

Hamilton Southeastern Royal Guardians, Inc.

CONSTITUTION & BY-LAWS

(Revised and Approved May 31, 2009)

ARTICLE I: NAME

The name of the Organization shall be the Hamilton Southeastern Royal Guardians, Inc.

ARTICLE II: POLICY

It is the policy of this Organization to operate as a non-profit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1999, or its latest version, to be non-partisan, non-political, and non-sectarian in all of its activities.

ARTICLE III: OBJECTIVES

The objectives of this Organization shall be:

- 1) To act as a support group for the entire Hamilton Southeastern High School band program.
- 2) To promote a better understanding of and maintain an enthusiastic interest in the Band and Guard programs among parents and guardians, students, instructors, the Hamilton Southeastern High School administration, Hamilton Southeastern School Board, and the surrounding community and businesses within the Hamilton Southeastern School Corporation boundaries.
- 3) To promote activities of interest and music education for the students of Hamilton Southeastern High School's Band and Guard programs.
- 4) To raise funds to finance or partially finance activities and education, and purchase any other approved items and supplies for Band and Guard students not furnished by the Hamilton Southeastern School Corporation.

ARTICLE IV: MEMBERSHIP

Parents and legal guardians of any currently enrolled student in one of Hamilton Southeastern High School's band or guard programs becomes a member in the Organization. Membership in the Organization constitutes the right to vote.

ARTICLE V: ALUMNI

Former student members of the Hamilton Southeastern High School band or guard program and/or their parents or legal guardians may participate in Organization activities. Alumni shall not serve on the Executive Board. Alumni will be subject to background checks as dictated by the Hamilton Southeastern School Corporation.

ARTICLE VI: OFFICERS

The officers of the Organization shall be the President, Vice-President, Secretary, and Treasurer. These officers shall also be members of the Executive Board.

Section 6.01 President

- a) Shall preside at all meetings;
- b) Shall be an ex-officio member of all committees, except the nominating committee;
- c) Shall appoint the chairpersons of all standing committees and special committees;
- d) Shall coordinate and monitor the activities of all committee chairpersons;
- e) May call special meetings of the Organization or Executive Board at any time;
- f) May sign all fiscal documentation, including checks.

Section 6.02 Vice President

- a) Shall preside at all meetings in the absence of the President;
- b) Shall assume the office of President if the President is unable to serve;
- c) Shall assume the responsibility of collection of delinquent Student Accounts;
- d) Shall perform such other duties as the Organization may direct.

Section 6.03 Secretary

- a) Shall record proceedings of all meetings;
- b) Shall handle all correspondence necessary for the Organization;

- c) Shall be responsible for maintaining a current list of Band and Guard members, and ensure that a directory of Band and Guard students is published with updates as necessary;
- d) Shall perform such other duties as the Organization may direct.

Section 6.04 Treasurer

- a) Shall collect moneys due the Organization and deposit these in accounts approved by the Organization;
- b) Shall be responsible for keeping and maintaining records of student accounts;
- c) Shall maintain accurate records of transactions in accordance with all local, state, and federal requirements;
- d) Shall be responsible for ensuring the timely completion and filing of any local, state, and federal reports;
- e) Shall be responsible for ensuring payment of all bills and reimbursements;
- f) Shall prepare appropriate financial statements, reports and arrange for an annual audit; this shall include a written Treasurer's report at each Board meeting as well as a year-end report.
- g) Shall sign all checks written by or on behalf of the Organization;
- h) Shall perform such other duties as the Organization may direct.

Section 6.05 Term of Office

The officers shall be elected to serve 1 (one) year, beginning June 1 and finishing May 31, or until their successors are elected. Officers shall serve no more than 2 (two) consecutive terms in the same office unless there is no nomination for a successor, and there is a majority vote at the election meeting in favor of the incumbent remaining in office.

Section 6.06 Vacancies

A vacancy in any office (other than that of the President) shall be filled by special election at the next regular meeting of the Organization following the vacancy. Special election meetings must be announced to the membership prior to the designated meeting time, and will begin by taking nominations for the vacant office from the attendees. If no names are entered into nomination, the President will appoint a special committee that will canvas the membership to seek a suitable candidate for the vacant office.

Section 6.07 Absences

Any elected officer absent from 4 (four) regularly scheduled meetings without having submitted valid reasons for such absences, shall be considered to have resigned and will be replaced by a person as provided for in Article VI, Section VI of these By-Laws.

Section 6.08 Eligibility

To be eligible to hold office a person must be an active member of the Organization in good standing.

Section 6.09 Resignation

Resignations are effective upon receipt of written notification to the President of the Organization.

ARTICLE VII: INDEMNIFICATION

Each officer of the Organization shall be indemnified by the Organization against any and all expenses actually incurred by such officer in connection with the defense of any action, suit, or proceedings to which said officer is made party by reason of being or having been an officer of the Organization, except in relation to matters as to which said officer shall have been conclusively adjudged in any such action, suit, or proceeding to be liable for gross negligence or misconduct in performance of the duties as such officer. Such indemnification shall not be deemed to be exclusive of any other rights to which such person may be entitled under any arrangement approved by the Organization, or the laws of the State of Indiana.

ARTICLE VIII: THE EXECUTIVE BOARD

Section 8.01 Definition

The Executive Board shall be comprised of the officers of the Organization and at least one Director of Bands at Hamilton Southeastern High School.

Section 8.02 Meetings

The Executive Board shall meet at least four times a year.

Section 8.03 Quorum

A quorum shall be required for the Executive Board to conduct business. A quorum shall consist of a

majority of the Executive Board attending. All decisions will be by majority vote of those present at a meeting at which a quorum is present.

ARTICLE IX: STANDING COMMITTEES

Section 9.01 Standing Committees

The Organization shall have the following Standing Committees:

- a) **FUNDRAISING** – Shall be responsible for developing, organizing, supervising, and reporting on money-making projects, and to present all ideas, activities and costs to the Executive Board for approval.
- b) **UNIFORMS** – Shall be responsible for all inventory, handling, repairing, and cleaning of all uniforms used by all bands, ensembles, and the guard.
- c) **EQUIPMENT and PROPS** – Shall be responsible for designing, building, transporting, and loading of all the equipment used by all bands, ensembles, and the guard.
- d) **ACTIVITIES** – Shall be responsible for non-musical aspects relating to the success of a total program of the Band and Guard (refreshments, meals, etc.) Shall present ideas, activities and costs to the Executive Board for approval.
- e) **CHAPERONES/PARENT VOLUNTEERS** – Shall be responsible for securing adult chaperones as required by the Directors of the Bands, Ensembles and Guard. Shall be responsible for the updating, maintaining, and transporting of Health Forms and first aid kit(s). Shall be responsible for ensuring compliance with the Hamilton Southeastern School Corporation's criminal background check program for all chaperones and volunteers who are age 18 and above, and maintain all appropriate records pertaining to same.
- f) **SPIRITWEAR COMMITTEE** – Shall be responsible for the Organization's spirit item program. Shall present ideas and costs to the Executive Board for approval.
- g) **MEDIA** – Shall be responsible for the timely publication of information via electronic publication for dispersal to the Organization's general membership.
- h) **CORPORATE PARTNERSHIP** – Shall be responsible for developing, organizing and executing fundraising projects with the Organization's corporate partners. The chairperson shall also be responsible for ensuring that appropriate literature is prepared/updated and distributed to current and potential corporate partners.

Section 9.02 Chairperson Duties

The Chairperson of a Standing or Special Committee shall:

- a) Attend all Organization meetings and report the activities of the committee;
- b) If unable to attend an Organization meeting, shall submit a written status report to the President or Secretary of the Organization;
- c) Shall recruit committee members;
- d) Prepare the calendar of any event, project, activity, and meeting and ensure the timely communication of those details to committee members;
- e) Be responsible for collecting and remitting to the Organization's Treasurer any monies collected by his/her committee.
- f) Collect receipts for approved expenditures to be paid by the Organization. No reimbursements or bills will be paid without a receipt or invoice.

ARTICLE X: FINANCIAL ADMINISTRATION

Section 10.01 Fiscal Year

The fiscal year of the Organization shall be June 1 – May 31 but may be changed by resolution of the Executive Board and notification and approval by the Internal Revenue Service.

Section 10.02 Checks, Drafts, Etc.

Any legal documents shall be signed or endorsed by such officer or officers of the Organization as determined by the Executive Board or of any committee to which the Executive Board has delegated such authority.

Section 10.03 Deposits and Accounts

All funds of the Organization shall be deposited in general or special accounts in such banks or other depositories that have been selected by the Executive Board.

Section 10.04 Annual Budget

The Executive Board shall develop and administer the annual budget. The Executive Board shall vote to approve annually the proposed budget prior to presenting it at a general membership meeting no later than May of each year.

Section 10.05 Unused Funds

Any money remaining after all outstanding bills are cleared will remain in the Organization's General Fund.

Section 10.06 Financial Policies

The Executive Board shall be responsible for updating, publishing and distributing the Organization's Financial responsibility policy.

Article XII: AMENDMENT OF BYLAWS**Section 11.01**

Any member of the Organization in good standing may propose an amendment to the By-Laws by presenting it in writing at any regular or special called meeting of the Organization.

Section 11.02

These By-Laws may be amended by a majority vote of the Executive Board at any regular or special meeting.

ARTICLE XIV: DISSOLUTION

In the event of dissolution of the Organization, all assets remaining after payment of the obligations and liabilities of the corporation shall be distributed to one or more associations or corporations which themselves are exempt as organizations described in Section 501(c)(3) of the Internal Revenue Code of 1999.