CONSTITUTION AND BYLAWS OF THE
ROCKLIN HIGH SCHOOL MUSIC BOOSTER CLUB

May 2018

ARTICLE I – ORGANIZATION NAME
The name of this organization shall be the Rocklin High School Music Booster Club (herein Music Boosters). The Music Boosters are affiliated with the Rocklin High School Parent Club.

ARTICLE II – PURPOSE OF THE ORGANIZATION
The Music Booster’s mission is to provide the Rocklin High School Instrumental Music Department with volunteer staffing resources needed to implement departmental projects inclusive of managing logistics to facilitate performance group events and fundraising to support Department expenses. The Music Booster Club is intended to be a functional resource for the Instrumental Music Department Director, students, parents, and other interested parties to maintain the high standards of educational and musical excellence that reflect the traditions of Rocklin High School.

ARTICLE III – MEMBERSHIP
There shall be one (1) class of Music Booster membership. Members are non-voting and all rights, interests, and privileges of each member shall be equal. Membership in the organization shall be open to any student that maintains good standing in the Rocklin High School Instrumental Music Department ad/or their parent(s) who is interested in its objective and purpose. “Good Standing” shall mean your student is currently enrolled in any Instrumental Music Department class or performance group and is not under any disciplinary or probationary action imposed by Rocklin High School.

The Music Booster shall keep a Membership List containing the name and contact information for all members. Such list shall be available for review by the Instrumental Music Director at any time. Because club membership is voluntary, not all families with students enrolled in Instrumental Music Department programs are reflected on the Membership List.

ARTICLE IV – EXECUTIVE BOARD
There shall be an Executive Board, which shall be the elected officers of the Music Boosters. The Board of Directors shall direct activities of the Music Booster Club between meetings of the Executive Board and general Music Booster membership meetings. The Board of Directors may fill any vacancy occurring on the Board of Directors and/or committee on an interim basis. The general Music Booster Club membership shall have the final approval of said interim appointment to fill any such vacant position.
ARTICLE V – CLUB OFFICERS

The Board of Directors shall be comprised of the duly elected officers of the Music Boosters Club, chairpersons of the standing committees, and the Instrumental Music Department Director. Elected officers of the Music Boosters, also known as the Board of Directors, shall be the President, Vice President, Secretary, Communications Director, Fundraising Director, and Treasurer. An elected term is two (2) years, or until qualified successors are elected by the general membership, or appointed by the Instrumental Music Department Director as prescribed under the conditions set forth in Article VII, Section II. Officers shall take their positions effective the end of the school year. The main functions of the Board of Directors will include the following:

1. The Board of Directors shall conduct the routine business of the organization.

2. Members of the Board of Directors shall act only in an official capacity as committee members and shall not take any action or assume any responsibility for the Music Boosters as individuals.

3. The Board of Directors shall make an annual report to the general membership that will include but not be limited to a brief account of its activities and committee recommendations for the future.

4. No member of the Board of Directors shall make financial or contractual commitments on behalf of the Music Boosters without written authorization from the Instrumental Music Department Director.

5. No member of the Board of Directors shall represent the organization in any political campaign on behalf of any candidate for public office.

SECTION I – DUTIES OF THE BOARD MEMBERS

PRESIDENT: Shall chair meetings of the Board of Directors and general meetings of the Music Booster and shall be an ex-officio member of all committees except for the nominating committee.

VICE-PRESIDENT: Assumes duties of President in absence of President. Responsible for supervising and initiating fundraising functions and to appoint a chairperson to be in charge of each department fundraiser. Duties also include assuming the role of chairperson or co-chairperson for any department fundraiser that does not have a chairperson appointed.

SECRETARY: Shall take the minutes and maintain the record of all general membership and Board of Director meetings, club bylaws, and maintain all correspondence for the organization. Duties are not restricted from participating in any committee or department function as a lead or support capacity.

TREASURER: Shall have charge of all receipts and disbursements of the organization, maintaining a record thereof that is always current and available for inspection, shall work with
the Board of Directors to prepare the budget for approval of the general membership, and shall prepare an annual financial report. The treasurer's books shall be available for auditing prior to the transfer to the incoming treasurer, or annually if reelected. The Treasurer shall maintain an active membership in the Rocklin High School Parent Club.

**FUNDRAISING DIRECTOR:** Shall preside over all department-wide fundraising efforts that involve coordinated cooperation between the Music Boosters Club and the RHS Parent Club. Student-driven fundraising projects coordinated by the Instrumental Music Department Director amongst department students and with ASB will not be the responsibility of the Fundraising Coordinator. Public Relations and media coordination may be a function of the Communications Director or Fundraising Director.

**COMMUNICATIONS DIRECTOR:** Shall manage the development, maintenance, and routine upgrades to technological platforms used by the Music Boosters for distributing information about Instrumental Music Department activities, calendar of events, and to maintain digital archives of department related photographs and videos. Public Relations and media coordination may be a function of the Communications Director or Fundraising Director.

**INSTRUMENTAL MUSIC DEPARTMENT DIRECTOR:** Shall be responsible for all administrative and academic oversight of the Instrumental Music Department and shall be an ex-officio member of and have full voting rights on all committees including the Nominating Committee. This role is also accountable for selecting and contracting with part-time music educators or vendors to support Instrument Music Department activities.

**Expectations of Board Officers:**

As with any organization with exposure to members of the community, there are three key ingredients that are important for all Board Members to exhibit and perform:

1) Each Board Officer must be a team player and work cooperatively with others in a positive and productive manner.

2) Each Board Officer must maintain open communications between all parties involved and to keep other members of the Board informed about the progress of task or committee activities.

3) Each Board Officer must be accountable and self-motivated to follow-through with tasks and seek out assistance from other Board Officers if there are limitations in completing tasks on time or within budget constraints.

As a parent run volunteer organization, we recognize the challenges all parents face juggling family, career, and other commitments that fills our days throughout the year. That’s why for those who are will to offer their time to the music program, it is both appreciated and essential that their efforts support the overall goals of the Instrumental Music Department and not create an environment of preferential or biased attention toward individual students. What better way
to demonstrate to music students as they move through high school and beyond, the importance of working together to build a supportive and productive community.

SECTION II – AUXILIARY OFFICERS

ADVISOR: Any other person whose interest is to assist in specific projects and efforts that further the purpose of the Music Booster Club, regardless if they are or are not the parent or guardian of a student enrolled in an Instrumental Music Department (i.e. school administrator, community member, contract staff, vendor, etc.). This category can include alumni, contract staff, and Student Music Council representatives. Advisors shall be allowed to vote or be elected to office.

ARTICLE VI – COMMITTEES

There shall be such standing committees as necessary for the conduct of business of the Music Boosters. Chairpersons shall be designated by the voting members with approval of the Executive Board. The Secretary shall keep a current list of all standing committee chairpersons, and which will be posted on the Music Boosters website.

Throughout the school year, committees will be activated, depending on the support function (i.e. football season, festivals, fundraisers, multi-day tours, etc.). These committees include, but are not restricted to the following:

- Marketing and Public Relations
- Fundraising and Community Sponsorship
- Event Logistics (i.e. football support team, concert support coordination, tour chaperones, etc.)
- Bylaws and Rules
- Finance
- Recruiting and Nominating Committee

Other incidental committees may be formed to support specific event or Instrumental Music Department Functions. Membership in one or more committee is open to any active member of the Music Boosters. Committee chairpersons are elected members of the Board of Directors.

SECTION I – COMMITTEE CHAIRPERSON
A chairperson of each committee necessary for the function of the Music Boosters and to support Instrumental Music Department activities or fundraising events will be selected by the Board of Directors on an annual basis.

1. The chairman of each committee is a member of the Board of Directors.

2. Committee chairpersons may designate general membership to coordinate subcommittees to complete task assignments related to larger Music Booster functions.

3. Each committee shall report to the Board of Directors upon all matters referred to it and such reports will become part of the Board of Director’s records.

SECTION II – NOMINATING COMMITTEE

The Board of Directors shall request three (3) general members of the Music Boosters to serve on the Nominating Committee. The Instrumental Music Department Director shall also be an ex-officio member of the Nominating Committee. The Nominating Committee shall nominate members for each Executive Board and Committee Chairperson position. The Nominating Committee shall be formed in March each year to present candidate names during the April meeting and then to be voted on during the May meeting. Further nominations may be made from the floor at the election meeting.

SECTION III – COMMITTEE REFERENCE GUIDES

All committee chairpersons shall make, keep and update, as necessary, a reference guide for their committee. Each committee’s reference material is to be passed on to their successor. All committee guides will be compiled into the Music Boosters Resource folder on the Club’s GoogleDrive once each year. The Resource Manual shall be kept in the Instrumental Music Department Director’s office and on the Music Booster’s website for the edification of future Music Booster reference and refinement. Filling a vacant Board position can be by interim appointment until a vote can be taken by at least three (3) of the Board of Directors or at a general membership meeting.

ARTICLE VII – MEETINGS

SECTION I – MEMBERSHIP MEETINGS

At least one (1) meeting every other month of the general Music Booster membership shall be called, including an annual meeting. The annual meeting shall be held in May of each year to receive annual reports and to attend to such other business as may properly come before the meeting. The time and place of meetings shall be designated by the Board of Directors and be communicated to the general membership via email and posted on the Music Booster website. Members qualified to vote and present at any meeting shall constitute a quorum.

SECTION II – ANNUAL ELECTION MEETING
The annual election meeting shall be held in May of each year and will coincide with the regular monthly Music Booster Club meeting. The Nominating Committee shall be convened in March and present their nomination slate at the April meeting. If an even number of votes for a candidate to the Board of Directors or a Committee chair position is counted, the Instrumental Music Department Director shall have the authority to appoint person(s) to such positions for a period of one (1) year or until a vote can be taken by the Board of Directors or at a general membership meeting.

SECTION III – NOTICES

Notice of the time and place of all meetings shall be emailed or posted on the Music Booster website at least five (5) days prior to said meetings. The minutes from each general membership meeting and the annual election meeting will be posted to the website within two (2) weeks following said meeting. Meeting minutes will be achieved in the GoogleDrive folder along with lessons learned from events to provide a point of reference for improving future events.

ARTICLE VIII – FINANCES

... Uh, a little help here?? - This section needs work...

A financial committee shall be appointed consisting of at least one general member with the Treasurer and Instrumental Music Department Director as ex-officio members. This committee is responsible for the preparation and periodic review of the Music Boosters budget and making recommendations to the Board of Directors and the general membership regarding changes to the budget during the fiscal year. A balanced budget will be submitted at a general membership meeting for approval.

SECTION I – DEPOSIT OF FUNDS

Fundraising generated solely by the Music Boosters or through the cooperative efforts of the organization and Instrumental Music Department students will be deposited in the organization's name through the Rocklin High School Parent Club. These funds will not be disbursed without prior consent of the Music Boosters Club except as cited above. Membership approval of the budget committee's proposed budget is considered consent for fund disbursement.

SECTION II – DISBURSEMENT OF FUNDS

The President and/or Music Department Director is/are permitted to disburse funds for items in excess of the approved budget provided the individual expenditure does not exceed the original budget by more than 10%. Similarly, the President and/or Music Department Director is/are permitted to disburse funds not budgeted, provided the individual expenditure does not exceed $150. The Board of Directors may approve expenditures not budgeted or in excess of the budget to a maximum of $500. Such expenditures will be reported at the next scheduled Music Boosters meeting.
The annual budget must set aside reserve funds in excess of operating income for periodic large-ticket purchases such as uniforms, instruments, and equipment. A minimum of $3,000 or 10% of the projected cost of new marching band uniforms, whichever is greater, must be included in the budget. During the initial years of establishing the Music Boosters as a sustainable organization, a minimum of $500 shall be reserved each year until the base minimum is established.

The Music Boosters will coordinate all financial accounting and expenditures with the Instrumental Music Department Director and the RHS Parent Club. The Instrumental Music Department Director will coordinate directly with ASB all school-related financial accounting and expenditures.

No part of the net earnings of the organization shall be distributed to its members, directors, officers, of other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth above.

SECTION III – FUNDRAISING

The chairperson of any fundraising activity shall present an accounting of all financial activities to the Board of Directors at the completion of the fundraising project.

SECTION IV – EMERGENCY EXPENDITURES

In the event of an emergency two (2) Executive Board member and the Instrumental Music Department Director must be contacted for approval. Any emergency expenditure shall be presented to the Executive Board at the next meeting after the emergency.

ARTICLE IX – VOTING PROCEDURES

All major decisions regarding Music Booster activities will be determined by voting. All members of the Board of Directors are entitled to vote on business conducted by the general membership. All votes are final and the majority decision will be used to determine the Music Booster Club’s actions. In the event of a tie within the Board of Directors, the vote shall be taken to the general membership where the majority decision will be used, with the consent of the Instrumental Music Department Director.

Any new business requiring the expenditure of funds to exceed $500.00 or a commitment from the Instrumental Music Department must be presented before the Board of Directors before a vote for action can be taken.

ARTICLE X – AMENDMENTS

The bylaws may be amended by a two-step process consisting of a motion made to and approved by a quorum of at least three standing members of the Board of Directors and the Instrumental Music Department Director prior to an open vote and majority approval by the voting members present at a general membership meeting of the Music Boosters. Notification
of proposed amendments to the bylaws shall be communicated to the Board of Directors at least one week prior to a planned Music Booster meeting where a decision vote will be made. These bylaws may be amended by the vote or written assent of a two-thirds (2/3) majority of the voting members present at a general membership meeting. The Board of Directors and the Instrumental Music Department Director reserve the right to revise proposed amendments prior to open voting by the general membership, however further modification to any bylaw after majority approval will require resubmittal of the proposed revision following the same process described above.

ARTICLE XI – PARLIAMENTARY AUTHORITY
Robert’s Rules or Revised Order shall govern the Music Booster Club in all cases in which they are applicable, insofar as they are consistent with the bylaws of the organization.

ARTICLE XII – OFFICES
The Music Booster Club’s principal office is as follows: Rocklin High School, 5301 Victory Lane, Rocklin, CA 95765. (916) 632-1600.

ARTICLE XIII – SCHOLARSHIPS AND AWARDS
It is the intent of the Music Boosters to provide fundraising resources to allow the Instrumental Music Department Director to recognize students who have participated in the activities of the Rocklin High School Instrumental Music Department program who, within this participation, have exhibited exemplary or outstanding musicianship and/or auxiliaries.

**Note:** Mr. Douglass to define and establish different scholarships and awards to be awarded, and the qualifying requirements. Details will be included in this section as developed.

Scholarships to include: attendance at music camps, leadership camps (for incoming drum majors), and support toward further music education opportunities.

ARTICLE XIV – SAFE PRACTICES POLICY
Music Boosters is committed to providing a safe and healthy environment for every participating member in our organization. Music Boosters takes any form of harassment and misconduct very seriously and is constantly working to put practices in place to insure the safety and well-being of everyone in our organization, especially when interacting with Instrumental Department students. We serve many young people of various ages and backgrounds, and we strive to be very clear about what is, and is not, acceptable behavior.  

*(Note: Further details TBD)*