

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

ARTICLE I

NAME:

The name of this club 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

OBJECT:

The purpose of this club shall be to promote and extend public relations through its morale and active support of the RCMC. The RCMC is made up of the Marching Band, Color guard, Drumline, Concert and Jazz Bands. This organization will not seek to control the policies or 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.

ARTICLE IV

OFFICERS:

Section 1 – The officers of the club shall be: President, 1st Vice President, 2nd Vice President, Recording Secretary, Communications Officer, Treasurer, Accounts Manager, Scrip Chairperson, Fundraising Chairperson, Color guard Representative and Percussion Representative.

Section 2 – The officers of the club, the Past president and the Band Director shall constitute the Executive Board.

Section 3 – On March 1st, before the election at the monthly parent association meeting in May, nominations from the floor shall be permitted.

Section 4 – 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.

Section 5 – 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.

Section 6 – Executive Board members may be elected by acclamation where there is but one candidate for any office.

Section 7 – No member shall 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.

Section 8 – 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.

Section 9 – 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.

Section 10 – The officers of the club shall perform the duties prescribed by these BY-LAWS and by the parliamentary authority adopted by the club.

Section 11 – All officers serve in a voluntary capacity, without remuneration and must be current with student fees.

Section 12 – Attendance at all meetings by members of the Executive Board and by the Standing Committee Chairman is required.

Section 13 – After two (2) consecutive unexcused absences by a Board member or Standing Committee Chairman, the Board may dismiss the absent member and fill this position by appointment of the President with approval of the Board.

Section 14 – The President, with the approval of the Executive Board, will appoint an officer to fill the un-expired term of an officer who resigns or is removed from office for cause.

Section 15 – 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

DUTIES OF OFFICERS

PRESIDENT:

Section 1 – It shall be the duty of the President to preside at all meetings of the club and of the Executive Board; 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 and to appoint, with the approval of the Executive Board, an officer to fill an un-expired term or vacancy on the Executive Board. The office of the President will not be a voting office unless the vote is needed to break a deadlock vote.

1st VICE PRESIDENT:

Section 2 – It shall be the duty of the 1st Vice President to assist the President in the performance of his or her duties; to preside over the club in the absence of the President; to 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; 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- Equipment/Logistics:

Section 3 – It shall be the duty of the Second Vice President Equipment/Logistics to maintain control and inventory of Band equipment and uniforms; to identify and report to the Band Director and Executive Board the need for any equipment purchases and/or repairs; to coordinate Pit Crew for football games and competitions; and to perform any other duties as may be assigned.

RECORDING SECRETARY:

Section 4 – It shall be the duty of the Recording Secretary to keep a record of all the proceedings of the club; to keep on file all committee reports; to make the minutes and records available to members upon request; to notify officers and committee members of their election or appointment; to furnish committees with whatever documents are required for the performance of their duties and to have on hand at each meeting a list of all existing committees and their members; 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.

COMMUNICATIONS OFFICER:

Section 5 – It shall be the duty of the Communications officer 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 news letter 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:

Section 6 – It shall be the duty of the Treasurer to receive and deposit all funds received by the club; to make all disbursements of the club funds as provided by the BY-LAWS; to keep accurate record of all financial transactions; to make a full financial report at the regular meetings of the club; to perform as a member of the Finance Committee; to perform tasks incident to the collection of members dues; and perform such other duties as may be assigned by the President and/or required by the laws and usages of the club. The financial records of the club will be audited at the end of the year by an auditor appointed by the President. The person in this position should have a strong background in accounting and accounting software skills.

ACCOUNTS MANAGER:

Section 7 – It shall be the duty of the Accounts Manager to monitor/control the collection of fees; to retrieve fees held in the student store safe; to make a report of fee collection at the regular executive board meetings; 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 person in this position should have a strong background in accounting and accounting software skills.

SCRIP CHAIRPERSON:

Section 8 – It shall be the duty of the Scrip Chairperson to 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:

Section 9 – It shall be the duty of the Fundraising Chairperson to coordinate all fundraising activities of the club, reporting activities to the general meeting and board meeting.

Section 10 – It shall be the duty of the Executive Board to approve plans for raising and dispersing funds of the organization, by parliamentary vote.

COLOR GUARD AND PERCUSSION REPRESENTATIVES:

Section 11 – The band director and executive board president will appoint one parent of a color guard member and one parent of a percussion section member whose band fee accounts are in good standing, to a voting seat on the RCMC executive board. The appointment of the color guard and percussion representatives will be conducted prior to the June executive board meeting and their term will last until the following May election meeting. These individuals must have a student participating in both the fall marching band season and winter indoor competitive season.

The duties of these representatives will consist of the following: percussion and color guard unit liaison to the RCMC executive board, development of the color and percussion winter season budget, trip coordinator for the winter and percussion and guard seasons, and to assist the percussion and guard instructors with their needs during both marching band and the winter competitive season and apprise the board of all fundraising activities of each group.

ARTICLE VI

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 May shall be for the purpose of electing Executive Board members, receiving 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 VII

Section 1 – 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.

Section 2 – Membership/New Parent Communications Committee: The First Vice President will chair the Membership Committee. This committee will be responsible for contacting prospective members with an emphasis on making sure incoming freshmen and/or new band students questions are addressed.

Section 3 – Ways and Means Committee: The President will appoint the chairman for this committee. The Treasurer will serve as an active member. This committee will develop ideas and assume the proper execution of special events and coordinate local competition meals.

Section 4 – Performance Assistance Committee: The President will appoint the chairman of this committee. This committee will provide chaperones for all activities

where chaperones are required (football games and local competitions); 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 the first activity in September each year; perform such other duties as may be assigned by the President and required by the laws and usages of the club. The First Vice President will serve as an active member. Officers, the Director and Chaperones shall meet before and after every event for briefing and outcome. They shall look out for the well being of all students and may ride the student bus.

ARTICLE VIII

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 are required.

Section 3 – Non-budgeted disbursements in excess of fifty dollars (\$50.00) 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.

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.

ARTICLE IX

PARLIAMENTARY AUTHORITY:

Section 1 – 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 X

AMENDMENT OF BY-LAWS:

Section 1 – These BY-LAWS can be amended at any regular or special meeting of the club by a two-thirds vote of the members present, provided that the amendment has been submitted to the members in writing three (3) days prior to the meeting.