

Rochester Band & Orchestra Boosters

Standing Rules

May 2014 – ADOPTED

REVISION HISTORY

<i>Approval Date</i>	<i>Author</i>	<i>Revision Purpose</i>
May, 2014	Julie Stimpson	Adoption
August, 2014	Julie Stimpson	2014-15 EBoard Review
September, 2016	Lynn Smith	2016-17 EBoard Review
October, 2016	Lynn Smith	2016-17 EBoard Review
October, 2017	Larry Latouf	2017-18 EBoard Review
October, 2018	Melissa Hardy	2018-19 EBoard Review
October, 2019	Melissa Hardy	2019-20 Eboard Review
October, 2020	Melissa Hardy	2020-21 Eboard Review
October, 2021	Kathy YoannidesYoung	2021-22 Eboard Review

ADMINISTRATIVE

- 1 The RPMS name was changed to RBOB, which stands for “Rochester Band and Orchestra Boosters. This is our doing business as (DBA). The official tax return can also be filed as “Rochester Parents of Music Students dba Rochester Band and Orchestra Boosters”
- 2 This document consists of the standing rules for the RBOB. These rules are governed by the Constitution and Bylaws of RBOB. These rules may be amended by a majority vote of the Executive Board (Eboard).
- 3 The officers are expected to attend all scheduled EBoard meetings and general membership meetings. Any officer who is unable to attend a scheduled meeting must contact the President in advance. If no notification has been made for three consecutive meetings, the position may be declared vacant. An elected officer will be requested to submit a letter of resignation
- 4 Minutes for the Eboard and the General Membership meetings shall be prepared to present at the next scheduled meeting. The Secretary will place the final approved copy in a shared folder, to distribute (electronically or printed)
- 5 Each officer and committee chairperson shall keep notes for each event. Each officer and committee member will place their information in a written folder or electronic folder. The file will be shared with the President and, officer or chairperson. All officers and chairpersons shall deliver to their successor’s official material by June 30th of the year ending the outgoing officer’s/chairs term.
- 6 The outgoing EBoard will meet with the incoming board before the end of the current fiscal year to transfer records, provide training files and answer any questions to maintain continuity.
- 7 A standing rule may be suspended for the duration of the current session by a majority vote, and otherwise remains in effect until amended or rescinded.
- 8 The standing rules and amendments may not conflict with the approved bylaws.
- 9 An up-to-date copy of the Standing Rules will remain with the Secretary to be passed down to their successor.
- 10 The Standing Rules shall be reviewed each year by the EBoard. The EBoard must approve any revisions, additions, or deletions. The Standing Rules will then be presented at a General Membership Meeting and so noted in the minutes.
- 11 Every committee shall be assigned one officer to serve as its Board Contact Representative. Committee assignments will be made by mutual agreement among the current officers. If needed the board member shall attend committee meetings
- 12 Committee chairpersons will prepare a report for the general membership meeting immediately prior to their event, the month of the event, and the month after the event. If chairperson is unable to attend the meeting, the board representative will present the committee report.
- 13 All committee chairpersons are required to keep date reference information during their term. The information can be placed in a binder or in a google folder. The reference information should be turned in to the committee’s Board Contact Representative within the month following the completion of the committee/event or by the end of the school year, whichever comes first.
- 14 Basic outline is as follows:

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POSITION	COMMITTEE
President	FMB Band Camp
	Solo & Ensemble Festival
	FMB Videographer and Photographer
	Band and Orchestra Concert Videos
1st Vice President	Chaperones – FMB / Pep Band / Concert Band: Collage Concert/MSBOA Festival/Commencement/Orchestra
	Concert Uniforms
	FMB Apples
	FMB Uniform Parts
	FMB Full Uniforms
	Hospitality
	Senior Flowers
	Band & Orchestra Recognition Night
2nd Vice President of Fundraising	Dining Fundraisers
	FMB Command Performance
	Store Loyalty Programs
	SCRIP
	Apparel/Spiritwear
	Patron Drive
	Conduct the Band
3 rd VP of Publicity and Communications	Webmaster Newsletter Publicity
Secretary	
Treasurer	Scholarships Student Accounts Finance Committee
Member at Large	Membership Band Social Committee

Refer to separate committee descriptions for specifics of each position.

FINANCE

1. The need for instructors that will be paid by the Boosters shall be determined by the Band and/or Orchestra Directors and presented to the Executive Board. Final approval for funding shall be decided by a majority vote of the Executive Board. Instructors that are brought on without prior approval from the executive board and payment is not approved will need to be paid out of the Band or Orchestra Director’s school budget. These instructors shall report to the Band or Orchestra Directors who shall assign their duties and be solely responsible for their supervision.

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2. Each spring, the members of the Band or Orchestra Program shall receive letters (or bars/pins), based on criteria established by the Band or Orchestra Directors. The Band or Orchestra Directors determines the recipients. RBOB funds the awards, based on established annual budget.
3. Student Accounts are set up as a depository of monies raised by a student, or another person on the student's behalf giving the student the opportunity to defray the cost of participating in the Band or Orchestra band program.
4. Any outstanding monies owed to the Band or Orchestra by a student shall be taken from the student account before any other disbursements are made. This can be for items such as a replacement or repairs to an issued uniform, band camp, dry cleaning, uniform cost, props, and equipment.
5. If the treasurer receives cash donations without a specific budget item identified, it will be presented at the next Executive Board Meeting. The EBoard will vote to create a line item in the budget. If the cash is to fund a specific event for Band or Orchestra, that cash donation will be applied to the line item for the event, in this case the treasurer will report the amount at the Eboard meeting.
6. The Executive Board has the authority to approve non-budgeted expenditures up to \$500.00 without a vote. The membership shall be notified of such expenditures at the next general meeting.
7. Band camp scholarship funds (special assistance) are available with approval from the band director. This is a confidential process between the band director and the student's family. The total dollar amount of special assistance will be determined by the director during FMB Registration. Treasurer will keep copies of signed request forms with FMB Registration information.
8. Committee chairpersons shall submit to the Treasurer any deposits within 14 days of the event. A "Moneys Received" form should accompany the deposit. Receipts that require reimbursement will need to be submitted to the Treasurer within 14 days. Treasurer will prepare reimbursement within 14 days of receipt.
9. RBOB reimbursements shall be distributed by a voucher system. A request for funds in advance or a request for reimbursement of funds shall be made by completing a voucher signed by the committee chairperson, with appropriate supporting receipts or documentation attached, and submitting it to the Treasurer. A copy of all vouchers shall be filed in the Treasurer's binder.
10. Each year, the Band or Orchestra Directors may submit a bid to be the host school for the MSBOA Festival for middle and high school students. If awarded, RBOB will assist the Band or Orchestra Directors and MSBOA to administer the event. MSBOA pays for their own expenses, i.e., building rental, piano rental, food service provider (their portion of expenses). RBOB provides volunteer staffing and for MSBOA food service; which allows RBOB to host this fundraiser.
11. Record Retention Policy to be reviewed annually at the June transition meeting. Policy is listed on Attachment 1 to the Standing Rules.

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12. RBOB membership must be established and maintained to set up and utilize a Student Account. Only one account is set up per family in the name of the youngest participating Band or Orchestra member. Refer to student account guidelines published on RBOB website for guidelines for using student accounts.
13. The RBOB Finance committee was established to propose yearly budgets, review records, and revise and/or introduce finance processes. The committee will consist of 5 members. The RBOB Treasurer will serve as chair. One other board member will sit on the committee and 3 members are from the RBOB general membership. Committee members will serve for a term of 1 year to coincide with the RBOB fiscal year. A person can sit on the committee a maximum of 3 years as a member of committee. A spouse or significant other of a current board member cannot be a voting member of the finance committee
14. The RBOB Finance committee recommends, and the board approved the establishment of a discretionary fund for the Director(s) of Bands in the amount of \$2500.00 for the fiscal year. The amount of the director's discretionary fund will be reviewed and adjusted per fiscal year based on the budget and funds availability. The funds guidelines are as follows: Expenditures up to \$250 do not require finance committee approval. Expenditures of \$251 to \$500 require finance committee approval. Expenditures of \$501 to \$2499 require both finance committee approval and EBoard approval. Expenditures of \$2500 or more require finance committee approval, EBoard approval and a general membership vote.
15. With the creation of the Orchestra program no set amount has been set for a discretionary fund for the Orchestra Director. Expenses will be discussed and voted on during the board meetings monthly. In the future a discretionary amount for the Director of Orchestra program will be discussed and voted on.
16. The RBOB finance committee will recommend approval of a budget in February for the next fiscal year. The budget will be approved by the executive board and general membership.
17. The RBOB finance committee will review the treasurer's books at least quarterly and prior to submitting to the RBOB accountant for preparation of the 990 taxes.
18. The RBOB finance committee will review the State of Michigan sales tax form prior to submission in February.
19. Student fundraisers shall raise funds where 75% will be deposited to the student accounts and 25% will be deposited to the operations account.
20. Other fundraisers will be deposited to the general fund unless the board votes to place funds aside for a specific usage. Amounts allocated to specific trips and causes will be voted on as budgeted line items. If the event or trip is canceled that funds have been raised the board will vote on recommendations on what to do with the funding
21. The treasurer will count money in the presence of another RBOB member and a form will be signed by both the treasurer and member prior to the money being transported.

RBOB COMMITTEE DESCRIPTIONS:

1. **Apparel (Spirit Wear) Coordinator** will work with the Band or Orchestra Directors, and other members of the executive board 2nd VP and the apparel company. They will obtain samples and arrange online ordering opportunities. Host sales at events. Maintains accurate inventory of all items. Accurate inventory of uniform parts is to be maintained. Shirts that are given to instructors /chaperones /student the individual must notify spirit wear coordinator to keep accurate inventory of items
2. **Band & Orchestra Recognition Night Coordinator** will work with the directors to set the date (Spring) and location for Recognition Night (usually held in May in the RHS Mall). Coordinator will prepare announcement, work with the Band & Orchestra directors to assure supply of awards for the evening including pins, menu and room setup. Perform room set up on day of event. A program listing all award recipients will also be completed. The program can be electronic for the attendees
3. **Concert Chaperone Coordinator** will work with the Band & Orchestra directors to ensure adequate chaperones are provided at each event. Create and maintain SignUpGenius™ associated with concert events.
4. **Band and Orchestra Social Committee Chair** will coordinate with student leaders and the Band & Orchestra directors to arrange social events that are 100% student funded.
5. **PEP Band Chaperone** Coordinate with the Band Director to ensure adequate chaperones are provided at PEP Band events. Create and maintain SignUpGenius™ associated with concert events
6. **Photographer/Videographer Coordinator** is responsible for obtaining photographic and/or video record of every band and orchestra event and making them available to the band and orchestra community. All photos are made available using our private Facebook page and on the rochesterbands.org website. Photography experience preferred.
7. **Concert Performance Band & Orchestra Video Coordinator** is responsible for obtaining video production service to record and produce professional videos of the Collage Concert, Winter Concert, & Spring Concert performances, which can be made available to the band community with or without fee. Coordination with RBOB President and Band or Orchestra Directors is required.
8. **Conduct the Band Fundraiser** Coordinate with the Band Director to set a date for the concert that they would like this event to occur. Coordinator works to make tickets and distribute them for sale. Will sell tickets during the concert prior to the announcement of the winner.
9. **Hospitality – Concert Events** This committee oversees any RBOB hosted hospitality events during the concert season. Events include the concert afterglow after the December band concert, along with any other events determined at the start of the school year.

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10. **Newsletter Coordinator** will work with VP of Publicity and Communication, RBOB Secretary, President and Directors to coordinate online newsletter. Write articles, collect, and compile information for the newsletter.
11. **Patron Drive Coordinator:** Patron Drive is one of the large fundraisers of the year. This is a direct donation solicitation typically held from October-February of each year. Coordinator will speak at band events, prepare material related to patron drive, and coordinate with the RBOB VP of Fundraising
12. **Solo & Ensemble Festival** Coordinator will establish committee chairs and work with Band or Orchestra Directors to coordinate all aspects of hosting the event.
13. **Public Relations Coordinator:** will work with VP of Publicity and Communications to write articles and obtain photographs highlighting recent and upcoming events and accomplishments of the Band or Orchestra programs. Submit pieces to local/community newspapers and school district online website, after approval from Directors of Band or Orchestra.
14. **Scholarships Coordinator:** will work with the Director to distribute scholarship applications in March outlining the requirements for the scholarships. Auditions will be done and then certificates are presented at Band or Orchestra Recognition night.
15. **SCRIP Orders Coordinator:** will encourage participation, solicit orders via email/Webmaster and provide disbursement lists to Treasurer. Coordinator will work with 2nd VP of Fundraising to coordinate raising moneys for student accounts
16. **Falcon Marching Band** Coordinator will establish committee chairs and work with Director of Marching Band to coordinate all aspects of the Falcon Marching Band (FMB).
17. **Concert Uniforms Coordinator** will work with Director of Band or Orchestra to set a date and time in early Fall for uniform fitting; acquire volunteers who will pass out uniforms and have students sign uniform agreement. Coordinator or Director of Band or Orchestra will need to collect uniform cleaning monies from concert band members. Will manage repairs of uniforms as needed and prepare uniforms for cleaning at season end.
18. **Webmaster Coordinator** will update the RPMS website as needed, as well as coordinate all the email blasts. Will maintain email listings of current students, parents and alumni. Coordinator will work with 3rd VP of Publicity and Communications.

Falcon Marching Band (FMB) Committee:

1. **FMB Apples:** Apples are provided to the FMB during all football games. Coordinator will place orders, pick up and have available at football games.
2. **FMB Registrations Coordinator** is the person who works closely with the Director to oversee all aspects of FMB registration.
3. **FMB Band Camp Coordinator** is the person who works closely with the Director to oversee all aspects of camp. Support camp registration, communicate with camp facility staff, determine room use and menus, oversee set up of facility, oversee Drum Major tasks, create name badges for students. Coordinate chaperones and medical team and hold training meetings.
4. **FMB Sarnia Parade Coordinate** with the Director on all aspects of the Sarnia Parade trip.
5. **FMB Events Chaperones** Coordinate with the Director to ensure adequate chaperones are provided at FMB Events. Create and maintain SignUpGenius™ associated with the events.
6. **FMB Football Games Coordinate** with the Director to ensure adequate chaperones are provided at Football Games. Create and maintain SignUpGenius™ associated with the events.
7. **Hospitality – FMB Events** This committee oversees any RPMS hosted hospitality events during the FMB season. Events include the FMB Family Tailgate, middle school night and Alumni night, along with any other events determined at the start of the school year.
8. **FMB Command Performance Coordinator** will advertise and encourage participation by all band members to sell tickets, receive ticket stubs and money for sold tickets, collect unsold tickets, turn in money to the Treasurer, and work with the Director to manage the performance logistics. Coordinator will work with 2nd VP to coordinate games and additional ticket selling locations (i.e. grocery stores).
9. **FMB Uniform Parts Coordinator** will track inventory and tabulate orders from FMB registration. Includes FMB t-shirts, gloves, pants, hats, and berets.
10. **FMB Wool Uniforms Coordinator** will work with Director to set a date and time in early Fall for uniform fitting; acquire volunteers who will pass out uniforms and have students sign uniform agreement. Will manage repairs of uniforms as needed and prepare uniforms for cleaning at season end.
11. **FMB Senior Flowers Coordinator** will find out which football game is Senior Night. Flowers are ordered for all senior FMB students. In addition, single stem roses are given out to seniors following the FMB Rochester Holiday Parade.
12. **FMB Drone Coordinator** is responsible for the FMB drone's Certificate of Aircraft Registration and Proof of Ownership. The coordinator must also be familiar with the Michigan Unmanned Aircraft Systems Act #992. The drone is to be operated at the approval of the Director for the purpose of filming FMB activities.