BY-LAWS

OF THE

TEXAS HIGH SCHOOL BAND BOOSTER CLUB

(Approved on April 4, 2016)

ARTICLE I – NAME

The name of this Organization shall be the Texas High School Band Booster Club; herein referred to as the "Organization".

ARTICLE II – OBJECTIVES

The objectives of the Band Booster Club shall be:

a. To promote the welfare of each member of the school band, in school and community;

b. To create and maintain an enthusiastic interest of both students and parents in various phases and activities of the Instrumental Music Department of Texas High School;

c. To lend all possible support, both morale and financial to all programs of the Instrumental Music Department of Texas High School; and

d. To coordinate with those in supervisory positions which may include, but are not limited to, the TISD Board of Trustees, the TISD Superintendent, the Director of Bands, etc., to the fullest extent possible for the best interests of the bands.

ARTICLE III – BASIC POLICIES

The objectives of this organization shall be promoted through programs directed toward parents, teachers, and the community.

ARTICLE IV – MEMBERSHIP AND DUES

Section 1 - Any person interested in the objectives of the Texas High School Band Booster Club who is willing to uphold its policies and subscribe to its by-laws may become an active member upon payment of dues.

Section 2 - The annual dues shall be a minimum of $10.00 per member, per year. Members who wish to contribute additional funds may opt to upgrade their membership. Membership levels shall be as follows:

a. Member - $10.00 membership fee.

b. First Chair - $30.00 fee for a single membership. Entitles the member to 1 (one) current year short sleeve t-shirt in their choice of size and 1 (one) window decal.

c. Section Leader - $100.00 fee for a double membership. Entitles the member to 2 (two) current year short sleeve t-shirts in their choice of sizes, 1 (one) window decal and name(s) on the plaque in the band hall.

d. Drum Major - $250.00 fee for a double membership. Entitles the member to 2 (two) current year short sleeve t-shirts in their choice of sizes, 1 (one) window decal, name(s) on the plaque in the band hall and recognition in printed band performance programs and in announcements at football games.

e. Director's Circle Patron - $500.00 fee for a double membership. Entitles the member to 2 (two) current year short sleeve t-shirts in their choice of sizes, 1 (one) window decal, name(s) on the plaque in the band hall, recognition in printed band performance programs and in announcements at football games and an opportunity to direct the Tiger Band performing a song.

Section 3 - An annual enrollment of members shall be conducted at the first meeting of the school year. Additional members shall be accepted at any time application is made and dues are paid. Membership shall run from date of enrollment and payment of dues until the first meeting of the following school year.

ARTICLE V – OFFICERS AND THEIR ELECTION

Section 1 - OFFICERS OF THE ORGANIZATION

a. The officers of this Organization shall be President, First Vice-President, Second Vice-President, Third Vice-President, Fourth Vice President, Secretary, and Treasurer.

b. Officers must have a student currently in band.

c. These officers shall be elected either by written ballot or by nomination and show of hands by active members at the April meeting. However, if there is but one nominee for an office, by motion from the floor the election may be by voice.

d. Officers shall serve for a term of one year, and shall remain in office until the close of the May meeting, with the newly elected officers assuming office at that time. At the conclusion of trip years, replaced officers will retain basic authority over trip details; however, they will no longer be a voting member of the Executive Board.

e. No person shall serve more than two consecutive terms in the same office. There is no limit to the number of offices that may be held by any person during the lifetime of their association with the organization. The same person may return to an office that was previously held for two years as long as there has been a period

of at least one year that they did not serve in that office before being re-elected to it.

f. At the end of the current term, the outgoing officer may, at the request of the incoming President and the Executive Board, be asked to serve up to an additional one year term in an advisory role to the incoming elected officer with all of the powers as the incoming officer. The purpose of this additional term will be to maintain institutional memory within the organization and provide the most seamless transition possible between groups of officers. This will effectively create a "Co-officer" position for such length of time is as deemed necessary for proper operation of the organization. The outgoing officer has the right to decline/refuse the co-officer position.

Section 2 - NOMINATION OF OFFICERS

a. There shall be a Nominating Committee consisting of three members appointed by the President: one from the body of the Executive Board other than the President, and two from the active members of the Organization. This committee shall be appointed at the regular March meeting. The President shall appoint one of the members to serve as chairman of the committee.

b. Nominating Committee members are not eligible to serve in any officer position the year the nominations are being selected. They are eligible to serve as committee chairs.

c. The Nominating Committee shall meet to discuss nominations and report at the April meeting the name of one candidate for each office to be filled.

d. Following the report of the Nominating Committee, an opportunity shall be given for nominations from the floor.

e. Only those who have consented to serve, if elected, shall be nominated, either by the committee or from the floor. Should a nomination come from the floor, the person nominated must be in attendance.

f. The Director of Bands has the authority to reject any or all nominations should he have reason to believe that the person nominated to serve would not be positive for the organization.

Section 3 - VACANCY OF OFFICE A vacancy occurring in an office shall be filled by a majority vote of the Executive Board before the next regular meeting. The vacancy may be filled from current elected officers or a person chosen by a majority of the Executive Board. Succession of Officers (i.e. moving up one position at a time) shall not be guaranteed. In case a vacancy occurs in the Office of the President, the First Vice-President, whether new or previously elected, shall notify the Club membership of the change(s) at the next regular meeting.

ARTICLE VI – DUTIES OF OFFICERS

Section 1 - The **President** shall preside over all meetings of the Organization, and of the Executive Board; shall be a member ex-officio of all committees EXCEPT the Nominating Committee; and shall perform such other duties as may be prescribed in these by-laws or assigned to him/her by the Executive Board or Director of Bands. The President shall also direct each officer to keep detailed records of their activities in a ***Procedures Manual*** to be handed down each year to their successor, and maintain a current signature roster of all keys distributed for concession stands and equipment. The President shall also coordinate with the Band Director any additional activities or special events.

Section 2 - The **First Vice-President** shall act as aide to the President and shall perform the duties of the President in the absence of that officer; and shall secure chaperones for all events requiring same in consultation with the Director of Bands. Serves as Administrator of Home1 concession stand.

Section 3 - The **Second Vice-President** shall act as an aide to the President, if needed; shall order and arrange for delivery of all food items and supplies for the concessions; and shall serve as Administrator of Home2 concession stand.

Section 4 - The **Third Vice-President** shall act as an aide to the President, if needed; shall order and arrange for delivery of all beverages for the concessions; and shall serve as Administrator of the Visitor concession stand. The Third Vice President shall also be responsible for the delivery of needed beverages for all special events, if required.

Section 5 - The **Fourth Vice-President** shall act as the Membership Committee Chairperson; coordinate annual membership drive to be held at the August meeting each year and receive additional applications during the balance of the year for membership; ensure criminal background checks are submitted and received for all members who desire to volunteer in capacities involving direct contact with the band students; maintain applications and background checks for all current members; prepare and distribute current membership list with successful candidates for volunteers notated to Executive Board at the September meeting and any time this list is updated; and shall serve as Administrator of Band Stand concession stand.

Section 6 - The **Secretary** shall keep accurate written records of all meetings of the Organization and of the Executive Board; shall post Organization minutes in a prominent location prior to each regular meeting; shall give an oral report at each regular meeting; shall secure adequate concession volunteers and assign placement at concession activities; and shall perform such other duties as may be designated to him/her. All minutes shall be kept indefinitely and filed for audit. The Secretary shall work closely with the 4th Vice-President to coordinate Membership activities, forms and record filing and submittal of background checks on members.

Section 7 **-** The **Treasurer** shall:

a. Receive all monies of the Organization; shall keep an accurate written record of receipts and expenditures according to standard accounting procedures; and shall pay out local funds only as authorized by the Organization, the Executive Board, and/or the Director of Bands.

b. The Treasurer shall post a written statement of accounts at every regular meeting of the Organization and at other times when requested by the Executive Board, and give an oral report at each regular meeting. The Treasurer shall also make a full written and oral summary report of all monetary activities at the last meeting of the year. A copy of each statement is to be filed with the secretary's minutes for audit.

c. Signatories shall be the President, First Vice-President, Second Vice President, Third Vice President, Fourth Vice-President, Secretary or Treasurer. All incoming funds shall be accounted for by the Treasurer and at least one other active Organization member to ensure accuracy of deposits and expenditures. Additionally, the Treasurer should question any expenditure which may seem excessive and seek approval for such expenditure from the Executive Board.

d. The Treasurer's account shall be examined annually by an Auditing Committee of three members, who, satisfied that the annual report is correct, shall sign a statement of that fact at the bottom of the report which will be filed for audit. With all accounts in order, all materials will be officially transferred to the incoming Treasurer at the end of the May meeting.

e. After the May meeting and before the first meeting of each year, the newly installed Treasurer shall arrange for the updating of signature cards for all bank accounts and investments. All purchasing cards, vendor accounts and membership cards shall also be renewed with the newly elected officers, as required.

f. The Treasurer shall serve as the Budget Chairman. A budget will be submitted to the Executive Board for approval at the May meeting.

Section 8 **- All officers** shall:

a. Attend all meetings of the Executive Board and General Membership.

b. Perform the duties outlined in these by-laws, and those as assigned throughout their term of office.

c. Deliver to their successors all official materials, including keys and ***Procedural Manuals***, at the May meeting. All Manuals from Committee chairs will be received by the President and held until new committee assignments are made.

Section 9 - Any officer who is unable to perform or fails to perform the duties of his office as outlined in these by-laws may be removed from office by a majority vote of the Executive Board.

ARTICLE VII – EXECUTIVE BOARD

Section 1 - The Executive Board shall consist of the current Officers of the Organization, the Chairmen of Standing Committees, and the Director of Bands. The members of the Executive Board shall serve until their successors are elected and/or named.

Section 2 - The duties of the Executive Board shall be:

a. To transact necessary business in the intervals between the Organization meetings, and such other business as may be referred by the Organization;

b. To approve the work plans of the Standing Committees and others as appointed;

c. To present a report of activities at the regular meetings; and

d. To prepare and submit to the Organization expenditures within the limits of the Budget.

Section 3 - Regular meetings of the Executive Board shall be held monthly during the school year, the time and place to be fixed by the Board at its first meeting of the year. A quorum shall constitute a majority of the voting board positions. Special meetings of the Executive Board may be called by the President, the Director of Bands, or by a majority of the members of the Board.

ARTICLE VIII – COMMITTEES. All committees will be required to keep a ***Procedures Manual*** which clearly details their activities, procedures, problems, solutions, and suggestions for the next year. Each manual will be given to the President at the last meeting of the year to be turned over to the next Chairman when appointed.

Section 1 - STANDING COMMITTEES*.* Such standing committees shall be created by the Executive Board as may be required to promote the objectives and interest of this Organization. The Chairmen of the Standing Committees shall be appointed by the President at the last regular meeting in May of each year and shall serve until their successors have been appointed. The Chairman of any committee may select any number of persons from the active membership to assist on his/her committee. There is no limitation on the number of committees on which a member may serve.

Section 2 - DUTIES OF THE STANDING COMMITTEES. There shall be the following Standing Committees and the prescribed duties for each:

a. Historian – Serves as official photographer of all events. Ensures photos taken are balanced throughout the different sections of the band and attempts to photograph all students throughout the year. Receives photographs taken by other parents that

are of good quality. Maintains the scrapbook online to publish photographs. Compiles periodic newsletters of important information to distribute to students.

b. Information – The President will serve as Chairman. Ensures that all scheduled events/meetings are coordinated with the Public Relations Office for TISD so that notifications of meetings or special events may be mailed to membership or parents of band members, and awards and honors given to band students are publicly recognized; shall organize and coordinate phone tree for notifications to parents. Maintains copies of all correspondence submitted.

c. Property – The Second Vice President will serve as Chairman. This committee shall be responsible to maintain control of any property or equipment that is purchased with the monies of the Organization or that is ordinarily used for concessions. They will compile and maintain a current list of all property and will coordinate any maintenance required, as well as submit requests to the Executive Board for new equipment needing replacement due to normal wear or damage beyond repair.

d. VIPS – Provide forms at all activities for volunteers to sign in and out to document volunteer hours served. Provides a report to the Executive Board at each meeting as to volunteer hours worked. Keeps totals of individual hours for purposes of selection of chaperones, or credits toward band trips. Coordinates with TISD VIPS personnel as needed.

Section 3 - SPECIAL COMMITTEES Such other committees as may be required to promote the objectives and interest of the Organization will be formed as needed.

a. Finance – The Treasurer will serve as Chairman. This committee shall be responsible for preparation of the annual budget of the Organization. The budget will be prepared and submitted for approval of the Executive Board at the May meeting for the following operating year which begins in August and ends the following July.

b. Audit – The President shall appoint three (3) persons from the active membership list at the April meeting to conduct an annual audit of the finances of the Organization to ensure accuracy and proper handling of funds, timely deposits, and invoices paid. Committee members shall not be considered who have been given authority to access any funds of the Organization. Upon completion of a thorough audit, they will prepare a report of findings which will be presented to the Executive Board at the May meeting.

c. Nominations – The Nomination Chair is appointed by the President at the general membership meeting in March. They will perform the duties as outlined in Article V, Section 2. Nominations Committee.

ARTICLE IX – SCHOLARSHIPS

Section 1 - The organization shall sponsor scholarships each year for college-bound seniors. The number and amount of scholarships shall be determined by the Executive Committee after a review of the current year's finances.

Section 2 - Scholarship awards will be sent ONLY to the recipient's school of choice. No funds will be given directly to students.

Section 3 - College-bound students will submit a Scholarship Packet by a date set each year by the Executive Committee to coordinate with the Senior Awards Night at Texas High School. This packet will consist of:

a. Scholarship Application

b. Minimum one (1) page essay on "How Band has Affected my Life"

c. Two (2) letters of reference

After submittal and at a time set by the committee, each applicant will submit to an interview before a scholarship committee appointed by the President. The committee shall be comprised of a total of three Organization members, with one selected from the junior, sophomore, and freshman classes. Parents of senior students are not permitted to serve on this committee during a year that their child is eligible to apply for a scholarship – regardless of whether they actually apply or not. A member may serve on this committee only one time during the lifetime of their association with the Organization.

Section 4 - Recipients will be chosen from these applications by the three member committee. The Director of Bands and other active Directors in the Texas High School Instrumental Music Department will be encouraged to provide feedback and information to the committee on all applicants. Recipients will be notified in May, or at the discretion of the Director of Bands.

ARTICLE X – PARLIAMENTARY AUTHORITY

"Roberts Rules of Order" shall be the parliamentary authority in all matters not specifically covered by the By-Laws of the Organization.

ARTICLE XI – AMENDMENTS

Section 1 - A committee appointed by the Executive Board shall review these by-laws no less frequently than bi-annually, during January of each even-numbered year, for necessary updating. Any changes will be brought to the General Meeting in March for proper approval after notification is given to the general members present at the February meeting.

Section 2 - A committee may be appointed to submit a revised set of by-laws at any other time, as a substitute for these by-laws, by a majority vote of the Executive Committee.

Section 3 - Amendments or changes to these by-laws must have the approval of two-thirds vote of the active members present and voting at any regular meeting of the Organization. Prior notice and copies of the proposed amendment shall have been given at the previous meeting.

By-Laws Committee members, appointed in January 2016, included Shawn Vaughn, Gary Gathright, and Brian Goesl. Members of the Executive Board were President Shawn Vaughn, 1st VP Patti Goesl, 2nd VP Nita Parker, 3rd VP Christy Collins, 4th VP Angie Funches, Secretary Gary Gathright, Treasurer Donna Howell, and Director of Bands Arnie Lawson. This set of by-laws was revised by the committee and presented for approval to the voting members at the General Meeting in April 2016.