

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

**Article I Name**

The name of the organization shall be Tomball Memorial Choir Booster Club (TMCBC).

**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 Lane, Tomball, Texas 77377.

**Article III Purpose**

The purposes of the organization are: (a) to support the policies set by 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 TMHS choirs become members of the organization upon their child's enrollment in the choral program. Parents are also encouraged to become financial supporters.

I. Family/Individual Members

- a. Wildcatter     \$250  
Includes EOY slideshow recognition, four reserved seats to all concerts, and four tickets to pop show
- b. Navy Contributor     \$100  
Includes EOY slideshow recognition and four reserved seats to all concerts
- c. Silver Contributor     \$50  
Includes EOY slideshow recognition and two reserved seats to the winter concert
- d. Booster     \$25  
Includes EOY slideshow recognition

II. Business/Community Supporters

- a. Super Cat Supporter       \$500  
Includes EOY slideshow recognition, four reserved seats to all concerts, and four tickets to pop show
- b. Big Cat Supporter   \$250  
Includes EOY slideshow recognition and four reserved seats to all concerts
- c. Wildcat Supporter   \$100  
Includes EOY slideshow recognition and two reserved seats to the winter concert

B. Family/individual members have the right to vote on issues presented at the general membership meetings.

C. 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, secretary, treasurer, communications coordinator, 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	one (1) year
Secretary	one (1) year
Treasurer	one (1) year

Communications Coordinator                      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. 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. The election of board positions shall be by majority vote of members present at the May general membership meeting.
- H. After the new board members are voted in, there will be a thirty day waiting period before their position is finalized and take effect.
- I. No office shall be held for more than two consecutive years unless an extension is voted on by the board. 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 shall assume the position until such time as regular elections are held.

**Article VIII Duties of Board Members**

- A. The responsibilities of president include:
  - I. Presiding 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 and shall assist in appointing committee chairmen to all committees not otherwise provided by these by-laws. The president shall perform all other duties usually assigned to the office.
  - II. Overseeing the appointment of all committee chairmen and coordinator positions.
  - III. Authorizing up to two hundred and fifty dollars (\$250) of TMCBC funds without prior consent of the TMCBC board.
  - IV. Assisting in the preparation of budget along with the current treasurer for the upcoming year.
  - V. Leading the preparation, review, and approval of the TMCBC by-laws and any necessary updating of the by-laws on an annual basis.
  - VI. Ensuring the TMCBC operates within UIL 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 include:
  - I. Performing the duties of the president in his/.her absence and/or at his request.
  - II. Maintaining the Charms database as it relates to points accounting including but

not limited to:

- a. Updating student information,
  - b. Recording point accumulation,
  - c. Communicating point activity to the treasurer,
  - d. Maintaining accurate student trip accounts, and
  - e. Accounting points usage for activities approved by the executive board.
- III. Ensuring the TMCBC operates within UIL 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. Acting as the executive board liaison for membership, ensuring all members receive their benefits.
  - V. Performing additional duties deemed necessary for the efficient and successful operation of the TMCBC.

C. The responsibilities of secretary include:

- I. Documenting minutes of all general membership meetings, executive board meetings, and board and committee chairmen meetings.
- II. Having the minutes published on the TMCBC website once they have been approved at the following TMCBC meeting.
- III. Amending and re-publishing the minutes, if necessary, to document any changes proposed and agreed to at a general membership meeting, board meeting, or board and committee chairmen meeting.
- IV. Coordinating with the vice president, ensuring all members have received their membership benefits.
- V. Performing additional duties deemed necessary for the efficient and successful operation of the TMCBC.

D. 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. Maintaining accurate records of expense approval. All payments and invoices must be approved by no less than two board members and have a digital record of all approvals.
- 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 with the president and parliamentarian, each year before July, 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.

- IX. Performing additional duties deemed necessary for the efficient and successful operation of the TMCBC.
  
- E. The responsibilities of the communications coordinator include:
  - I. Maintaining an email distribution list which will be utilized for club communications.
  - II. Preparing and issuing correspondence and notices as may be requested by the president or the executive board.
  - III. Assisting the choir director and board with necessary communications to students and parents regarding payment schedule deadlines.
  - IV. Performing additional duties deemed necessary for the efficient and successful operation of the TMCBC.

### **Article IX The Executive Board**

- A. The executive board shall consist of the choir director (parliamentarian), president, vice president, secretary, treasurer, and communications coordinator.
  - I. 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.
  - II. 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 by-laws or delegated to a special committee.
  - III. The executive board cannot alter or reverse any action taken by the organization as a whole.
  - IV. The executive board shall meet as deemed necessary by the choir director and president or by any other two officers.
  - V. 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.
  - VI. The choir director, president, and treasurer shall present a proposed budget to the general membership at the first general meeting of the school year.

### **Article X Standing Committees/Coordinators**

- A. The standing Committees/Coordinators of the TMCBC may include but are not limited to:
  - I. Fundraising coordinator
    - a. The fundraising coordinator, along with the choir director and executive board, is responsible for 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

- i. Students may request use of points towards choir activities as deemed acceptable and appropriate by the executive board at the beginning of each school year.
- ii. All profits from a choir fundraiser in Charms accounts must stay within the choir even if a student leaves the program or graduates.
- iii. Points earned may move from sibling to sibling if they are within consecutive years of choir.
- iv. Changes can be made at the discretion of the executive board on a case by case basis if needed.

## II. Spirit wear coordinator

- a. The spirit wear coordinator is responsible for:
  - i. 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, and
  - ii. Coordinating the sale of such merchandise items including identifying appropriate sales channels and executing the sales.

## III. Banquet

- a. The banquet coordinator is responsible for:
  - i. Assisting student leadership in decision-making, communicating, and coordinating with the event venue.

## IV. Uniforms coordinator

- a. The uniforms coordinator is responsible for:
  - i. Coordinating volunteers for measurement, uniform distribution, and record-keeping of uniform assignment, and for coordinating any necessary uniform repairs.

## V. Senior scholarship committee

- a. This committee will be established and a coordinator appointed no later than December 1<sup>st</sup> of the current school year.
- b. The senior scholarship coordinator 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 counselor.
- c. The senior scholarship coordinator 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.

## VI. Trip Coordinator

- a. Trip coordinators will help plan and oversee paperwork and process payments necessary for both in-state/out of state choir trips. They will assist the choir director with logistics including communicating with various needed vendors.
- b. If a current student has a negative balance from the previous school year, he or she will not be able to start paying for a new trip without bringing the balance current.

## B. Flag coordinators

- I. Coordinator I (communications) will be responsible for communications regarding the flag fundraiser as stipulated below:
  - a. Collect and organize emails regarding flag distribution.
  - b. Communicate issues, additions, and/or updates to School Spirit Flags (Angie Daniel) as necessary.
  - c. Work with coordinator II to determine distribution dates and times, to resolve issues, and to maintain flag inventory as needed.
  - d. Communicate with the vice president and treasurer as needed.
- II. Coordinator II (spreadsheets) will be responsible for maintaining and updating any and all spreadsheets pertaining to the flag fundraiser as stipulated below:
  - a. Update addresses of new and renewing participants.
  - b. Communicate with School Spirit Flags (Angie Daniel) regarding updating of subscriptions as necessary.
  - c. Collect student flag requests for distributions.
  - d. Determine routes based upon student requests and availability per distribution.
  - e. Determine distribution dates and times, resolution of issues, and maintenance of flag inventory in conjunction with coordinator I.
  - f. Maintain student account spreadsheet.

## Article XI Dissolution

To dissolve the TMCBC, 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 XII 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:

- A. Verify the accuracy of the treasurer's financial reports.
- B. Ensure that the organization's cash balances are accurate.
- C. Determine that established procedures for handling organization funds have been followed.
- D. Ensure that expenditures occurred in a manner consistent with the organization's by-laws.
- E. Ensure that all revenues have been appropriately received and recorded.

- F. 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 XIII 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 his 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 XIV Amendments**

The by-laws 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 of 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 XV Scholarships**

- A. Private Lesson Scholarships
  - I. The TMCBC will decide how many scholarships will be awarded based on the availability of funds each school year.
  - II. 50% of voice lesson fees will be awarded to each selected student. Fees will be paid directly to the voice lesson teacher. Voice lesson teachers will be responsible for recouping the remaining fee.
  - III. Requirements:
    - a. All choir fees must be paid in full.
    - b. Completed forms, applications, and essays must be turned in on time.
- B. All State Choir Camp Scholarships
  - I. The TMCBC will decide how many scholarships will be award based on the availability of funds each school year.
  - II. The executive board will coordinate with the choir director regarding choir camp scholarships.
  - III. Requirements:
    - a. All choir fees must be paid in full.
    - b. Completed forms, applications and essays must be turned in on time.

C. College Scholarships

- I. The TMCBC will decide how many college scholarships will be awarded based on the availability of funds each school year.
- II. 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.
- III. 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.
- IV. All essays will be anonymously submitted to the scholarship committee. The scholarship committee will rank the scholarship essays to determine the scholarship winners.
- V. The scholarship committee will consist of a minimum of three members (always an odd number), including parents from the organization who do not have children eligible for consideration for the scholarship, interested teachers, and campus administrators.
- VI. Scholarship recipients will be announced at the EOY choir banquet.
- VII. 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 are the true and legal by-laws of the Tomball Memorial High School Choir Booster Club, Tomball ISD, and that the same were amended on the 10<sup>th</sup> day of August, 2021.

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

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Communications Coordinator

\_\_\_\_\_  
Treasurer

\_\_\_\_\_  
Secretary