

# Bylaws of the Burleson Band Boosters

## Amended and Ratified: August 2019

### I. Name, Registration, and Objectives

#### a. Name

- i. The name of this organization shall be the Burleson Band Boosters. It will serve the Burleson High School (BHS) Band.

#### b. Registration

- i. This organization is organized exclusively for the charitable and educational purposes within the parameters of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code.
- ii. This organization will have and continuously maintain in the State of Texas a registered office and registered agent whose office is identical with such registered office, as required by the State of Texas Non-Profit Corporation Act.
- iii. The activities of this organization shall not conflict with the policies of the Burleson Independent School District (BISD) Board of Education (Burleson ISD PTO/Booster Club Guidelines), the University Interscholastic League (UIL), or any local, state, and federal laws.
- iv. The organization is under the authority of the Superintendent of Schools of the BISD.
- v. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

#### c. Objectives

- i. The primary purpose of this organization shall be to assist the band directors in the promotion of the band program of Burleson High School.
  1. The main focus will include the raising of funds for activities and additional equipment needed.
  2. Additional support to the program will include but not be limited to: providing chaperones, event volunteers, and hospitality as needed.

### II. Membership

- a. This organization will have one class of membership. Membership is open to all parents and/or guardians of students currently enrolled in the band program of the Burleson High School. All parents and/or guardians shall be considered full and voting members of the Burleson Band Boosters.

- b. Each member shall be entitled to one vote on a matter presented in a general meeting of the organization.
- c. Membership from the organization is terminated automatically upon the graduation or withdrawal of their student from the program.
- d. Band Directors and staff of the band program shall be considered ex-officio members. They will not have voting rights in any meeting.

### **III. Executive Board**

- a. The Executive Board will be elected officers including President, Vice President, Treasurer, Recording Secretary, Communications Secretary, Fundraising Chair, Concessions Chair, Hospitality Chair, Spirit Chair, Meals Chair, Uniform Chair, and Parliamentarian.
- b. The Superintendent of BISD, Principal of BHS, and all full-time band staff are considered ex-officio members of the Executive Board.
- c. In the event of a dispute between the Executive Board and Director of Bands regarding the use or expenditure of booster funds, the BHS Principal or BISD Superintendent will be called on to cast the deciding vote.
- d. The Head Band Director will propose a budget for the approval of the Executive Board during the June Executive Board Meeting.
- e. Any Executive Board member may be removed by a two-thirds vote of the board with the approval of the Director of Bands.
- f. The Head Band Director may remove a member of the Executive Board if the member causes physical, verbal, mental, or financial harm to the organization.
- g. Any vacancy will be filled upon the approval of two-thirds of the Board of Directors with the approval of the Director of Bands.
- h. The term for the Executive Board shall be the first day of summer break until the last school day of the following academic year.
- i. No member shall hold two Executive Board positions simultaneously.
- j. President
  - i. Will be the principal executive officer of the organization and will supervise and control all business and affairs.
  - ii. Will preside over all General and Executive Meetings.
  - iii. Will be the primary liaison between the Booster Club and the Director of Bands.
  - iv. May countersign booster club checks.
  - v. May create ad-hoc committees.
  - vi. Shall be an ex-officio member of all standing and ad-hoc committees.
- k. Vice President
  - i. Shall assume the duties of the President in their absence.

- ii. Shall coordinate volunteers for events (chaperones, contest coordination, game day help, et. al).
  - iii. Shall work in an advisory capacity with the Hospitality and Fundraising Committees to provide assistance with coordinating volunteers.
  - iv. Shall assist the President as needed.
- l. Treasurer
- i. Will maintain responsibility and custody for all incoming and outgoing funds for the organization.
  - ii. Will maintain accurate financial records.
  - iii. Will provide a monthly financial statement at every Executive Board Meeting. Upon request, will provide a balance of all areas of the budget that maintain a declining balance sheet. The statement will be given to the Head Band Director either in hard copy or digitally.
  - iv. Will receive all funds due to the organization and deposit in a timely manner.
  - v. Pay all duly authorized statements and maintain good standing with all applicable state and federal laws.
  - vi. May issue booster club checks.
  - vii. May designate one other person (in addition to the President) to countersign booster club checks. The third person must be an Executive Board member.
  - viii. Checks received should be endorsed immediately upon receipt with an endorsement stamp that has the Burluson Band Booster's name, the bank's name, and the bank account number.
  - ix. Maintain books and records of accounts including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for seven years.
  - x. All deposits should have itemized receipts.
  - xi. Will provide an annual financial report to the Head Band Director, Principal, and Superintendent after it has been duly audited as defined by the BISD Guidelines
- m. Recording Secretary
- i. Will keep the records and minutes of all the General and Executive Board meetings.
  - ii. Will make available the minutes from the previous General and Executive Board meetings for approval.
  - iii. Will keep a permanent record of all meetings on file either in hard copy or digitally.
  - iv. Will assist the directors as needed with data input, roster updating or other similar duties as needed.
- n. Communications Secretary
- i. Will maintain all correspondence.

- ii. Will assist the Head Band Director as needed in soliciting media coverage.
  - iii. Will assist the band directors as needed with maintaining the website. Shall moderate or provide administration to any official social media pages. Will delegate administration privileges to non band-staff.
  - iv. Will publicly post dates, times, and locations for all Executive Board and General meetings.
- o. Fundraising Chair
  - i. Will be responsible for the coordination and implementation of all fundraising activities approved by the Executive Board with the exception of BISD related Concession Stands and Spirit Item Sales.
  - ii. Will serve as the chair of the Fundraising Committee.
- p. Concessions Chair
  - i. Will be responsible for any concessions sold at BISD district events. This will include but not be limited to: BISD athletic events, BISD Fine Arts events, other events as designated by the Head Band Director or President.
  - ii. Will be responsible for operating any Athletic Concessions within the parameters of the BISD and Athletic Director.
  - iii. Will collaborate as needed with the Vice-President to find volunteers and Fundraising Chair as needed.
  - iv. Will serve as the chair of the Concessions Committee.
- q. Hospitality Chair
  - i. Will be responsible for the coordination and implementation of any hospitality, hosting, or other social events that the organization may sponsor.
  - ii. Will serve as the chair of the Hospitality Committee.
- r. Spirit Chair
  - i. Will be responsible for the maintaining the inventory of all spirit gear to be sold at events.
  - ii. Will work closely with the band staff to design spirit items.
  - iii. Will be responsible for the sales of spirit gear.
  - iv. Will chair the Spirit Committee.
- s. Meals Chair
  - i. Will be responsible for providing meals to the band for all football games, marching contests, and other events as needed.
  - ii. Will chair the Meals Committee.
- t. Uniform Chair
  - i. Will be responsible for the inventory, fitting, maintenance, and cleaning of the marching band uniforms.
  - ii. Will work closely with the band staff to coordinate uniform maintenance.
- u. Parliamentarian

- i. Will provide guidance to the Executive Board regarding meeting procedure and maintaining the agreed upon standard of Robert's Rules of Order by the Executive Board.
- v. Elections
  - i. The President will moderate nominations for the following year during the April Executive Board meeting during Open Discussion.
  - ii. Elections for the following year will be held in May at a General Meeting.
  - iii. Officers must win 50% plus one of the votes.

#### IV. Meetings

##### a. Types of Meetings

##### i. General Meeting

1. General Meetings will be held at least once every academic semester.
2. The Head Band Director prior to each academic year will set dates for the General Meetings.
3. All Executive Board members and members are permitted to attend, speak, and vote at General Meetings.
4. The President will make the agenda for all General Meetings.

##### ii. Executive Board Meetings

1. The Executive Board will meet at least once every month.
2. A quorum of two-thirds of Executive Board members (eight of the twelve) must be present for a meeting to be held.
3. The Head Band Director with the President will set dates for the Executive Board Meetings at least one month in advance.
4. All Executive Board members are permitted to attend, speak, and vote at Executive Board Meetings.
5. Members that do not hold Executive Board positions are allowed to attend Executive Board Meetings. They will not be allowed to vote at Executive Board Meetings. They will be allowed to speak only during the Open Discussion portion of the Executive Board Meeting.
6. New Business must be submitted to the President one week prior to the Executive Board Meeting.

##### iii. Committee Meetings

1. All standing and ad-hoc committees may call meetings at the committee chair's discretion with a minimum of one week's notice.
  2. No general member shall be denied membership to a committee.
- b. No General Meeting or Executive Board Meeting may take place without a Band Director present.
  - c. All General and Executive Board Meetings will observe an Order of Regular Business: Call to Order, Approval of Minutes, Executive Reports, Band Director's Report, Old Business, New Business, Open Discussion, Announcements, and Adjournment.
  - d. All General and Executive Board Meetings shall follow Robert's Rule of Order.

**V. Standing Rules, Amendments, and Ratification**

- a. Standing Rules
  - i. The President will oversee the creation and implementation of Standing Rules.
  - ii. The Standing Rules will include a policy and procedure for the handling of all monies.
  - iii. The Standing Rules of this organization will be amendable with a majority vote of the Executive Board.
- b. Amendments
  - i. The bylaws of the organization may be amended.
  - ii. Amendments must be submitted to and approved by the Executive Board and Head Band Director before being presented at a General Meeting.
  - iii. Amendments must pass by a two-thirds plus one absolute majority.
- c. Ratification
  - i. These bylaws shall be effective August 9, 2019.