

1 CONSTITUTION

Revised February 2003

ARTICLE I

The name of this association is the Coon Rapids High School Marching Band Boosters. The organization operates as a non-profit, tax-exempt organization in accordance with Section 501(c) (3) of the Internal Revenue Code.

ARTICLE II - OBJECTIVES

The Coon Rapids High School Marching Boosters is organized exclusively for the purpose of acquiring and distributing resources to supplement the Coon Rapids High School marching band, winter colorguard and winter drumline programs, their students and instructional staff. The Coon Rapids High School Marching Boosters are responsible for the promotion of the aforementioned programs within the school and throughout the community. The objectives of the organization are to:

- Section 1: Promote the unification of the various band members: Students, Directors, Instructional Staff, along with the marching band, winter colorguard and winter drumline parents through closer contact and cooperation.
- Section 2: Manage and support the various school marching programs: Summer Marching Band, Fall Marching Band, Winter Colorguard and Winter Drumline.
- Section 3: Stimulate and sustain the awareness, enthusiasm, interest, respect and cooperation of the Coon Rapids High School faculty and student body, along with the community at large, in the marching band, winter colorguard and winter drumline programs.
- Section 4: Actively support all performances of the marching band, winter colorguard and winter drumline.
- Section 5: Manage and control the financial operations of the marching band, winter colorguard and winter drumline programs in partnership with the Band Director and instructional staff.
- Section 6: Provide funding for student participation in marching band, winter colorguard and winter drumline through the use of fees, fundraising activities and contributions.

ARTICLE III – MEMBERSHIP

- Section 1: The Coon Rapids High School Marching Boosters membership shall include all parents and guardians of

children in the marching band, winter colorguard and winter drumline programs as well as parents and alumni of these programs.

Section 2: The general membership of the Coon Rapids High School Marching Boosters is encouraged to take step to ensure the present and future well being of the organization and the marching band, winter colorguard and winter drumline programs by bringing initiatives and concerns to the attention of the Board of Directors so they can be addressed.

ARTICLE IV – OFFICERS AND THEIR DUTIES

The officers of the Coon Rapids High School Marching Boosters shall be the President, Vice President, Secretary and Treasurer. The officers shall be elected annually by the general membership and shall serve for a term of 1 year.

Section 1: The President shall set and preside at all meetings, both the general and Board of Directors of this organization and shall be an ex-officio member of all committees. The President shall serve as the primary liaison between the Band Director and instructors, the booster organization, the school administration, student body and the community at large. The President is responsible for ensuring that all tasks or duties assigned to and undertaken by the booster organization are completed.

Section 2: The Vice President shall assist, advise and consult with the President and shall assume all of the duties of the President in their absence. The Vice President is responsible for the recruiting of donations from the community at large and in working with the Boost-A-Member committee chair. The Vice President is also responsible for coordinating and managing any special projects assigned by the Board of Directors.

Section 3: The Secretary shall keep a correct record of all booster meetings; which will include members in attendance, topics of discussion, decisions made at the meeting, tasks assigned, open items and shall report this information at subsequent meetings. The Secretary shall be the official timekeeper at all booster meetings. The Secretary shall collect and report the organization volunteer hours to the school volunteer coordinator and arrange for the Board of Directors and general booster meeting locations. The Secretary shall create and mail correspondences as needed and shall perform other duties that may be delegated to the office. If the

Secretary is unable to attend a Board of Directors or general booster meeting, they shall make arrangements in advance for another organization member to handle their duties and responsibilities for that meeting.

Section 4: The Treasurer shall maintain the bookkeeping duties and responsibilities of the booster organization including but not inclusive of monthly member statements, fees collection, funds distribution, monthly reports and annual tax preparation. The Treasurer shall present a status report of the general fund at each Board of Directors and general booster meeting. The Treasurer shall provide a student roster to the members of the Board of Directors.

Section 5: It is the duty of all officers to attend all Board of Director and general booster membership meetings. Failure to attend 3 consecutive meetings without prior notification to the President may result in their removal from office, pending a Board of Directors decision.

ARTICLE V – MEETINGS

Section 1: The general booster membership meetings of this organization shall be held once each month at a time and place designated by the President. Based upon need, it may be determined at one meeting to not meet the next month.

Section 2: Any member of the booster organization may attend the Board of Directors meetings.

Section 3: It is the responsibility of the President to set the time, location and agenda of the Board of Director and general booster meetings and to notify the membership of these items through the use of the Band Notes newsletter, website or other means.

ARTICLE VI – CONSTITUTIONAL AMENDMENTS

The Constitution and Bylaws of the Coon Rapids High School Marching Boosters may be amended by a majority of the voting members at any general booster meeting. The amendments must be presented in writing at the general booster meeting and the amendments will be voted on by the general booster membership at the next general booster meeting. The general booster membership must be notified in writing of the pending constitution amendment vote and the results of the vote through the Band Notes newsletter, Monthly student account statement inserts or flyers.

BYLAWS

ARTICLE I – BOARD OF DIRECTORS

- Section 1: The Board of Directors shall consist of the officers of the organization, the committee chairpersons, the Band Director and the past President of the organization (if available).
- Section 2: The Board of Directors shall have general supervision of the affairs of the booster organization, including but not inclusive of:
- 1 Disbursement of general and individual account funds
 - 2 Fundraising activities
 - 3 Purchase and maintenance of non-school uniforms, equipment and supplies
 - 4 Home shows and competitions
 - 5 Social events
 - 6 General member relations
 - 7 Promotion and publicity within the school and community
- Section 3: A quorum for doing Board of Directors business shall be a majority of the board members.
- Section 4: The Board of Directors shall meet when determined by the President, but shall meet no less than twice a year.
- Section 5: The Band Director is a non-voting member of the Board of Directors and shall act as liaison between the Coon Rapids High School Marching Boosters, the band personnel and the school administration.

ARTICLE II – ELECTIONS

- Section 1: A nominating committee of two Board of Directors members and three general booster members shall be appointed by the President at the last general booster membership meeting of the year. The President shall act as chairman of the nominating committee, but will have no vote.
- Section 2: Nominations may be made from the floor after the report from the nominating committee at the March general booster meeting. Nominations may also be made in writing to the President, if the person making the nomination is unable to be present at the March general booster meeting.
- Section 3: Officers will be elected by ballot at the March general booster meeting. Elected officers will assume their

duties at the close of the meeting at which they are elected.

Section 4: Any Elected officer's position that becomes vacant shall be filled by appointment of the Board of Directors for the remainder of the term, except for the President's office, which shall be filled by the Vice President.

ARTICLE III – INCOME AND EXPENDITURES

Section 1: Any monies raised by the Coon Rapids High School Marching Boosters shall be held in a separate account and shall be used to fund the operating expenses of the summer marching band, fall marching band, winter colorguard and winter drumline programs that are not covered by school or district monies.

Section 2: There will be a yearly audit of the booster organization books by an outside, independent party within 90 days prior to the end of the organization's fiscal year.

Section 3: Monies raised by, for, or in the name of the marching band under the boosters' sponsorship, become the property of the organization, with the exception of those funds specifically earmarked for individual accounts. Funds left in individual accounts when a band, colorguard, or drumline member graduates or permanently leaves the marching band, winter colorguard, or drumline programs shall be donated to the Scholarship Fund in the year following the member's graduation. Individual account funds may also be transferred to a younger sibling who is enrolled in Coon Rapids High School for the active season following the member's graduation.

Section 4: An annual budget for the summer/fall marching band and the winter colorguard and drumline programs will be developed by the Ways and Means Committee working in partnership with the Band Director and other instructional staff. The final budget shall be approved by the Board of Directors and presented to the general membership at the first general meeting following approval by the board. Any non-budgeted expenses greater than \$25.00 require the prior approval of two members of the Ways and Means Committee. If approval is not granted, no reimbursement for these expenses will be made from the marching band boosters funds. A detailed summary of budget expenditures shall be submitted to the Band Director, instructional staff, and the Board of Directors on a monthly basis by the Treasurer.

ARTICLE IV – STANDING COMMITTEES

Committees are made up of a committee chair plus at least one other committee member. Committee chairs are responsible for recruiting members to their committees. It is strongly advised that there be no Committees of One.

- Section 1: Ways & Means – responsible for the review and approval of program expenses greater than \$25. Bids are to be solicited to the committee by committee chairs for any committee or program expenses. Members include President, Treasurer and two other committee chairs or members
- Section 2: Volunteer – responsible for recruiting volunteers for field shows, parades, competitions, fundraising events and other band-related activities (2+ committee members)
- 1 Summer & Fall Marching Band
 - 2 Winterguard
 - 2 Drumline
- Section 3: Uniform – responsible for working with instructors and staff to make uniform and flag concepts a reality, also measuring, fitting, and cleaning (2+ committee members)
- 1 Marching Band Uniform committee (1+ member)
 - 2 Colorguard Uniform committee (1+ member)
 - 3 Winterguard Uniform committee (1+ member)
 - 4 Drumline Uniform committee (1+ member)
- Section 4: Sewing – responsible for obtaining designs from instructors, estimates on materials, labor involved committee members. Works closely with the Uniform committee chair (the number of members depends upon the work that needs to be done)
- 1 Colorguard Flag committee (6+ members)
 - 2 Winterguard Flag committee (6+ members)
 - 3 Winterguard Uniform committee (3+ members)
 - 4 Drumline Uniform committee (3+ members)
- Section 5: Equipment – responsible for servicing and cleaning band trailers and other equipment, and coordinates with Prop committee in the constructing and maintaining of show props (4+ members)
- 1 Trailers, uniform and equipment carts
 - 2 Colorguard (rifles, sabers, flag poles)
 - 3 Band instruments
- Section 6: Public Relations – responsible for the production and

distribution of monthly Band Notes newsletter, creating and distributing press releases; acting as liaison with media outlets; and development and maintenance of the Marching Cardinals website (3+ members)

- 1 Newsletter
- 2 Web site
- 3 Press Releases
- 4 Show Programs (Fall Classic, Winter Classic)
- 5 Posters
- 6 Brochures
- 7 Official Photographer
- 8 Official Video Photographer

Section 7: Fund Raising – responsible for identifying and organizing fundraising opportunities, contacting local businesses for donations; and managing annual Uniform Night fundraisers (2+ members)

- 1 Marching Band
- 2 Winter Programs

Section 8: Party – responsible for organizing meals and activities for summer band camp, end-of-season banquets, and other designated social events, including securing beverages, food, party supplies, and Entertainment (1+ member)

- 1 Marching Band – banquet, Fall Classic
- 2 Winter Programs – banquets, Winter Classic

Section 9: Recruitment – responsible for coordinating recruiting and enrollment with band instructors and staff, including middle school recruitment visits; creating and distributing recruiting and enrollment materials; and organizing Homecoming visits from middle school students (1+ member)

- 1 Marching Band
- 2 Winter Programs

Section 10: Historian – responsible for development and maintaining a documented history of the band including photos, lists of members, copies of programs etc. Works closely with the PR committee (1+ member)

- 1 Marching Band
- 2 Winter Programs

Section 11: Band Liaison – responsible for communications between the staff, board and committee members including the planning of shows, facilitating meetings concerning props, uniforms, flags, show planning etc, (Can be other committee chairs)

- 1 Marching Band Liaison (Band Director and staff)

- 2 Winterguard Liaison (Instructor)
- 3 Drumline Liaison (Instructor)

Section 12: Props – responsible for working with the instructors and liaison on proposed props design, estimates, prototypes, and commission of said props. Works closely with the liaison and Equipment chair (2+ members per committee)

- 1 Winterguard Prop Committee
- 2 Drumline Prop Committee

Section 13: Product Sales – responsible for compiling and placing orders, distribution of the items. Works closely with the Uniform committee (1+ member)

- 1 Booster Clothing (Tee shirts, sweatshirts, etc)
- 2 Band Clothing (Tee shirts, sweatshirts, etc)
- 3 Shoes - both new and used (Band and Guard)
- 4 Resale of guard uniforms, drumline uniforms, shoes, etc

Section 14: Show Planning – responsible for planning shows (2+ members per show)

- 1 Fall Classic Committee
- 2 Winter Classic Committee

Section 15: Boost-A-Member – responsible for distribution of funds donated for the purpose of assisting with financially challenged students including guidelines for receiving funds. Works closely with the VP. (2+ members)

ARTICLE V – APPROVAL OF ACTIVITIES

Section 1: This organization shall not support any activity not previously approved by the Board of Directors.

Section 2: Fund raising activities for the marching band which are held in conjunction with a school activity (i.e. selling candy bars at conferences) must have prior approval of the CRHS administration. Those activities solely benefiting the Marching Band Booster association and held outside of the school property do not need prior approval of the CRHS administration.

ARTICLE VI – FUTURE

Section 1: It is our intent to remain an active association. However, if the CRHS Marching Band Boosters should disband, any monies in our treasury shall be donated to the non-profit CRHS Marching Cardinals general fund, or to another local non-profit youth group as determined

by the Board of Directors.