

BY-LAWS
OF THE
RANCHO CUCAMONGA HIGH SCHOOL
MARCHING COUGARS
PARENT ASSOCIATION

ADOPTED 8/15/1992
REVISED 10/23/1995
REVISED 6/4/2001
REVISED 5/4/2004
REVISED 10/10/2005
REVISED 4/17/2006
REVISED 12/11/06
REVISED 6/19/2007
REVISED 5/5/2009
REVISED 5/17/2010

ARTICLE I - NAME:

The name of the organization shall be the "Rancho Cucamonga High School Marching Cougars Parent Association", here into referred to as RCMC or "The Club". This club may be referred to as "The Band Association".

ARTICLE II - PURPOSE:

The purpose of this club shall be to promote the RCMC program and related group activities by providing financial and moral support deemed appropriate by the RCMC Faculty and the membership of The Club. Groups so supported include Marching Band, Winter Guard, Wind Ensemble, Symphonic Band, Jazz Band, and Drum Line. This organization will not seek to control the policies of any of the performing groups or the policies of the Band Director.

ARTICLE III - MEMBERSHIP:

Section 1 – A member shall be defined as – Any parent or legal guardian with a student enrolled in the Rancho Cucamonga High School Marching Band.

Section 2 – All members shall hold one vote.

Section 3 – All members shall constitute the "membership".

Section 4 – Good standing shall be defined as a parent of a current band member who is current with all RCMC fees and has been an active participant of the club; and has not been officially reprimanded during any RCMC activities.

Section 5 – All parents of band students, who have graduated from the RCMC program, as well as said graduated band members, are considered alumni. All Alumni members who wish to continue helping the RCMC program via volunteerism at special events and/or fundraisers shall be considered active (non-voting) members.

ARTICLE IV- EXECUTIVE BOARD OF DIRECTORS:

The Executive Board of Directors of which all are in good standing shall consist of Elected Officers and Appointed Standing Committee Chairs responsible for activities within the organization that require budgeted financial commitment by the organization (hereinafter the "Board"). The Elected Officers will be elected annually for a twelve (12) month period and shall consist of a President, 1st Vice President, 2nd Vice President-Operations, Recording Secretary, Webmaster, Treasurer, Accounts Manager, Scrip Chairperson, and Fundraising Chairperson.

The Elected Officers shall appoint the following Standing Committee Chairs to serve as voting members of the Executive Board of Directors for a twelve (12) month term commencing July 1: Drumline Manager, Color Guard Manager. The following Committee Chairs serve as non-voting members of the Executive Board: Spring Concert Manager, New Parent Representative, and Alumni Liaison.

During its term, the BOARD shall be vested with authority over all facets of management and operation of the RCMC, which authority it may delegate to officers in its sole discretion. This authority shall include decisions concerning financial matters and authorization of payment of bills within the limits of the budget adopted by the General Membership. It is the Board's responsibility to control the budget and maintain reasonable fees to students in order to promote the activities of the group and to permit as many students as possible to participate in the activities. All bills (except monthly salary checks issued) should be submitted to the appropriate manager (Color Guard, Drumline, Spring Concert) for approval up to 80% of the group's already approved annual budget. Any bill in an amount exceeding 80% of the group's already approved annual budget must be approved by the BOARD before the expenditure is reimbursed. Such action must be ratified at the next General Membership Meeting and must be recorded in the General Membership Minutes. In addition, the BOARD will be responsible for decisions regarding the purchase of band equipment, loaning of RCMC property, payment of music coaches' salaries, fundraising, transportation, lodging expenses, and related activities. The Band Director will have full voting privileges, other RCHS faculty (namely Vice Principals) shall serve as advisors and ex-officio non-voting members of the BOARD.

During the general booster meetings in February and March, before the election at the monthly parent association meeting in April, nominations from the floor shall be permitted.

The executive Board shall be elected by ballot to serve for one year. Their term of office shall be from June 1 through May 31.

Any officer appointed by the Executive Board before February 1st will be considered a full term officer. An officer appointed by the Executive Board after February 1st will be considered to be filling a vacancy and will be eligible to be elected to serve two (2) full terms of office.

Executive Board members may be elected by acclamation where there is but one candidate for any office.

No member shall run unopposed for and/or hold more than one office at a time, and no member shall be eligible to serve more than two (2) consecutive terms in the same office.

In the event there is a vacant office, the Executive Board president and band director may appoint a parent to a position who is either already a member in good standing of the

booster organization or a parent who has an incoming freshman in the band and which has been a prior RCMC booster officer in good standing.

No member shall be elected as an officer of the club unless that member has a student in the Marching Cougars. They may, however, finish serving their term if their student is no longer a member of any performing organization.

The officers of the club shall perform the duties prescribed by these BY-LAWS and by the parliamentary authority adopted by the club.

All officers serve in a voluntary capacity, without remuneration and must be current with student fees.

Attendance at all meetings by members of the Executive Board and by the Standing Committee Chairman is required. When a BOARD member fails to attend three (3) consecutive meetings without adequate excuse, or when an officer is not fulfilling the responsibilities of the office as prescribed in the bylaws or standing rules, or engages in conduct which the Executive Board of Directors determine to be injurious to the organization or its purposes, the Executive Board of Directors may by a two-thirds (2/3) vote, take such action as it deems appropriate, which may include asking for the resignation of the officer. All Board members are expected to actively participate and support all significant events of all groups (such as fundraising activities) throughout the year.

The President, with the approval of the Executive Board, will appoint an officer to fill the unexpired term of an officer who resigns or is removed from office for cause.

The Executive Board will appoint one (1) representative to the RCHS Booster Club. It is recommended that the 1st Vice President serve as the representative.

ARTICLE V - ELECTION OF OFFICERS

The Nominating Committee for the following year's slate of officers shall consist of the 1st Vice President and two (2) other members chosen from members in good standing who have attended at least four BOOSTER meetings of the current school year. The Nominating Committee shall be announced by the March BOARD meeting. The President may not serve as a member of the Nominating Committee. No member shall serve on the Nominating Committee for more than two (2) consecutive years. The Nominating Committee should solicit recommendations for officer positions within the club. The Committee should then contact the potential candidate to ascertain their willingness and desire to serve. The Nominating Committee shall present its slate of officers, selected from the current paid membership, by the April General Membership meeting. At the April General Membership meeting, additional nominations must be called for from the floor. Every attempt should be made to include representatives from each MUSIC GROUP on the slate of officers. A written ballot will be created by the Nominating Committee in the event of a contested position. The membership shall elect the following year's officers by written ballot, if necessary, on or before the May General Membership Meeting. **Each member (parent/guardian) with students in the instrumental music program during the school year in which the election is held is entitled to vote.** There will be no proxy voting or absentee ballots. Distribution of any other type of candidate statement(s) or campaign material by anyone other than the Nominating Committee shall be grounds for disqualification. A Teller Committee of three (3) people will be appointed by the BOARD for the purpose of distributing, collecting, and counting the written ballots. No current BOARD member may serve on the Teller Committee.

ARTICLE VI - DUTIES OF ELECTED OFFICERS

The duties of the Elected Officers shall be:

PRESIDENT: – Shall preside at all General Membership Meetings and all BOARD Meetings; to enforce a due observance of the BY-LAWS and parliamentary authority adopted; to see that all officers, members and committees perform their respective duties; call special meetings and appoint standing and special committees including securing corporate sponsorship and donations; negotiate the Quakes fundraising contract with the assistance of the Quakes Scheduler; coordinate with the Band Parent and Treasurer the logistics of overnight competition trips; attend Band Council meetings; and to appoint, with the approval of the Executive Board, an officer to fill an un-expired term or vacancy on the Executive Board; and have the authority to commit the RCMC for amounts up to \$250.00 per month, providing written explanation at the next BOARD meeting. If the President should be unable to complete the term of office, the BOARD shall elect a new President from the existing BOARD to fill the unexpired term. The office of the President will not be a voting office unless the vote is needed to break a deadlock vote. It is recommended that the President should have held another Board position prior to being elected to the position.

1st VICE PRESIDENT: Shall assist the President in the performance of his or her duties; to preside over the club in the absence of the President; to chair the Nominating Committee and prepare, distribute, collect and count the ballots in all cases where ballots are required; to chair the Membership Committee and be responsible for contacting prospective members; to chair the Band BBQ and Band Banquet Committees in coordination with the Treasurer; oversee the Band Chaperone and Uniform Committees; be the second signer on the Scrip checking account; and to perform such other duties as may be assigned by the President and/or required by the laws and usages of the club. The 1st Vice President shall serve on the board of the RCHS School Booster Club.

2nd VICE PRESIDENT- OPERATIONS: – Shall maintain control and inventory of Band equipment and uniforms; identify and report to the Band Director and Executive Board the need for any equipment purchases and/or repairs; to coordinate band camp requirements; to coordinate Pit Crew for football games, all competitions/performance; shall be responsible for the organization of the transportation of equipment to performance sites, the planning, building, movement, and maintenance of transportation equipment on and off performance sites, maintenance of transportation equipment, keeping a maintenance log which includes copies of receipts for repairs, purchases etc. and assist the President as directed.

RECORDING SECRETARY: – Shall keep the official written record of the proceedings of all BOARD and General Membership Meetings; prepare a list of unfinished business items for the President and assist with the preparation of the agenda; have on hand for reference at each meeting a copy of the bylaws and standing rules, minutes of previous meetings, list of all committees, and an up-to-date list of all members; read the minutes of any previous meeting when called upon to do so; make all corrections to the official minutes; enter all amendments to the bylaws; and handle all correspondence as requested by the President and the BOARD; to sign all certified copies of acts of the club; to perform such other duties as may be assigned by the President and/or required by the laws and usages of the club, and in the absence of the President and Vice Presidents, to call the meetings to order and preside until election of a Chairman Pro Tem.

WEBMASTER: – Shall be responsible to conduct the general correspondence of the club; to maintain a file of all such correspondence; to keep the club's official membership roll and to call the roll where it is required; to send out to the membership a newsletter via email; oversee the content and quality of the RCMC website in a time appropriate fashion; and perform such other duties as may be assigned by the President and/or required by the laws and usages of the club.

TREASURER: – Shall be responsible for the handling and accounting of RCMC funds. With the assistance of the President, Faculty and staff shall prepare an annual budget, to be approved by the BOARD at the April BOARD meeting and presented for membership approval at the May General Membership meeting. Shall advise the BOARD on all financial matters and shall comply with government requirements relative to financial reporting; administer RCMC bank accounts in a responsible manner and make timely deposits and disbursements; paying all bills as authorized by the Executive Board of Directors and only on receipts of RCMC Disbursement Forms with authorization for payment signed by the appropriate manager and/or Executive Board Member responsible for a budget. This shall include bills submitted by the advisors, faculty and coaches; prepare and present at each regularly scheduled Board and General Meeting a financial summary (Treasurers Report), in standard account format showing income, disbursements, and current balance of all RCMC funds and accounts; keep a roster of all paid memberships and provide the BOARD secretary with a current roster; and secure two (2) authorized signatures on all checks. Any two of the following elected officers are authorized to sign checks: President, Treasurer, and 1st Vice President, as long as the two (2) authorized signers are not related. The Treasurer shall not serve for more than two (2) consecutive terms. The financial records of the club will be audited at the end of the year by an auditor appointed by the President. The Treasurer shall have a strong background in accounting and possess strong accounting software skills.

ACCOUNTS MANAGER: – Shall work closely with the Treasurer to ensure financial transparency and cash control and will monitor/control the collection of fees; retrieve fees held in the student store safe; retrieve fees held at the booster post office box; make a cash receipts report on Excel to be submitted to Treasurer on a weekly basis with checks collected; to make a report of fee collection at the regular executive board meetings; prepare and distribute monthly account statements to all active band members; and to perform such other duties as may be assigned by the President and/or required by the laws and usages of the club. The Accounts Manager shall have a strong background in accounting and possess strong accounting software skills.

SCRIP CHAIRPERSON: – Shall maintain control and inventory of the Scrip Program, control the operation of the Scrip Program, and coordinate with the Treasurer for proper funding of the Scrip Program.

FUNDRAISING CHAIRPERSON: – Shall coordinate all fundraising activities of the club, report activities at the General Membership and BOARD meetings. Submit all funds collected and associated supporting documentation to the Treasurer within at least 2 weeks of the end of a fundraiser. It shall be the duty of the Executive Board to approve plans for raising and dispersing funds of the organization, by parliamentary vote.

ARTICLE VII - STANDING COMMITTEES

The BOARD with the recommendation from Band Director and staff where appropriate shall appoint the following named Standing Committee Chairpersons: New Parent Representative, Color Guard Manager, Drum Line Manager, Spring Concert Manager, Quakes Scheduler and Alumni Liaison, Other Standing Committees may be established and chairpersons appointed by the BOARD. Committees, Standing or Special, shall be appointed by the President of the club or the Executive Board shall from time-to-time deem necessary to carry on the work of the club. The President shall be an ex-officio member of all committees except the Nominating Committee.

ARTICLE VIII – DUTIES OF CHAIRPERSONS

Each so-named chairperson/manager shall select a committee to fulfill his/her directed responsibilities, subject to the approval by the BOARD. The duties of each shall be:

BAND PARENT (Chaperone chair): This committee will provide chaperones for all activities where chaperones are required (football games and competitions); will work with the President and Treasurer to coordinate any competitions that require overnight stays; maintain and convey the emergency kit to all activities where needed; collect and maintain a complete set of "Claims Waivers" and "Authorization to Consent to Treatment of a Minor" forms for each member, duly signed by their parent(s) prior to Band Camp each year; perform such other duties as may be assigned by the President and required by the laws and usages of the club. The 1st Vice President will serve as an active member. Officers, the Director and Chaperones shall meet as needed for briefing and outcome. They shall look out for the well being of all students and may ride the student bus.

UNIFORM MANAGER: Shall be responsible for all facets of marching band uniform maintenance, fitting, and pre-and post-event preparation; should also accompany the Marching Band to all events.

QUAKES SCHEDULER: Shall be responsible for all aspects of the Quakes fundraiser scheduling. Will send out emails to membership, maintain schedule, confirm information with Quakes management, calculate hourly rate once payment is received for Quakes workers. Will assist the President in negotiating Quakes contract.

NEW PARENT REPRESENTATIVE: Shall be the liaison between parents and students, answering questions from parents and students and helping to keep students and parents informed of events, schedules, etc.

COLOR GUARD MANAGER: Shall be appointed by the BOARD with consultation of band director and staff, and must have their band account in good standing and have a student participating in both fall and winter programs. Shall be responsible for all facets of Color Guard uniform maintenance, fitting, and pre- and post event preparation; accompany the Color Guard to all competitions/events; advise the BOARD on Color Guard related matters; plan and make arrangements for all necessary travel to away competitions/ maintain the approved Color Guard budget and show budget; arrange parent information meetings and prompt collection of program fees; shall assist with organizing and maintaining the Booster storage bins. Shall also assist the 2nd Vice President of Operations as requested. All of these duties likewise apply to second semester Winter Guard.

DRUM LINE MANAGER: Shall be appointed by the BOARD with consultation of band director and staff, and must have their band account in good standing and have a student participating in both fall and winter programs. Shall be responsible for all facets of the preparation of the Drum Line for performance; accompany the Drum Line to all competitions/events; advise the BOARD on Drum Line related matters, plan and make arrangements for all necessary travel to away competitions; maintain the approved Drum Line budget and show budget; arrange parent information meetings and prompt collection of program fees; shall assist with organizing and maintaining the Booster storage bins. Shall also maintain a log/inventory of all purchased and handmade equipment and props. The log is to include for each item, the date obtained, a photograph of each item, the location where it is stored, the cost and all maintenance records. In addition, Standing Rule No. 2 must be adhered to. All of these duties likewise apply to second semester Winter Drum Line.

SPRING CONCERT MANAGER: Shall be responsible for the following: all facets of the preparation of the Wind Ensemble, Jazz and Concert Bands (Groups) for performance; accompany the Groups to all events; plan and make arrangements for all necessary travel to away competitions; maintain approved Spring Concert budget; advise the BOARD on Groups related matters; and assist the 2nd Vice President of Operations as requested.

HISTORIAN: Shall be responsible for gathering, organizing, creating, and disseminating material, in format decided upon by the director, which shares the highlights, traditions, and the history of this organization. Will coordinate with the 1st Vice President for Band Banquet slide presentation.

ALUMNI LIAISON: Shall act as a consultant, resource, advocate, and liaison between the alumni and active membership of the RCMC. The Alumni Liaison shall be filled by a past RCMC alumnus having served as a BOARD member or Standing Committee Chair and having graduated their last RCMC student.

AUDITOR: Will review the financial records at year end to verify fiscal responsibility. This person will not be the current treasurer nor be related to the current treasurer.

ARTICLE IX - MEETINGS

Section 1 – The General and Executive board meetings of the club shall be held once each month on a day selected by the Executive Board.

Section 2 – The regular meeting in April shall be for the purpose of electing Executive Board members. The regular meeting in May shall be for the purpose of presenting fiscal year end reports from officers and committees and for any other business that may arise.

Section 3 – Special meetings may be called by the President and shall be called upon the written request of ten (10) members of the club. The purpose of the meeting shall be stated in the call. Except in cases of emergency, at least three (3) days notice will be given.

Section 4 – At all regular and special meetings, no business can be conducted unless a quorum is present. One-half of the total elected members of the Executive Board shall constitute a quorum.

ARTICLE X - FUNDS/BUDGET

Section 1 – All funds collected by the club shall only be used to actively support the RCMC activities.

Section 2 – All disbursements shall be made by check signed by the Treasurer, the President, the First Vice President and/or Recording Secretary, of which two (2) signatures (by non-related Board members) are required.

Section 3 – Non-budgeted disbursements in excess of two-hundred fifty dollars (\$250.00) shall not be made unless these disbursements have been approved by the Executive Board.

Section 4 – All funds collected by the club shall be deposited in a savings and/or checking account in a local bank.

Section 5 – The fiscal year for the club shall begin on June 1 and run through May 31.

Section 6 – The Executive Board, under the advisement of the Band Director, will be responsible for decisions regarding the purchase of band equipment and/or supplies with band booster funds, loaning of RCMC property, and any other item included in the annual band booster budget. All emergency purchases must be approved by the band director and the band booster president and after verifying with the Treasurer that adequate funding is available.

Section 7 – No advisor, instructor, coach, member of the RCMC boosters, and/or executive board member is authorized to commit the RCMC boosters to financial commitments, contracts, or agreements without prior vote of the Executive Board.

Section 8 – In the event of financial need by a student, the President, Band Director and one officer may discuss and grant whatever aid they deem appropriate. An announcement of such financial aid will be made at the following Board meeting with student's name remaining anonymous.

Section 9 – At the April general booster organization meeting of the current school year, the outgoing Executive Board will submit a preliminary budget of estimated income and expenditures for the upcoming school year to the general membership.

Section 10 – All money and/or receipts must be turned in to the Treasurer once collected. At the close of a fundraiser all money/receipts must be reconciled within two (2) weeks.

ARTICLE XI PARLIAMENTARY AUTHORITY:

The rules contained in the current edition of Robert's Rules of Order, newly revised shall govern the club in all cases to which they are not inconsistent with these BY-LAWS and any special rules of order the club may adopt.

ARTICLE XII - AMENDMENT OF BY-LAWS:

Additions to or amendments of the bylaws must be presented in writing to the General Membership one month prior to being voted on by the General Membership. Any changes in the bylaws must have the approval of two-thirds of the membership in attendance at the General Meeting in order to become effective. The bylaws may be reviewed annually by a Bylaw Review Committee.

RANCHO CUCAMONGA HIGH SCHOOL MARCHING COUGARS PARENT ASSOCIATION **STANDING RULES**

1. The following property is owned by the Rancho Cucamonga High School Marching Cougars Parent Association (hereafter "RCMC" or "MUSIC BOOSTERS") : ONE (1) 48' trailer, two (2) 24' travel trailers, band uniform racks, three (3) ATV's, control of three (3) but only own two (2) generators; hospitality items; instruments and accessories; Color Guard flags; Drum Line, Color Guard, and Marching Band props and accessories, and Marching Band uniforms.
2. Any property bought with MUSIC BOOSTER funds is the sole property of the RCMC and may not be gifted, loaned, borrowed, transferred, rented, traded, or sold to any other person or entity without the prior written authorization and vote of the RCMC Executive Board of Directors (hereinafter the "BOARD").
3. The RCMC logo is the sole property of the MUSIC BOOSTERS and may not be used by any person or entity without the written authorization and vote of the BOARD.

Adopted: May 17, 2010