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Article I – Name

The name of this non-profit organization shall be the Ryle High School Band Boosters of Union, Kentucky hereafter referred to as the Band Boosters.

Article II – Purpose



It shall be the purpose of the Band Boosters to complement and supplement the Ryle High School Band and its related affiliates. Related affiliates to include but not limited to: Marching Band, Concert Band, Symphonic Band, Color Guard, Winter Guard and Winter Percussion. The purposes for which the Band Boosters are organized are exclusively religious, charitable, scientific, literary and educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Law. Notwithstanding any other provision of these articles, the Band Boosters shall not carry on any activities not permitted 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 United States Internal Revenue Law.

Article III – Membership

- A. Membership is limited to parents and/or guardians of students in the Bands or Guards, the Band Director and the Assistant Band Director.
- B. Voting privileges and elected offices will be limited to members who have students actively participating in band.

Article IV – Meetings

- A. Meetings for the general membership shall be held monthly unless otherwise ordered by the organization. Dates will be determined quarterly.
- B. Special meetings of the Band Boosters may be called by the president or by a majority of the Executive Committee, with at least three (3) days notice given.
- C. Meetings for the Executive Committee shall be held as deemed necessary by Yearly Standing Rules. A majority of the Executive Committee shall constitute a quorum for the transaction of business.
- D. Ten (10) members shall constitute a quorum for the transaction of business in any general membership meeting of the Band Boosters.

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Article V – Officers and Their Election

- A. All officers must have a student in the bands or guards.
- B. The officers shall be President, 1st Vice-President and 2nd Vice-President (Ways and Means), 3rd Vice-President (Events/Activities), 4th Vice-President (Budget/Finance), Treasurer and Secretary.
- C. Term of office shall be July 1 through June 30. There will be a three-month transition period beginning April 1 for all newly elected officers.
- D. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.
- E. There shall be a nominating committee composed of at least three (3) members (and always an odd number), from volunteers at the October meeting. In the event an insufficient amount of volunteers are available, the secretary will contact those members not in attendance to fill the remaining positions.
- F. The nominating committee shall submit all names of members who are willing to serve, but at least one (1) eligible person for each office to be filled. The committee shall report the nominees at the November meeting, at which time additional nominations may be made from the floor.
- G. Officers shall be elected by ballot at the December meeting. However, if there is but one (1) nominee for any office, election for that office may be by voice vote.
- H. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee, notice of such election having been given. In case a vacancy occurs in the office of the President, the 1st Vice President shall serve notice of the election at the next scheduled booster meeting.

Article VI – Duties of Officers

A. President

- Preside over all Band Boosters meetings.
- Represent the Band Boosters at all external meetings and events.
- Preside over all Executive Committee meetings.
- At each general meeting, present committee reports not reported by Committee Chairperson.

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Article VI – Duties of Officers – continued



- Serve as an ex-officio member of standing committees.
- Perform such other duties as may be assigned to him/her by the organization and the Executive Committee.

B. 1st Vice-President and 2nd Vice President (Ways and Means)

- Co-Chairs Ways & Means Committee
- Preside over meetings in the absence of the President.
- Serve as an ex-officio member of all committees for fund raising programs sponsored by the Band Boosters.
- Attend Band Boosters meetings and report on fund raising committee activities that are not being presented by Committee Chairperson.
- Develop and publish annual Plan of Fund raising programs.
- Appoint two committee members for each fund raising event to count monies collected and submit money for deposit to appropriate school official, or to the Band Boosters Treasurer.
- Assist Ryle High School Financial Secretary and Band Boosters Treasurer with maintaining accurate information on student accounts.
- Act as liaison with Ryle High School and Band Boosters Treasurer to insure the appropriate share of profit is received from concession sales and other fund raising events co-sponsored by the Band Boosters and other school organizations.
- Perform such other duties as may be assigned to him/her by the President.

C. 3rd Vice-President (Events / Activities)

- Coordinate the organization of and recruit volunteers for all events and activities. Refer to Schedule of Events / Activities to be reviewed and updated each year.

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Article VI – Duties of Officers - continued



- Serve as an ex-officio member of the uniform committee to insure band members are fitted and assigned uniforms, uniforms are kept in good condition, cleaned when necessary and stored properly.
- Perform such other duties as may be assigned to him/her by the President.

D. 4th Vice-President (Finance / Budget)

- Meet with Band Director and Treasurer to prepare and submit annual budget to the Executive Committee.
- Present annual budget to general membership.
- Meet with the Ryle High School Financial Secretary to reconcile the 4 accounts and give statement of finances at monthly meetings.
- Assist Treasurer and perform such other duties as may be assigned to him/her by the President.

E. Treasurer

- Maintain financial records and keep a full and accurate account of receipts and expenditures for both individual Student Fee and general accounts.
- Attend Band Boosters meetings and provide written report of receipts and expenditures.
- Shall have custody of all funds of the Band Boosters. Note: Only includes funds raised by the Band Boosters, student fees will be handled by the Ryle High School Financial Secretary.
- When the Boosters maintain a checking account the Treasurer will only make disbursements as authorized by the President, Executive Committee or the Band Boosters, in accordance with the budget adopted by the Organization. All checks shall require two (2) signatures, the Treasurer, President, or 4th Vice-President (Finance / Budget). It shall not be standard policy for any person to possess pre-signed blank checks.
- Assist Ryle High School Financial Secretary as needed with maintaining accurate information on student accounts and provides quarterly statements of individual student accounts.

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Article VI – Duties of Officers – continued

- Serve as an ex-officio member of all fund raising committees.
- Perform such other duties as may be assigned to him/her by the President.



F. Secretary

- Record minutes of all meetings of the Band Boosters and the Executive Committee and have posted to the web within 2 weeks of meeting date.
- Attend Band Boosters meetings, record attendance at each meeting to be attached to the meeting minutes and present minutes of previous meeting.
- Gather and report volunteer hours to the school office.
- Coordinate with Executive Committee on all incoming and outgoing correspondence.
- Maintain a roster of Band Booster membership (names, address, phone numbers and e-mail addresses)
- Develop and maintain two separate e-mail distribution lists (Boosters & Sponsors) for use in communication with these two groups.
- Perform such other duties as may be assigned to him/her by the President.

Article VII – Committees

A. Executive Committee

- Shall consist of the Elected Board, Band Director and the Standing Committee chairpersons and an optional advisory position who would be an immediate past board member selected by the executive committee. This will be a non-voting position if the person does not have a student currently in the band program.
- Shall plan and recommend the various activities of the Band Boosters.

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Article VII – Committees – continued

- Shall approve the plans and work of all committees and Executive Committee members.
- Shall be empowered to transact necessary business in the intervals between Band Boosters meetings and other such business as may be referred to it by the Band Boosters.
- May create standing and select committees and appoint chairpersons as it may deem necessary to promote the objectives and carry on the work of the organization.
- Officers and committee chairpersons shall deliver all official material to the President within 30 days of completion of their term.
- At least three members of the executive committee shall review and approve all contracts before being submitted to private contractors for goods or services. This will include the Band Director and Boosters President.
- The Executive Committee shall select an auditor or appoint an audit committee from the general membership when the booster organization maintains a checking account. The auditor or committee shall conduct an annual audit of the funds and financial records of the Band Boosters and present their findings to the general membership present at the August meeting.

B. Standing Committees

Corporate Sponsorship



- Ensure sponsorship program is implemented, followed, and reviewed on a regular basis. The goal of the committee is to increase funding for the band program by maintaining and increasing sponsorship participation.

Public Relations

- Ensure parents and the community are informed of upcoming events and/or fund raising via emails, newsletters and posting of information to the Ryle Band website. etc.

Uniform/Spirit Wear

- Ensure that all marching band members have the proper uniform for competitions and football games. Including the required pants, shirts, shoes, and gloves. The committee will also be in charge of ordering any spirit wear.

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Article VII – Committees – continued

C. Select Committees

To be determined by the Executive Committee. Refer to the Schedule of Fund Raising Projects and the Schedule of Events / Activities to be reviewed and updated each year.

D. Committee Reports



All committee chairpersons shall keep an accurate record in writing of expenses, parties contacted, methods of operation and other important information in a year end or end of event report presented to the president to aid the incoming chairpersons for the following year.

Article VIII – Budget

- A. The fiscal year shall be from July 1st to June 30th.
- B. The 4th Vice President (Finance & Budget) and Treasurer shall present the upcoming fiscal year budget to the Executive Committee who shall review and accept the upcoming fiscal year budget and present it to the Band Booster membership at the February meeting.
- C. The general membership will have the opportunity to review and then approve and adopted the budget at the March meeting. The Annual budget must be approved no later than the April meeting by a majority vote of the general membership present.

Article IX – Articles of Organization

- A. The Band Boosters organization is permanently dedicated to aid the Ryle High School Band and its related affiliates but is not intended to serve as a substitute for the legal financial obligations of the State of Kentucky, the County of Boone or the Boone County School Board.
- B. The dissolution of the organization shall require the affirmative vote of two-thirds (2/3) of the general membership.
- C. In the event of dissolution of the Band Boosters and after payment of just debts and liabilities, all assets and/or funds shall be disbursed to Ryle High School or one or

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Article IX – Articles of Organization – continued

more organizations which themselves are exempt as organizations described in Section 501(c)(3) and 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any United States Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

Article X – Parliamentary Authority

The rules contained in the Robert's Rules of Order – Newly Revised shall govern the Band Boosters in all cases where they are not covered by these bylaws.

Article XI – Amendments

Request for changes to the bylaws may be brought to motion at any regular or special meeting of the Band boosters. All members will be given 15 days notice of the motion to amend. Bylaw amendments shall require a 2/3 majority vote of the members present at the subsequent meeting.