronic mail or by website posting at [www.rooseveltband.org](http://www.rooseveltband.org) 10 days prior to the scheduled meeting.
- Section 2. A regular meeting of the Association shall be held once a month or as may be set by the Executive Board.
- Section 3. A membership Meeting of the Association shall be held in August or September or as may be set by the Executive Board.
- Section 4. Special meetings may be called by the President or the High School Band Director or by three Executive Board members.
- Section 5. The Executive Board shall set regular meetings dates at the first meeting of the Executive Board in May of each year.

#### ARTICLE VIII-STANDING COMMITTEES

- Section 1. The Standing Committee Chairpersons shall be appointed by the Executive Board and band directors.
- Section 2. There shall be the following Standing Committees: Communications/Social Media, Chaperones, Fundraising/Student Accounts, Refreshments, Flags, Rough Roadies,

Spiritwear, Uniforms, Festival of Bands, DCI, Booster Club Activity Reps, Nomination Committee, Freshman Family Mentors/8<sup>th</sup> grade liaison.

Section 3. Communication/Social Media Committee shall be responsible for promoting the Roosevelt High School Band and its activities/events in the greater community through the media, producing and distributing a monthly RHS Band newsletter, managing the RHS band website and Facebook page. A database of contact information will be maintained which may include students, parents, alumni.

Section 4. Chaperone Committee's responsibility is to recruit, train and direct adult volunteers to be with the students at RHS Band competitions, exhibitions and trips. They keep the band together as a group, provide support to student band members when needed, handle minor emergencies that arise, assist in last minute inspection, repair and completion of band uniforms before a performance, take attendance on busses and in general help Band Directors in handling the band at any and all band functions.

Section 5. The Fundraising Committee is responsible for any and all events and efforts to raise funds for the RHS Band program. This shall include fundraising for the band program and student accounts. It shall submit its plan for raising funds for the following school year by April 15<sup>th</sup> to the Executive Board and school officials for their approval. The committee shall be responsible for recruiting and directing coordinators for any and all fundraising events and activities and efforts. The Treasurer will be a member of this committee.

The Hy-Vee card fundraiser program will be under the supervision of the Fundraising Committee. The Hy-Vee card coordinator(s) will be responsible for managing the ordering and distribution of the Hy-Vee gift cards to band parents. The cards will be ordered on a regular basis and distributed on the day they are obtained.

The Student Accounts coordinator(s) shall also function under the supervision of the Fundraising Committee. They shall, in coordination with the Treasurer, maintain the funds earned by the students through designated student fundraisers, as well as any donations to the student accounts. These funds may be used to pay for band trips and other items the Executive Board deems allowable, in accordance with School District Policy and procedures.

Section 6. Refreshment Committee shall be responsible for arranging and providing water to band members at home football games, competitions, exhibitions and other band events as needed. The committee shall also be responsible for recruiting and directing volunteers to provide treats for band members after band camp and evening practices. The committee shall also provide refreshments after concerts for all in attendance and may do so by requesting parents to provide treats and drinks. This committee shall also plan and host dinners and meals to which the public is invited. This may include but is not limited to potlucks after band camps and the Indoor Marching Concert.

Section 7. The Flag Committee shall be responsible for recruiting and directing volunteers to create, sew or otherwise obtain performance flags at the direction of the Band Director. This may also include colorguard uniforms.

- Section 8. The Rough Roadie Committee shall be responsible recruiting and directing volunteers to create, fabricate, maintain, transport and setting props used in the Marching Band performances in cooperation and as directed by the Senior Band Director. This committee will also assist in setting up props and equipment/instruments used in the marching performances at football games, competitions and exhibitions at which the band performs.
- Section 9. The Spiritwear Committee shall be responsible for selecting the spiritwear available for purchase each year and both on hand at Band Parent meetings or other gatherings and on the e-store. This committee shall also coordinate with the Senior Band director to design and order the member shirts required for the students and the Show shirt available for purchase each year.
- Section 10. The Uniform Committee shall be responsible for recruiting and directing volunteers regarding the distribution of marching band uniforms which will include cataloging, inventorying, maintaining, fitting and alterations of the uniforms. This Committee will also be responsible for the ordering of shoes and gloves as needed.
- Section 11. Roosevelt Festival of Bands Committee shall recruit and direct volunteers to help with the annual event held in the fall of the year. This committee shall include the Vice President of the Association who shall be the Roosevelt representative on the Festival of Bands Committee and attend planning meetings.
- Section 12. The Roosevelt DCI (Sioux Empire Spectacular) Committee shall recruit and direct volunteers to help with this annual event held in the summer of the year. One member of the committee shall be the Roosevelt representative on the DCI committee and attend planning meetings.
- Section 13. The Booster Club Activity Committee shall consist of one or two band parents or couples to attend the monthly Booster Club meetings to represent the band and report the current happenings of the band(s). These committee members will provide a report at the band parent meetings of information discussed at the Booster Club meeting. Attendance to the monthly Booster Club meetings is required by at least one representative to qualify for funds provided by the Booster club upon the bands request.
- Section 14. The Nomination Committee shall consist of 4 members and be appointed by the Executive Board. This committee shall recruit members to fill positions to be elected by the general membership. This committee may also be asked to recruit members to head committees as needed.
- Section 15. Freshman Band Mentoring/8th Grade Liaison Committee shall recruit and direct volunteers of upperclassmen parents to be a point of contact for new and prospective band members and their families. These volunteers will be available to call and welcome these students to the Roosevelt Band Program and to serve as a resource for any questions about the band programs.

Section 16. All Committee Chairpersons shall select their committees by volunteers and appointments.

Section 17. All decisions made by the Standing Committees shall be subject to the approval of the Roosevelt High School Band Directors and necessary school officials.

#### ARTICLE IX-ANNUAL FINANCIAL AUDIT

Section 1. The Treasurer's accounts shall be audited annually by an Auditing Committee or by an outside auditing firm approved by the Executive Board.

#### ARTICLE X-MEMBER CONTRIBUTION and OTHER PAYMENTS

Section 1. Member contribution shall be reviewed each year by the Executive Board. Any changes must be approved by the general membership at any regular meeting.

Section 2. It will be the policy of the Band Association that if a check written by a band member or their parent/guardian for any type of payment (member contribution, trips, uniforms, gloves, shoes, spiritwear, student fundraiser, band fundraisers, etc.) is returned unpaid by the bank, the Treasurer will be authorized to perform the following procedures to recover the funds: Treasurer will make at least two attempts to contact the band member's parent/guardian, informing them of the returned check and offering the following options: A) The parent/guardian will be asked to make payment in cash for the amount of the outstanding check, plus any bank fees, within an agreed upon time frame, or B) The parent/guardian will be given the option to allow transfer of funds from the band member's Student Account to cover the outstanding check plus any bank fees. (A combination of options A and B would also be acceptable). If parent/guardian fails to respond after two attempts to contact them, or they fail to comply with the agreed upon arrangements, then they will automatically forfeit any funds in their band member's Student Account up to the amount of the outstanding check plus bank fees. The above policy will also apply to returned checks written by third parties, if those checks are turned in by the student or their parent/guardian for a student account fundraiser. The Executive Board will review and propose changes to this policy as needed, with any changes being approved by the Association.

Section 3. If payment in full is not received prior to the optional rotational trip the student will not be allowed to participate.

#### ARTICLE XI-ELECTIONS

Section 1. The Nomination Committee shall consist of four members and be appointed by the Executive Committee. This committee shall recruit members to fill positions to be elected by the general membership. This committee may also be asked to recruit members to head committees as needed. The Band Director shall be an ex-officio member of the Nominating Committee. Nominations may be made from the floor after the report of the Nominating Committee.

Section 2. Officers and Board of Directors are to be elected by members at the Annual Meeting in May each year. Term of office is for one year and is effective upon election.

Section 3. Approval of the Roosevelt High School Band Parent Association, Inc. programs, which include but may not be limited to the yearly calendar and fundraising events, shall be authorized by the Sioux Falls Board of Education on an annual basis or as needed.

#### ARTICLE XII-RECORDS

Section 1. All books and records of the Association may be inspected by any member, or his agent or attorney for any reasonable time.

Section 2. The operating/accounting year is June 1 through May 31.

#### ARTICLE XIII-PARLIMENTARY AUTHORITY

Section 1. Robert's Rules of Order, Revised, shall govern this Association in all cases in which they are applicable.

#### ARTICLE XIV-AMENDMENTS

Section 1. The By-laws may be amended by a two-thirds majority vote of the members present at any regular meeting of the Association. The general membership shall be notified 10 days prior to any scheduled meeting where amendments to the by-laws are on the proposed meeting agenda. Such notification may be via personal contact, mail, phone, electronic mail or by website posting at [www.rooseveltband.org](http://www.rooseveltband.org).

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