

Round Rock Band Boosters, Inc.

Standing Rules

1) **Emergency Voting**

- a) Emergency voting – Notification of an emergency vote taken by email shall be given to each board member by the president. Board members shall have at least 24 hours to respond.
- b) When voting, board members will reply all to show an accounting of the votes.
- c) A complete accounting of the number of votes cast and the results shall be given at the next regular meeting where the vote shall be ratified. All of these actions shall be recorded in the minutes.

2) **Scholarship – Band Camp/Color Guard Camp**

- a) The purpose of the Round Rock Band Booster, Inc. Band Camp Scholarship is to support students in the high school and feeder middle school band programs who are focused on improving their musical education through summer instrumental/color guard band camps. This scholarship may also be applied to DCI fees. Each year, fourteen (14) scholarships will be given in the amount of \$300 each.
- b) When the number of applicants is less than the number of available scholarships, un-awarded scholarship monies will be returned to the Round Rock Band Boosters general fund.
- c) The scholarship will be publicized through the daily band and color guard classes at the feeder middle schools and RRHS via RRBB communications.
- d) At the end of the selection process, the chair will retain copies of the recipients' applications and note any relationship to Round Rock Band Booster, Inc. Executive Board members or RRHS employees.
- e) Eligibility Requirements
 - (i) RRHS band and color guard members in grades 9-11 are eligible, as well as future RRHS band and color guard members in grades 7-8 from feeder middle schools.
 - (ii) **No student(s) should receive a scholarship in consecutive years.**
- f) Selection Criteria
 - (i) Applications will be scored in the following categories on a scale from 1-10:
 - (1) Band/color guard Activities
 - (2) School/Communities Activities
 - (3) Band/color guard Experiences
 - (4) Attitude
 - (5) Future in Band/color guard
- g) Scholarship Supervision
 - (i) The Round Rock Band Boosters, Inc. will pay the scholarship amounts to the parents of the student receiving the scholarship upon proof of registration in a summer band/color guard camp or DCI program.
 - (ii) In the event that a recipient violates the terms of the scholarship (fails to enroll), that scholarship amount will be awarded to the next highest scoring applicant and if no additional applicants, will roll back into the Round Rock

Band Boosters, Inc. account.

(iii) If scholarship money is not claimed by June 30th of the awarded year, scholarship amount will be rolled back into the RRBB general account.

h) Scholarship Committee and Activity

(i) The standing chair of the Round Rock Band Booster Scholarship will solicit volunteers for the scholarship committee each year.

(ii) The Committee will consist of the chair and five (5) ~~to~~ or seven (7) members. ~~If a committee member is unable to serve, they will be replaced with the alternate.~~

(iii) Committee members must be members of Round Rock Band Boosters, Inc. and should not have a student who is applying for a Band Camp Scholarship that year.

(iv) Each committee member will score and rank each application.

(v) The committee will award scholarships.

i) Conflict of Interest

(i) Children of Round Rock Band Booster, Inc. Executive Board members and/or RRHS employees may be considered for scholarships. If such a recipient relationship exists, notation of this relationship will be made and kept with the records.

(ii) In order to avoid bias, every student application to be considered shall have the picture, student name, address, parent names and religion blocked out.

3) Scholarship – Senior and Carol Davis (community service)

a) The purpose of the Round Rock Band Booster, Inc. Senior and Carol Davis Scholarships is to support students in the band program who are focused on achieving goals through higher education. Each year, scholarships will be given in the following amounts: (2) \$1000, (4) \$750, (6) \$500, and (4) \$250 for the general senior scholarships and (1) \$500 for the Carol Davis Scholarship (community service focused.)

b) When the number of applicants is less than the number of available scholarships, un-awarded scholarship monies will be returned to the Round Rock Band Boosters general fund.

c) The scholarship will be publicized through the daily band and color guard classes by the directors and RRBB communications.

d) At the end of the selection process, the chair will retain copies of the recipients' applications and note any relationship to Round Rock Band Boosters Inc. Executive Board members or RRHS employees.

e) Eligibility Requirements

(i) All seniors who do not have an outstanding financial obligation to the band and/or Round Rock High School are eligible to apply.

f) Selection Criteria

(i) Applications for the General Senior Scholarship will be scored in the following categories:

(1) Academic 10%

(2) Awards and Accomplishments 10%

(3) Band/color guard Activities and awards 35%

(4) Leadership 15%

- (5) Community Service 10%
- (6) Work Experience 5%
- (7) Clubs/Organizations 5%
- (8) Essay 10%
- (ii) Applications for the Carol Davis (community service) Scholarship will be graded in the following categories:
 - (1) Community Service 80%
 - (2) Essay 20%
- g) Scholarship Supervision
 - (i) The Round Rock Band Boosters, Inc. will pay the scholarship amounts to the school that student will be attending after graduation upon proof of enrollment.
 - (ii) In the event that a recipient violates the terms of the scholarship (fails to enroll), that scholarship amount will roll back into the Round Rock Band Boosters, Inc. account.
 - (iii) If scholarship money is not claimed by December 31st of the awarded year, the money will be returned to the RRBB general funds.
- h) Scholarship Committee and Activity
 - (i) The standing chair of the Round Rock Band Booster Scholarship will solicit volunteers for the scholarship committee each year.
 - (ii) The Committee will consist of the chair and five (5) ~~to~~ or seven (7) members. ~~If a committee member is unable to serve, they will be replaced with the alternate.~~
 - (iii) Committee members must be members of Round Rock Band Boosters, Inc. and may NOT have a senior in the year they serve on the committee.
 - (iv) Each committee member will score and rank each application.
 - (v) The committee will award scholarships.
- i) Conflict of Interest
 - (i) Children of Round Rock Band Booster, Inc. Executive Board members and/or RRHS employees may be considered for scholarships. If such a recipient relationship exists, notation of this relationship will be made and kept with the records.
 - (ii) In order to avoid bias, every student application to be considered shall have the picture, student name, address, parent names and religion blocked out.

4) Scholarship – Jerry and Sue Brooks (service to the band)

- a) The purpose of the Round Rock Band Booster, Inc. Jerry and Sue Brooks Scholarship is to support students in the band program who are focused on achieving goals through higher education. Each year, a \$500 scholarship will be given to a student who has been focused on service to their band program, above and beyond typical leadership activities.
- b) When the number of applicants is less than the number of available scholarships, un-awarded scholarship monies will be returned to the Round Rock Band Boosters general fund.

- c) The scholarship will be publicized through the daily band and color guard classes by the directors and RRBB communications.
- d) At the end of the selection process, the chair will retain copies of the recipients' applications and note any relationship to Round Rock Band Boosters Inc. Executive Board members or RRHS employees.
- e) Eligibility Requirements
 - (i) All seniors who do not have an outstanding financial obligation to the band and/or Round Rock High School are eligible to apply.
- f) Selection Criteria
 - (1) Applications will be evaluated by the band directors at their discretion and graded at their discretion.
- g) Scholarship Supervision
 - (i) The Round Rock Band Boosters, Inc. will pay the scholarship amounts to the school that student will be attending after graduation upon proof of enrollment.
 - (ii) In the event that a recipient violates the terms of the scholarship (fails to enroll), that scholarship amount will roll back into the Round Rock Band Boosters, Inc. account.
 - (iii) If scholarship money is not claimed by December 31st of the awarded year, the money will be returned to the RRBB general funds.
- h) Scholarship Committee and Activity
 - (i) The band directors will serve as the scholarship committee for this award.
- i) Conflict of Interest
 - (i) Children of Round Rock Band Booster, Inc. Executive Board members and/or RRHS employees may be considered for scholarships. If such a recipient relationship exists, notation of this relationship will be made and kept with the records.

5) Scholarship – Individual Music Instruction Program (IMIP)

- a) The purpose of the IMIP scholarships is to support students in the high school and feeder middle school programs who qualify for financial assistance. RRBB will provide no more than 50% of a 30-minute lesson, one time per week per student during the school year. All lessons must take place on campus, per the RRISD IMIP guidelines.
- b) The scholarship will be publicized through the head band directors at all feeder middle schools and RRHS.
- c) To ensure privacy, the head directors will retain copies of the recipients' applications.
- d) Eligibility requirements
 - (i) This is a need-based scholarship. No other criteria will be used to determine selection.
- e) Selection Criteria
 - (i) Applications will be evaluated by the head band directors at their discretion.
- f) Scholarship Supervision
 - (i) The Round Rock Band Boosters, Inc. will pay the scholarship amounts directly to the private lesson instructors following the submission and approval of the head band director. Instructors are considered independent

contractors of the Round Rock Band Boosters, Inc. and are paid accordingly. Instructors must furnish a completed IRS Form W-9 prior to receiving payment.

(ii) RRBB will pay no more than 50% of a 30-minute lesson, one time per week per student. Private lesson fees will be determined by the RRISD private lesson instructor pay scale as shown on the RRISD website. Private lessons instructors are to submit invoices each month for lessons given the previous month. Lesson fees will not be paid in advance of lessons being provided.

(iii) Private lesson instructor checks will be cut once per month on the 15th. All approved invoices submitted by the 10th of the month will be cut on the 15th and mailed unless otherwise noted. Invoices submitted after the 10th will be paid the following month.

g) Scholarship Committee and Activity

(i) The band directors will serve as the scholarship committee for this award.

6) Truck Driver Travel Reimbursement Guidelines

a) Volunteer Drivers

(i) Volunteer rental truck and semi cab drivers for travel to and from events (75 miles or more) shall be reimbursed 3 meals per day ~~paid \$40 per diem (\$8 breakfast, \$12 lunch, \$20 dinner)~~ **based on IRS per diem rates** (<https://www.gsa.gov/travel/travel-and-lodging-services?topnav=travel>)

(ii) Volunteer rental truck and semi cab drivers shall be reimbursed for hotel accommodations during travel to and from events (75 miles or more) at a daily rate not to exceed \$150.

(iii) Volunteer rental truck and semi cab drivers shall not be reimbursed for expenses incurred during the event **unless specifically mentioned above or with prior approval by the board.**

b) Volunteer Dragon trailer drivers using a personal vehicle

(i) Volunteer Dragon trailer drivers for travel to and from events (75 miles or more) shall be reimbursed 3 meals per day ~~paid \$40 per diem (\$8 breakfast, \$12 lunch, \$20 dinner)~~ **based on IRS per diem rates** (<https://www.gsa.gov/travel/travel-and-lodging-services?topnav=travel>)

(ii) Volunteer Dragon trailer drivers shall be reimbursed for hotel accommodations during travel to and from events (75 miles or more) at a daily rate not to exceed \$150.

(iii) Volunteer Dragon trailer drivers shall not be reimbursed for expenses incurred during the event **unless specifically mentioned above or with prior approval by the board.**

(iv) RRBB will reimburse mileage at ~~.50 cents per mile~~ **based on IRS mileage reimbursement rates** (<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-et-c/private-owned-vehicle-pov-mileage-reimbursement?topnav=travel>) for events not reimbursed by Round Rock Dragon Band.

c) Paid drivers

(i) Paid drivers may be reimbursed for hotel accommodations during travel to and

from events (75 miles or more) at a daily rate not to exceed \$150 if hotel expenses not reimbursed by Round Rock Dragon Band.

(ii) Paid drivers shall not be reimbursed for expenses incurred during the event

(iii) Paid drivers shall not be reimbursed for meal expenses

(iv) Paid drivers pay rate shall be agreed upon prior to each marching season with selected driver. The rates should include a short trip (within 75 miles of RRHS) and long trip (over 75 miles from RRHS).

Amended and approved 5/28/20