

**NORTH ROYALTON HIGH SCHOOL BAND
BOOSTERS BYLAWS**

ARTICLE I: TITLE

This group henceforth shall be known as the “North Royalton High School Band Boosters.”
The accepted abbreviation will be “NRHSBB.”

ARTICLE II: PURPOSE

The mission of the North Royalton High School Band Boosters is to champion the instrumental music program of North Royalton High School; its students, families and directors; and the North Royalton community that supports it in order for the program to achieve excellence and inspire those touched by it.

The Objectives of NRHSBB are:

- To promote the instrumental music program in the North Royalton City School District and the community.
- To raise and provide financial support for the program, including uniform and instrument acquisition and repair, along with program and event needs.
- To champion students involved in the program, including providing recognition to band members and scholarships to select graduating seniors.
- To collaborate with the directors to further the aims of the program.
- To support families and community members involved in the program. The Core Values of the NRHSBB are:
 - Dedication: NRHSBB’s actions display strong support for the instrumental music program, its directors, and its students.
 - Support: NRHSBB provides encouragement and assistance to our students and directors to help them strive for excellence.
 - Stewardship: NRHSBB carefully and responsibly manages finances to support the instrumental music program, its directors, and its students.
 - Engagement: NRHSBB works to create an open and inviting environment where all parents and families feel involved and invested in the band community.

ARTICLE III: POLICIES

Section 1. NRHSBB will operate as a corporation not-for-profit under Section 1702.01 et seq., revised code of Ohio. A copy of the Articles of Incorporation will be kept on file with the Recording Secretary.

Section 2. The Executive Board shall be comprised of the NRHSBB Officers.

Section 3. Commitments made to other organizations or contractors must be made with the approval of the Executive Board.

ARTICLE IV: MEMBERSHIP

Section 1. Responsibilities

- a. Membership is open to all parties interested in promoting the instrumental music program.
- b. Membership shall be annual and aligned with the NRHSBB fiscal year. The annual dues shall be due and payable in August. The final deadline for membership shall be December 31.
- c. The Executive Board shall set the annual dues through a vote at an Executive Board meeting before June.

Section 2. Rights

- a. Members shall be permitted to run and vote for elected office subject to eligibility requirements and nomination by the membership.
- b. Members shall be eligible to serve on Committees and act as Committee Chairpersons.
- c. Members shall be eligible to participate fully in all general meetings as prescribed in these Bylaws.

Section 3. Lifetime Membership

- a. Lifetime Membership is the highest honor the NRHSBB can give to one of its members and is only be given to those members who have consistently provided extraordinary service to the organization and the North Royalton High School Band Program over multiple years.
- b. The President and Vice President shall have the annual opportunity to jointly recommend one or more retiring members who have served as an executive and/or chairperson to a lifetime membership. The President and Vice President may choose not to recommend a nomination for lifetime membership in any given year.
- c. The qualifications for this membership are meeting both:
 - Membership Eligibility - the person must have been a member for a minimum of four (4) years.
 - Service Eligibility - the person must have served on the executive board and/or chaired a committee for a minimum of three years cumulatively. These years need not be consecutive. If a person has served as a committee chair for multiple committees or as an executive and committee chair through the duration of the committee's annual responsibilities, each role served will count separately when determining service eligibility.
- d. The selected individual/individuals, if any, will be presented for approval to the Executive Board at the Executive Board meeting preceding the Band Awards Night. A majority "yes" vote by the Executive Board is required to become approved and effective. The Lifetime Membership Award(s) will be presented at the Band Awards Night and/or Band-a-Rama concert.

Section 4. Non-Voting Membership

- a. All persons volunteering at a band booster function will automatically become non-voting members of the NRHSBB as of the time they volunteer for the school year ending on June 30 of each year.
- b. These non-voting members will be able to participate in all volunteer activities the band boosters run to support the band program.

- c. All non-voting members can become voting members by paying the annual dues as outlined in Article IV Section 1. b.
- d. Non-voting members are not entitled to any of the privileges outlined in Article IV Section 2.

ARTICLE V: OFFICERS

Section 1. General

- a. The officers of the North Royalton High School Band Boosters shall be: President, Vice-President, Recording Secretary, Corresponding Secretary, and Treasurer.
- b. The officers shall perform the duties prescribed in these Bylaws.
- c. The Officers of the NRHSBB shall be members in good standing of the organization.
- d. The incoming officers, at the recommendation of the newly elected President, can request the retiring President to hold the position President Emeritus for a one-year term.

Section 2. Term of Office

- a. The officers shall be elected at the membership meeting held in March.
- b. The term of office shall be one year or until their successors have been elected and assume office.
- c. The incoming Board will be invited to attend the April and May Board Meetings as non-voting observers.
- d. Newly elected officers shall assume office after being sworn in at the end of the May Boosters Meeting of the school year in which they are elected or, if elected outside the normal cycle due to extraordinary circumstances, immediately. The outgoing Treasurer will continue to participate in Board activities with the new Treasurer until the end of the fiscal year.

Section 3. Limits of Term

- a. No member may hold more than one office at a time and may not serve more than three (3) consecutive terms in the same office.
- b. Any officer who has served more than half a term is considered to have served a full term in that office.

Section 4. Vacancies

- a. Vacancies in the office of President shall be served by the Vice-President.
- b. In the case of a vacancy in any other office, the President will present a candidate(s) to the Executive Board for approval.
- c. The Executive Board shall select an appointee for the vacated office from the available candidates. A majority affirmative vote of the Executive Board shall be required for appointment to fill the unexpired term.

Section 5. Resignation and Removal

- a. Any officer may resign at any time by giving written notice to the President. The President may resign by giving written notice to the Vice President.

- b. The resignation shall take effect at the time specified in the notice or, if timing is not specified in the notice, shall become effective upon delivery. Acceptance of the resignation shall not be necessary unless specified in the notice.
- c. Any officer may be removed by the Executive Board, with just cause, at any time by the affirmative vote of the majority of the Executive Board duly acting at a meeting.
- d. Any vacancy created by reason of this section may be filled at the same meeting of the Executive Board or the next meeting of the Executive Board.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. General

- a. The initial Officers and Trustees of the Corporation shall be as listed in the Articles of Incorporation.
- b. The President, Recording Secretary, and Treasurer shall have the authority jointly or severally to sign, execute, and deliver in the name of the corporation any deed, mortgage, bond, instrument, agreement, or other document evidencing any transaction authorized by the Executive Board.

Section 2. President

- a. Presides at all regular and Executive Board meetings.
- b. Appoints all Committees, Standing or Special, except the Nominating Committee.
- c. Is an Ex Officio member of all Committees.

Section 3. Vice-President

- a. Shall assume the duties of the President in his/her absence.
- b. Shall supervise the fundraising activities of NRHSBB and report to the Executive Board.
- c. Shall perform other duties as the President may request.
- d. Is an Ex Officio member of all Committees.

Section 4. Recording Secretary

- a. Shall keep a full and accurate record of all meetings of the Executive Board and of the general membership.
- b. Shall obtain approval of the minutes of the previous meeting at all general and Executive Board meetings, reading them at the meeting if necessary.
- c. Shall provide the minutes of the general membership to be posted on the NRHSBB website for access by the membership.
- d. Shall perform other duties as the President may request.

Section 5. Corresponding Secretary

- a. Shall communicate all correspondence to the full membership on behalf of the Executive Board via the NRHSBB email, social media, and other electronic channels.
- b. Shall present correspondence received by the organization to the Executive Board and general membership, as appropriate.

- c. Shall convey responses to individuals and other organizations that have corresponded with the organization as appropriate, including when directed by the Executive Board.
- d. Shall perform other duties as the President may request.

Section 6. Treasurer

- a. Receives all income and shall deposit same in the name of NRHSBB in such bank as the Executive Board shall approve. A record of all receipts and expenditures shall be maintained.
- b. Shall pay all bills incurred by the organization as approved by the Executive Board.
- c. Shall present at or before the September general meeting a fiscal year budget, which has been approved by the Executive Board, for ratification by the membership.
- d. Shall present a financial report at every NRHSBB general meeting and at other times upon request.
- e. Shall present the Books for membership audit no later than two (2) weeks after the end of the fiscal year. A membership audit committee comprised of at least two (2) members shall audit and sign the report to validate its accuracy. Members of the outgoing, current, and incoming Executive Boards are not eligible to be on the membership audit committee, except the incoming Treasurer if they desire. The Treasurer shall present the results of the audit committee to the Board without edit but may provide additional commentary if needed.
- f. Shall secure a Non-Profit institutional fidelity bonding policy. The expenditure incurred shall be a legitimate expense.
- g. Shall perform other duties as the President may request.

Section 7. President Emeritus

- a. Shall assist the current officers with their support, knowledge, and experience working with the boosters, band, and directors.
- b. Shall assist the newly elected President with special projects assigned by the President. Provide progress reports to the Executive Board no less than monthly.
- c. Shall require approval from the Executive Board for its authority to commit the NRHSBB to any expenditure. The authority to severally sign, execute, and deliver in the name of the corporation lies with the President, Recording Secretary, and Treasurer as outlined in Article VI Section 1. b.

ARTICLE VII: MEETINGS AND ELECTIONS

Section 1. General

- a. Regular meetings shall be held monthly, unless otherwise determined by the Executive Board, at a time and place designated by the Executive Board.
- b. Ten (10) members shall constitute a quorum.
- c. Emergency meetings of the membership may be called by the Executive Board at any time. A minimum of three (3) day notice shall be given.

Section 2. Nominations

- a. There shall be a Nominating Committee composed of three (3) members and one (1) alternate selected by the general membership at the January meeting. The committee shall elect a chairperson.
- b. The committee shall meet, consider the current membership, and nominate at least one (1) eligible person they agree to be best qualified for each office to be filled. More than one (1) eligible person can be nominated for a position if the committee agrees the eligible people to be equally qualified. The committee is under no obligation to nominate current board members. Nominees shall be presented to the membership at the February meeting; prior consent of nominees is required.
- c. A copy of the Bylaws and current membership roll shall be given to the committee.
- d. Nominations from the floor shall be accepted after the presentation from the Nominating Committee at the February meeting and again prior to voting at the March meeting. Nominees from the floor must be eligible persons and must consent prior to being included on the ballot.

Section 3. Elections

- a. Elections will be held at the March meeting. The Nominating Committee shall provide a written ballot for the March meeting, if needed, and shall act as a Teller's Committee.
- b. The nominees shall be listed on the ballot, in pre-printed or hand-written form, under the appropriate office.
- c. Each nominee shall be provided the opportunity at the March general meeting to make a three (3) minute statement on their candidacy prior to the vote, if desired.
- d. Members in good standing shall cast their votes for those nominated under Article VII Section 3 and the votes shall be tabulated. A simple majority of the votes cast shall be sufficient for election.
- e. Election by voice acclamation shall be permitted for any unopposed candidate.

ARTICLE VIII: EXECUTIVE BOARD

Section 1. General

- a. The management of NRHSBB shall be vested in an Executive Board.
- b. The Executive Board shall serve the function of the Board of Trustees required by law for a Non-Profit Corporation.
- c. The Executive Board shall have full power and authority over the affairs of NRHSBB except those expenditures over \$2,500.00 not included in the approved fiscal year budget shall require approval of the general membership.

Section 2. Meetings

- a. Regular meetings of the Executive Board shall be held at a time and place designated by the Board.
- b. Emergency meetings may be called by the President or by any two (2) members with 48 hour notice.
- c. Any booster member may request to be placed on the agenda of an Executive Board meeting to express special considerations or concerns.

- d. Any meeting of the Executive Board may be held through any electronic communication pursuant to which each Executive Board member is able to hear other members participating or in any other manner permitted by the laws of the state of Ohio and such participation shall constitute attendance at such meeting.
- e. The quorum of the Executive Board shall be three (3) members.
- f. The act of a majority of the members of the Executive Board present at a meeting at which a quorum is present shall authorize any action by the Executive Board.
- g. Any action which may be authorized or taken at a meeting of the Executive Board may be taken without a meeting of the Executive Board with the approval of, and in writings signed by, all of the members of the Executive Board. Any such writing shall be entered into the minutes at the next Executive Board meeting.

Section 3. Compensation and Conflict of Interest

- a. The members of the Board shall not receive compensation for services rendered to the Organization.
- b. Any member of the Executive Board having a conflict of interest that would cause that person to act contrary to the best interest of the organization shall disclose such conflict to the rest of the Executive Board. In such case, the member shall not vote or use their personal influences on the matter. Such member may be counted in determining the quorum for the meeting.

ARTICLE IX: COMMITTEES

Section 1. General

- a. Each committee shall be responsible to the President and shall report to him/her as requested, including providing reports at general meetings.
- b. Committee chairpersons shall be approved or removed, with just cause, by the affirmative vote of the majority of the Executive Board duly acting at a meeting. Committees must have at least one (1) and up to three (3) chairpersons.
- c. Committee chairperson roles should not be filled by members of the Executive Committee except when no non-officer member is willing or able to fill the role and then only until a non-officer member is found who is willing and able to take over.
- d. Committees with financial responsibilities shall have two co-chairpersons.
- e. Each committee chairperson shall enlist as many members as necessary to fulfill the committee's responsibilities.
- f. Unless otherwise provided in these Bylaws or unless otherwise ordered by the Executive Board, committees shall act by a majority of its members meeting at a time and place designated by the chairperson. Meetings through electronic communication as allowed under the laws of the state of Ohio shall be permitted.
- g. Any act, authorization of an act, or transaction of business by a committee within the authority delegated to it shall be as effective for all purposes as the act or authorization of the Executive Board.

Section 2. Standing Committees

- a. NRHSBB committees, both Standing and Special, can be created or suspended as deemed appropriate by the Executive Committee.
- b. The list of NRHSBB standing committees may include but is not limited to:
 - Membership Committee – This committee shall make all necessary arrangements for and conduct the annual membership drive. They shall also purchase all membership premiums as approved by the Executive Board.
 - Uniform Committee – This committee shall handle the uniform rental program for Marching Band and the Concert Bands. They shall also handle auxiliary uniforms and related accessories. They shall keep records of issued items and make necessary repairs and replacements as needed. They shall also work with the Band Directors and keep them informed regarding uniform issues.
 - Chaperone Committee – This committee shall recruit adult volunteers to supervise students at events and related functions away from North Royalton City Schools. These volunteers shall work in cooperation with the Band Directors to assure that established guidelines for conduct are enforced.
 - Hospitality Committee – This committee shall make arrangements for all Band banquets, parents' nights, and other social functions.
 - Scholarship Committee – This committee shall review scholarship applications and shall award a scholarship to the four (4) most deserving applicants. The committee members should not be parents or relatives of senior students. All applicants must be in their year of graduation and have been a band member for all four years. The amount of these scholarships shall be determined annually, not to exceed \$1,000. Recipients must claim scholarship funds within six (6) months of presentation. Unclaimed scholarships shall remain in the fund for future use. This committee may also facilitate selection of other scholarships funded outside the Boosters, as determine appropriate by the Board.
 - Photo Button Committee – This committee shall handle making and selling of buttons containing individual and group band student pictures.
 - Concessions Committee – This committee shall handle coordinating with the Athletic Boosters and scheduling volunteers to work at the concessions stand during home football games and the Festival of Bands.
 - Pit Crew Committee – This committee shall be responsible for the general appearance of the Band vehicles; the packing and transport of band instruments and equipment; and the set-up of the pit equipment at games and contests.
 - Cleveland Air Show Committee – This committee shall handle coordinating with the Cleveland Air Show and scheduling volunteers to work at same.
 - 50/50 Raffle Committee – This committee shall handle the distribution of raffle tickets and collection of funds for the 50/50 raffle at home football games and the Festival of Bands.
 - Fruit Sale Committee – This committee shall handle all volunteers, ordering, and distribution of fruit and other sold goods for the annual fruit sale fundraiser.

- Rhythm & Raffle Committee – This committee shall handle coordinating all aspects of the annual Rhythm & Raffle fundraiser, including working with the band directors and school officials.
- Registration Committee – This committee shall make all necessary arrangements for, and manage the annual registration of band members, including coordinating with the band directors and school officials.
- Festival of Bands Committee – This committee shall work with the band directors to run the annual Festival of Bands.

ARTICLE X: FUNDS

Section 1. General

- a. Funds of this organization shall not be expended for items which would ordinarily be supplied by the Board of Education or for expenditures that would normally be paid by the music department of North Royalton High School.
- b. In addition to the funds in this section the Executive Board shall have the authority to set up Special Funds for specific one-time purchases or events.
- c. The Executive Board shall have authority to sweep excess monies from all funds except Reserve and Trip into other Band Funds as necessary. Excess money in the General Fund at the end of the fiscal year shall be deposited into the Uniform Replacement Reserve Fund. Approval by the membership shall be required.

Section 2. Band Funds

- a. Uniform Replacement Reserve Fund – There shall be a Uniform Reserve Fund set aside for the purpose of purchasing new uniforms and accessories for the high school band. This fund is to be on deposit with an insured savings institution at the highest yield compatible with the organization’s plans for purchasing the uniforms.
- b. Uniform Repair Fund – There shall be a Uniform Repair Fund set aside for the repair and replacement of the existing Band uniforms. The proceeds from the Uniform Rental Fee shall be deposited to this fund.
- c. Scholarship and Awards Fund – There shall be a fund set aside for the purpose of awarding four (4) scholarships to deserving graduating band members. This fund shall also cover the cost of the Senior Awards and the Band Banquet. The proceeds from the Membership Drive and Spirit Wear/Membership premiums shall be deposited into this fund.
- d. Band Show Fund – There shall be a separate fund for the purpose of funding the expenses involved in presenting the Contest Show. This shall include, but not be limited to, contest choreography, entry fees, and other equipment. The proceeds from the 50/50 Raffle, Fruit Sale, and the current year’s Contest hoodies/pins/ornaments (except when used as membership premiums) shall be deposited into this fund. Previous years’ Contest items will be categorized as Spirit Wear/Membership premiums.
- e. Trip Fund – There shall be a separate fund for the purpose of defraying student costs for the bi-annual band trip and/or any other trip as requested by the Band

- Director and agreed upon by the Band Booster Executive Board. The proceeds from the Air Show shall be deposited into this fund.
- f. Instrument Maintenance Fund – There shall be a fund set aside for the yearly cleaning and maintenance of the Band instruments which are rented by the students for the Marching or Concert Bands. The proceeds from the instrument rental fee shall be deposited into this fund.
 - g. Capital Assets Fund – There shall be a fund set aside for expenses incurred for transporting band equipment to contests, shows, etc.
 - h. General Fund – All other organization expenses shall be paid by a general fund. Any other fundraiser not already designated shall deposit proceeds into this fund.

ARTICLE XI: INDEMNIFICATION AND INSURANCE

Section 1. Indemnification

- a. The organization shall indemnify each person who, by reason of being, or having been, a member of the Executive Board to the fullest extent allowed by law. It shall indemnify them from any action, suit, investigation, or proceeding whether civil, criminal, administrative, or otherwise in nature. The Organization, by the Executive Board, may indemnify any other person as deemed proper by the Board against any and all costs and expenses (including attorney’s fees, judgments, fines, and penalties). It will also indemnify for any amounts paid in settlement or other disbursements actually and reasonably incurred as a result of legal action against a person named because of being, or having been, an officer or other agent of the Organization.
- b. Each request on behalf of any person who is, or may be, entitled to indemnification for reason other than being or having been a member of the Executive Board shall be reviewed by the Board. Indemnification of such person shall be authorized by the Board only if it is determined that it is proper in the specific case. Notwithstanding anything to the contrary in these Bylaws or in the Articles of Incorporation, no person shall be indemnified if in the opinion of legal counsel such indemnification is contrary to applicable law.

Section 2. Insurance

The Organization may, as the Executive Board may direct, purchase and maintain insurance on behalf of any person who is, or at any time has been, an officer or other agent of the Organization. Such insurance shall protect against any liability asserted against and incurred by such person.

ARTICLE XII: PARLIAMENTARY AUTHORITY

NRHSBB shall be governed by these Bylaws and by Robert’s Rules of Order, Newly Revised, 2011 Edition.

ARTICLE XIII: DISSOLUTION

Upon dissolution of the Organization and Corporation any assets remaining shall be disposed of as provided in the Articles of Incorporation.

ARTICLE XIV: FISCAL YEAR

The fiscal year of the corporation shall be from July 1 through June 30.

ARTICLE XV: AMENDMENTS

These Bylaws may be amended at any regular meeting at which a quorum of the membership is in attendance. Members must receive notice of the proposed change(s) at least ten (10) days in advance. A majority affirmative vote of the members present at such meeting is required.