BY-LAWS OF THE RIO AMERICANO BAND BOOSTERS, INC.

ARTICLE I

**Name**

The name of this organization shall be the RIO AMERICANO BAND BOOSTERS, INC. (RABB)

ARTICLE II

**Purpose and Policies**

Section 1. **Purpose** The purpose of the organization shall be to serve as a support group for the band programs at Rio Americano High School in Sacramento, California, and to organize and sponsor events to raise funds to further the music program.

Section 2. **Representation** No person shall represent the organization or take any action on behalf of the Rio Americano Band Boosters except with the express authorization of the president and/or board of directors.

ARTICLE III

**Membership**

Section 1. **Qualifications** Any person, family, organization, or business interested in the purpose of this organization shall be eligible to become a member.

Section 2. **Admission** Members shall be accepted at any time upon payment of annual dues.

Section 3. **Voting Rights** Each membership is entitled to one vote.

ARTICLE IV

**Board of Directors**

Section 1. **Number and Composition** The board of directors shall consist of the five (5) officers, and the director(s) of the band program who shall serve as ex-officio director(s) with vote.

Section 2. **Manner of Selection and Term of Office**

(A) **Term of Office** The officers are to be elected for a term of one (1) year by the general membership at the annual meeting, which shall be held during the spring semester at a time set by the Board of Directors. They shall take office August 1,

(B) **Manner of Selection** The nominating committee, at the annual meeting, shall present a single slate of officers and elected steering committee members. Nominations for both officers and steering committee members may be submitted from the floor, prior to the election, provided the consent of the nominee has been obtained. If there is only one nominee for each office, election may be by a voice vote.

Section 3. **Vacancies** Vacancies in the board of directors shall be filled by a majority vote of the remaining directors.

Section 4. **Powers and Duties** Subject to the limitations of the Articles of Incorporation and these By-laws, the activities and affairs of the organization shall be conducted by or under the direction of the board of directors.

Section 5. **Meetings of the Board of Directors** At least three (3) regular meetings of the board of directors shall be held each year. The schedule of meetings is to be proposed by the president and band director(s) and approved by the board. Special meetings of the board may be called at any time by the president or any four members of the board. Notification for special meetings may be by first-class mail at least four (4) days prior to the meeting or by telephone or email at least forty-eight hours prior to the meeting and shall contain information as to the general nature of the business to be transacted.

Section 6. **Quorum** A quorum of the board of directors shall consist of four (4) members of the board.

ARTICLE V

**Officers**

Section 1. **Positions** The officers shall consist of the president, first vice president, second vice president, secretary, and treasurer.

Section 2. **President** The president shall: (1) preside at all meetings of the organization and of the board of directors; (2) sign or endorse all checks, drafts and notes with the treasurer or designate another officer to do so; (3) be an ex-officio member of all committees except the nominating committee; and (4) have such usual powers of supervision and management as may pertain to the office of president and perform such other duties as may be designated by the board of directors.

Section 3. **First Vice President** The first vice-president shall: (1) assume all duties of the president in the president's absence; (2) possess all the powers and perform all the duties of that office in the event of disability or death of the president until the vacancy is filled; (3) serve as ways and means chair; and (4) perform such other duties as the president and board may designate.

Section 4. **Second Vice President** The second vice president shall serve as membership chair and perform such other duties as the president and board of directors may designate.

Section 5. **Secretary** The Secretary shall: (1) keep and distribute minutes of all meetings of the organization and all meetings of the board of directors; (2) notify all officers and steering committee members of their election; (3) sign, with the president, all contracts and other instruments when so authorized by the board of directors; and (4) perform such other functions as may be incident to the office.

Section 6. **Treasurer** The treasurer shall be the custodian of all funds. The treasurer shall supervise the following activities: (1) the collection and receipt of all funds due; (2) the depositing of such funds in an account in a bank designated by the board of directors; (3) the disbursement of same, only upon order of the board, and (4) the presentation of statements to the board at their regular meetings and an annual financial report at the fall semester general meeting.

ARTICLE VI

**Steering Committee**

Section 1. **Purpose**, Number and Composition The steering committee shall consist of elected members and appointed members. The steering committee will be advisory to the board of directors, and shall be invited to all general membership and board of directors meetings.

Section 2 **Manners of Selection and Terms of Office**

(A) **The Elected Steering Committee Members** The elected

steering committee members are to be elected for a term of one (1) year, by the general membership, at the annual meeting, which shall be held during the spring semester at a time set by the board of directors. They shall take office Aug 1. The nominating committee, at the annual meeting, shall present a single slate of officers and elected steering committee members. Nominations for both officers and steering committee members may be submitted from the floor prior to the election, provided the consent of the nominee has been obtained. If there is only one nominee for each office, election may be by a voice vote.

(B) **Appointed Steering Committee Members** Appointed steering committee positions will be selected by the board of directors. The appointed committee members are to be selected, for a term that coincides with the term of the elected board or for a period of time needed to accomplish a specific task or assignment.

Section 3. **Elected Steering Committee Positions** The elected steering committee members may include the following positions and such other positions as determined by the board of directors:

(A) Auditor

(B)

(C)

(D) Playathon Committee Chairs

(E) Dinner Dance Committee Chairs

(F) PTSA Liaison

(G) Athletic Booster Liaison

(H) Communications & Publicity (Web, Social Media)

(L)

ARTICLE VII

**Membership Meetings**

Section 1. **Regular Meetings** At least two (2) regular meetings of the membership shall be held each year. The board of directors shall determine the time, place, and exact date.

1. **Annual Meeting** The annual meeting shall be held during the spring semester of each year. The purpose of the meeting shall be: (1) to elect officers and steering committee members; (2) to set the dues amount for the succeeding fiscal year; and (3) to transact such other business as may properly come before it.

(B) **Fall Meeting** There shall be a regular meeting held during the fall semester each year. The purpose of the meeting shall be: (1) to present the annual financial report; (2) to adopt a budget; and (3) to elect a nominating committee. The nominating committee shall consist of a minimum of two RABB members and a maximum of four members. At least two members of the members should be current RABB board members. . The nominating committee shall elect its chair from the five (5) members.

Section 2. **Special Meeting** A special meeting of the membership may be called by the president when deemed necessary. A special meeting shall be called when requested by a majority of the board of directors, or when requested in writing by ten (10) members or one-third of the membership, whichever is less.

Section 3. **Notification** Notification for regular meetings shall be in written form, sent by mail or email at least ten (10) days prior to the meeting. Notice for the annual meeting shall include the proposed slate. Notification for special meetings may be in written form, sent by mail or email, or by telephone at least three (3) days prior to the meeting and shall contain information as to the general nature of the business to be transacted.

Section 4. **Quorum** A quorum shall consist of ten (10) members or one-third of the membership, whichever is less.

ARTICLE VIII

**Financial Administration**

Section 1. **Fiscal Year** The fiscal year of the organization shall commence on the first day of August of each year.

Section 2. **Dues** Dues shall be payable annually. The dues shall be the same per person, family, organization or business per year. The amount of dues shall be set at the annual meeting for the succeeding fiscal year.

Section 3. **Financial Statements** The treasurer shall present an annual financial statement at the fall semester membership meeting

(A) **The annual financial statement** will be accompanied by a report from the president and the board of directors of any continuing plans that will affect the actions of the incoming board.

(B) Any monetary commitments that affect the budget of the incoming board are to be separately listed and presented with the annual financial statement.

Section 4. **Budget**

(A) The board of directors shall submit a proposed budget for the year for adoption at the fall membership meeting. The board of directors may authorize payment for items that do not appear in the budget.

(B) Any expenses, which have not been pre-authorized, may not be reimbursed, at the discretion of the board of directors.

Section 5. **Financial Review** There shall be an annual financial review.

Section 6. **Banking** All checks shall require the signature of two of the following officers: (1) president, (2) treasurer, (3) first vice president.

Section 7. **Policies and Procedures** The Board of Directors may adopt policies and procedures to carry out the functions of the organization in conformance with these Bylaws.

ARTICLE IX

**Amendments**

These by-laws may be amended by a two-thirds vote of the members present and voting at any membership meeting, providing the amendments were submitted to the membership in writing, by mail or email, at least ten (10) days in advance of the meeting.

ARTICLE X

**Parliamentary Authority**

Robert's Rules of Order Newly Revised shall be the governing authority in all cases in which it is applicable and in which it is not inconsistent with these by-laws.