

**BY-LAWS  
of the  
TOMBALL MEMORIAL CHOIR BOOSTER CLUB**

**Article I - Name**

The name of the organization shall be Tomball Memorial High School Choir Booster Club.

**Article II - Address**

**Tomball Memorial High School Physical Address**

The principal office of the TMCBC is Tomball Memorial High School (TMHS), located at 19100 Northpointe Ridge, Tomball, Texas 77377.

**Article III - Purpose**

The purposes of the organization are: (a) to support the policies set by the the Administration of Tomball ISD and Tomball Memorial High School. (b) to promote parental understanding of the students' activities, opportunities, and objectives in the choral program; (c) to secure closer contact and communication between parents, students and the choral staff; (d) to promote music culture in the community by fostering concert attendance and public support of choir activities, thereby rendering moral support to the students; and, (e) to render financial aid in areas necessary for realizing the objectives of the Tomball Memorial High School choral program.

**Article IV - Fiscal Year**

The TMCBC fiscal year will run from June 1st through May 31st.

**Article V - Members**

- A. Parents of the members of the Tomball Memorial High School choirs may become members of the organization upon their child's enrollment in the choral program and the payment of a membership fee set by the Executive Board.
- B. For the student to participate in a Choir Booster Club Fundraiser, their parent/guardian must be a Choir Booster Club Member.

Family/Individual Members

- i. Wildcatter                      \$250
- ii. Navy Contributor              \$100

- iii. Silver Contributor         \$50
- iv.  Booster                     \$25

Business/Community Supporters

- v.   Super Cat Supporter       \$500
  - vi.  Big Cat Supporter         \$250
  - vii. Wildcat Supporter         \$100
- C. Family/Individual members have the right to vote on issues presented at the general membership meetings.
- D. All members are expected to assist, promote, and support choir program of TMHS.

**Article VI - Meetings**

- A. General membership meetings will be held on the 2nd Tuesday of each month at 7:00 PM unless changed, with prior notice, due to conflicts with school holidays or activities. Members wishing to address the Board and/or general membership may do so at any general membership meeting during an allotted time period. The Board has the ability to limit speakers and speaking times, if necessary, to accommodate the number of speakers or if the meeting progress is being significantly hindered.
- B. Board and Board/Committee Chairmen meetings will be called by the President, as needed. At the Board's discretion, special guests may be invited to Board and Board/Committee Chairmen meetings.
- C. A quorum for all general meetings of the organization shall consist of the members in attendance. A quorum for the Executive Board meetings shall consist of one over half of the members of the Executive Board

**Article VII - Board Members**

- A. The TMCBC Board positions shall be President, Vice President I, Vice President II, Secretary, Treasurer, Webmaster and Parliamentarian.
- B. The Parliamentarian position will be filled by the TMHS Choir Director and is not an elected position.
- C. The term of office for each Board position is as follows:
- |                   |              |
|-------------------|--------------|
| President         | one (1) year |
| Vice President I  | one (1) year |
| Vice President II | one (1) year |

Secretary	one (1) year
Treasurer	one (1) year

- D. Should an elected Board member be unable to complete his elected term for any reason, the Board shall appoint a replacement to complete the unexpired term.
- E. The report of the nominating committee shall be made at the last spring meeting election of officers shall take place at that same meeting. Nominations from the floor must be allowed. If there is more than one candidate for the same office, a simple majority, by a paper ballot vote of those in attendance, shall decide the election.
- F. The Board may not contain more than one spouse, family member, or member of the same household during the same fiscal year.
- G. Nominated candidates will submit a biography to the Board Secretary no later than April 1st for distribution to the general membership ahead of the election at the April general membership meeting.
- H. The election of Board positions shall be by majority vote of members present at the April general membership meeting.
- I. After the new board members are voted in, there will be a 30 day waiting period before their position is finalized and take effect.
- J. New officers shall take office at the last general booster meeting of the school year. No office shall be held for more than two consecutive years. If a vacancy occurs in any office, except the president it shall be filled by election of the Executive Board. If the office of the president shall become vacant, the vice-president of membership shall assume the position until such time as regular elections are held.

### **Article VIII - Duties of Board Members**

- A. The responsibilities of President include: Preside at all meetings of the Executive Board and the general membership with full voting privileges. The president shall be an ex-officio member of all committees except the nominating committee and shall assist in appointing committee chairmen to all committees not otherwise provided by these Bylaws. The president shall perform all other duties usually assigned to the office.
  - i. Overseeing the appointment of all Committee Chairmen positions;
  - ii. Authorizing up to two hundred and fifty dollars (\$250) of TMCBC funds without prior consent of the TMCBC Board;
  - iii. Assisting in the preparation of budget along with the current treasurer for the

- upcoming year.
- iv. Leading the preparation, review and approval of the TMCBC By-Laws and any necessary updating of the By-Laws on an annual basis;
- v. Ensuring the TMCBC operates within U.I.L. Booster Club Guidelines and Tomball Independent School District Booster Club and School-Support Organization Guidelines and these By-Laws of the Tomball Memorial Choir Booster Club.

**B. The responsibilities of Vice President IA/IB include:**

- i. Performing the duties of the President in his absence and/or at his request;
- ii. Primary responsibility is to the major fundraiser currently tasked as Flags. These responsibilities have been divided into Vice President IA and Vice President IB
  - a. Vice President IA (Communications) will be responsible for communications regarding Flag fundraiser as stipulated below
    1. Collect and organize emails regarding flag distribution.
    2. Communicate issues, additions, and/or updates to Flags with Pride (Bryan Hornbeck) as necessary.
    3. Responsible for Charms updates regarding distribution dates and times.
    4. Work with VPIB to determine distribution dates and times, to resolve issues, and to maintain flag inventory as needed.
    5. Communicate with treasurers as needed regarding payments and new subscriptions
  - b. Vice President IB (Spreadsheets) will be responsible for maintaining and updating any and all spreadsheets pertaining to the flag fundraiser as stipulated below.
    1. Update addresses of new and renewing participants
    2. Communicate with treasurers as needed regarding payments and new subscriptions
    3. Communicate with Flags with Pride (Bryan Hornbeck) regarding updating of subscriptions as necessary
    4. Collection of student flag requests for distributions
    5. Determination of routes based upon student requests and availability per distribution
    6. Determination of distribution dates and times, resolution of issues, and maintenance of flag inventory in conjunction with VPIA
    7. Maintenance of student account spreadsheet
    8. Act as Signator on TMHSCBC bank account in conjunction with President and Treasurer.
- iii. Ensuring the TMCBC operates within U.I.L. Booster Club Guidelines and Tomball Independent School District Booster Club and School-Support Organization

Guidelines and these By-Laws of the Tomball Memorial Choir Booster Club.

- iv. Performing whatever additional duties are deemed necessary for the efficient and successful operation of the TMCBC
- C. The responsibilities of Vice President II include:
- i. Performing the duties of the President in his absence and/or at his request;
  - ii. Acting as the Board's liaison for the External Communications on social media, TMHS Choir Website, Recognition Events, WWJHS Liaison, & Webmaster standing Committees;
  - iii. Ensuring the TMCBC operates within U.I.L. Booster Club Guidelines and Tomball Independent School District Booster Club, School-Support Organization Guidelines and these By-Laws of the Tomball Memorial Choir Booster Club; and
  - iv. Performing whatever additional duties are deemed necessary for the efficient and successful operation of the TMCBC.
- D. The responsibilities of Secretary include:
- i. Documenting minutes of all general membership meetings, Executive Board meetings and Board and Committee Chairmen meetings;
  - ii. Have the minutes published on the TMCBC website changing status from Unapproved-Approved after they have been reviewed and approved by the membership.
  - iii. Amending and re-publishing the minutes, if necessary, to document any changes proposed and agreed at a general membership meeting, Board meeting or Board and Committee Chairmen meeting;
  - iv. Acting as the Board's liaison for membership. Working with the Membership Chairman to ensure a membership roster is prepared and maintained, including an email distribution list which will be utilized for club communications;
  - v. Ensuring that TMCBC sponsored events and meeting notifications are posted on the School Calendar by the Webmaster.
  - vi. Preparing and issuing correspondence and notices as may be requested by the President or the Board;
- E. The responsibilities of Treasurer include:
- i. Receiving all TMCBC income and promptly depositing such income in the TMCBC bank account;
  - ii. Making all payments authorized by the 1) TMCBC Board or 2) President, if less than two hundred and fifty dollars (\$250);
  - iii. Sign, together with one of the other designated Board members, for bank withdrawals or expenditures of TMCBC funds; 2 signatures required on every

- check.
- iv. Recording and maintaining an itemized account of all TMCBC receipts and disbursements in an appropriate electronic accounting package or spreadsheet;
  - v. Submitting all required financial reports as documented in the Tomball Independent School District Booster Club and School-Support Organization Guidelines;
  - vi. Preparing a budget for the upcoming year, each year before June, for review and approval by the Board;
  - vii. Preparing and submitting monthly financial summaries to the Board and general membership;
  - viii. Ensuring compliance with all guidelines for cash receipt, petty cash, bank reconciliation, disbursement of funds and Internal Revenue Service reporting requirements as documented in the Tomball Independent School District Booster Club and School-Support Organization Guidelines; and
  - ix. Acting as Board's liaison for choir trip coordinator
  - x. Performing whatever additional duties are deemed necessary for the efficient and successful operation of the TMCBC.

#### **Article \_\_\_\_ The Executive Board**

The Executive Board shall consist of the choir director, president, vice-presidents, treasurer, secretary and Webmaster

- The executive board shall be governed by a majority rule. In the event of a tie vote, the choir director will be allowed to vote.
- The Executive Board shall have the power to transact all business of the organization between regular meetings of the membership and any other business not otherwise provided for in these Bylaws or delegated to a special committee.
- The Executive Board cannot alter or reverse any action taken by the organization as a whole.
- The Executive Board shall meet as deemed necessary by the choir director and president, or any two other officers.
- The Executive Board shall be empowered to expend funds in the interim if deemed necessary for the furtherance of the purposes of the organization, provided it does not negate the intentions of the general membership. The general membership must be notified of all expenses in a timely manner.
- The Executive Board shall serve as the budget committee and shall present a proposed budget for approval by the general membership at the school year-end general meeting.

## **Article IX - Standing Committees**

- A. The standing Committees of the TMCBC are as follows:
- i. Membership-Executive Board Secretary
  - ii. Fundraising Chairman -Must be an Executive Board Member
    - a. The Fundraising Chairman is responsible for identifying and coordinating major fundraising events for each year. The number of such events will be determined by the Board in conjunction with TMHS administration;
    - b. Student Participation in a Fundraiser - The parent of the student must be a booster club member.
      - A points earned form will be available to request a credit for a max of 2 end of the year banquet tickets.
      - A points earned form is available to use points toward a TMHS Choir yearly trip.
      - All profits from a Choir fundraiser in Charms accounts must stay within the Choir even if a student leaves the program or graduates.
      - Points earned, may move from sibling to sibling.
      - Changes can be made at the discretion of the executive board on a case by case basis if needed.
  - iii. Spirit Wear
    - a. The Spirit Wear Chairman will be responsible for identifying suitable merchandise vendors, working with those vendors to prepare a list of merchandise items and obtaining bids from the vendors for TMHS Choir merchandise as well as responsible for coordinating the sale of such merchandise items including identifying appropriate sales channels, executing the sales and accounting to the Board on the income from such sales
  - iv. Volunteers -2nd Vice President
  - v. Recognition Events
    - a. Winter Concert
    - b. Banquet
  - vi. Uniforms
  - vii. Pop Show
  - viii. Webmaster
  - ix. Willow Wood Junior High School Liaison
  - x. Scholarships
    - a. This Committee be established and Chairman appointed no later than the end of September of the current school year.
    - b. The Scholarship Chairman is responsible for establishing a committee to prepare the TMCBC Scholarship Form, reviewing the criteria for approval by the Board and delivering the form to the TMHS Counselors for inclusion in the scholarship booklet provided to all TMHS seniors. The Scholarship Chairman will coordinate the anonymous review of all TMCBC Scholarship applications for eligibility and provide results of the review to the Board for

- approval and award of scholarships within the current year's budget.
- xi. Trip Coordinator
- a. Trip Coordinator will help plan and oversee paperwork and process payments necessary for both in-state/out of state choir trips. Will assist Choir Director, TMCBC President and Treasurer with necessary communications to students and parents regarding payment schedule deadlines.
  - b. If a current student has a negative balance from the previous school year, they will not be able to start paying for a new trip without bringing the balance current.

### **Article X – Dissolution**

To dissolve the TMCBC booster club a resolution should be adopted by the organization (or the executive board if the organization is inactive) stating that the question of dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, an email notification should be given to each member entitled to vote stating the purpose of such meeting is to consider the advisability of dissolving the organization. The organization must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose.

### **Article XI – Audit**

An audit of the TMCBC financial records should be conducted at the end of the current school year. The audit should be performed by individuals who are independent of the day-to-day financial activities. Ideally, this audit should be performed by a group of three individuals; however, if the membership size does not allow, the audit may be performed by as few as two individuals. The primary objectives of the audit committee are to:

Verify the accuracy of the Treasurer's financial reports.

\*Ensure that the organization's cash balances are accurate.

\*Determine that established procedures for handling organization funds have been followed.

\*Ensure that expenditures occurred in a manner consistent with the organization's bylaws.

\*Ensure that all revenues have been appropriately received and recorded.

The audit committee should make a report to the general membership upon completion of the audit. Any discrepancies noted should be brought to the attention of the president



of the organization and a resolution reached prior to presentation. All officers of the organization should provide records as requested by the committee.  
A CPA may be hired to complete the audit.

### **Article XII – Conflict of Interest**

Board members may not vote on any situation or issue for which the outcome may provide a financial benefit to the Board member, his family or household. Board members are required to disclose to the Board any potential situations which may involve a conflict of interest prior to that situation being taken up and/or voted on by the Board. Failure to do so may result in immediate dismissal from the TMCBC Board.

Standing Committee Chairmen are likewise required to disclose to the Board any situation or issue for which the outcome may provide a financial benefit to the Committee Chairman or his family. Failure to do so may result in immediate dismissal from the Committee Chairman position.

### **Article XIII - Amendments**

The Bylaws may be amended by a two-thirds vote at any regular or specially called meeting of the membership, provided that notice of the proposed amendment shall have been filed with the secretary or the organization and a copy presented at the meeting preceding the one at which it is to be considered for adoption, or a copy of the proposed amendment has been sent to the general membership prior to the meeting at which it is to be considered for adoption.

### **Article IX – Scholarships**

**Private Lesson Scholarships/All State Choir Camp Scholarships-** Students selected will receive half scholarship per lesson consisting of :

- a. Half of the lesson cost payable by the parents/guardian upon receipt of a monthly invoice sent from the private lesson instructor or the invoice from the Choir Camp attending
1. Requirements:
  1. All Choir fees must be paid in full.
  2. Completed forms, applications and essays must be turned in on time.
  3. A receipt/invoice must be presented before a check will be issued.
  4. Check will be issued to student only if the activity has been paid in full. Otherwise, the check will be made payable to the private lesson teacher or camp they are attending.

**College Scholarships-**The Choir Booster Club will decide how many College

Scholarships to award based on the availability of funds each school year.

1. The College Scholarships will be open to all graduating seniors of the Tomball Memorial High School Choir Program. The Senior must be a current member of the Choir and must have 2+ years in choir and have a parent with a current membership in TMCBC. If a parent is not available a current member may sponsor a candidate for consideration.
2. The application process shall include a Scholarship Application (available from the Choir Director) and an essay detailing the applicant's future plans, and how the scholarship money will be used. The application process may include an interview.
3. All essays will be anonymously submitted to the Scholarship Committee. The Scholarship Committee will rank the scholarship to determine the scholarship winners.
4. The Scholarship Committee will consists of 5 or 7 members, parents from the organization who do not have children eligible for consideration for the scholarship, interested teachers, campus administrators and/or the Choir Director.
5. Scholarship recipients will be announced at the EOY Choir Banquet.
6. An acceptance letter to the college/university must be presented before a check will be issued to the recipient.

We the undersigned officers of the Board, do hereby certify that the foregoing is the true and legal bylaws of the Tomball Memorial High School Choir Booster Club, Tomball ISD, and that the same were amended on the 11th day of Sept, 2018

\_\_\_\_\_  
Choir Director

\_\_\_\_\_  
President

\_\_\_\_\_  
VP

\_\_\_\_\_  
VP

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary