

TOMBALL MEMORIAL HIGH SCHOOL BAND BOOSTER CLUB BYLAWS OF CORPORATION

Article I. Name

The name of this organization shall be Tomball Memorial High School Band Booster Club, hereinafter known as TMHSBBC.

Article II. Purpose

The purpose of the TMHSBBC, a non-profit corporation organized exclusively for charitable and educational purposes serving the Tomball Independent School District (TISD) in the State of Texas, is the following:

- Support the goals and objectives of the band program.
- Provide administrative and logistical support to the band directors, band staff, and students.
- Provide financial support for the band program.
- Help promote a positive image of the band program throughout the community.
- Foster communication between the band director, parents, and students.
- Foster parental involvement and support between parents and students.

To carry out the above purposes properly, the TMHSBBC shall perform activities and functions deemed necessary and appropriate by these bylaws, at the discretion of the Board, and in accordance with TISD policies, and within the authority delegated to it by the TISD Board of Trustees.

Article III. Membership and Meetings

Section A – Membership

1. The TMHSBBC shall be composed of a Board, and Club Members.
 - a. The Board shall consist of the elected officers and the Director of Bands.
 - b. Club Members shall consist of parents and guardians of students currently in the band program and staff of the band.
2. Membership dues are set by the Board and are included in the annual band fees.
3. Club Members are considered in good standing if they have paid their student balance(s) in full or in accordance to their payment plan.
4. The term of membership in the TMHSBBC shall be defined by the corporation's fiscal year.
5. Board members and Club Members in good standing are eligible to vote on motions and in elections.
 - a. There shall be one (1) vote per elected office.
 - b. The Director of Bands shall be a non-voting member of the Board.
 - c. Spouses jointly fulfilling a single office will have a single vote during Board only voting, and two (2) votes during voting open to all Club Members.
 - d. There shall be one (1) vote per Club Member in good standing as defined in Article III, Section A, item 3.
 - e. Board members may submit their vote to the Secretary via email prior to the vote if they are not in attendance for the vote.
 - f. Club Members must be present to vote.

- g. No proxies are allowed for voting.

Section B – Meetings

1. Club Member meetings will be held as announced by the President and communicated to the Club Members.
2. A quorum for Club Member meetings will consist of Club Members present and a majority of the Board.
3. Board meetings will be held, at a minimum, prior to each Club Member meeting.
4. A quorum for Board meetings will consist of a majority of the Board.
5. Special meetings may be called by any member of the Board.
6. A quorum for special meetings will consist of Club Members present and a minimum of two (2) Board members.
7. To accommodate spouses jointly fulfilling an officer position, a majority is determined by each position represented at the meeting.
8. Only Board members and Club Members in good standing will be recognized for discussion of TMHSBBC business.
9. Non-members must contact the President at least 24 hours prior to the next regular meeting to be placed on the agenda. A limit of five (5) minutes will be allowed for non-member considerations.

Article IV. Officers

Section A – Officers

1. Elected officers of TMHSBBC shall be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
2. One person cannot hold two elected offices at one time.
3. Spouses and/or family members in the same household shall not occupy two elected offices at one time.
4. Spouses may jointly fill a single office.

Section B – Terms of Office

1. The elected officers will be elected for a term of one (1) year.
2. The term of office shall begin on the July 1st and last for twelve (12) months.
3. Outgoing officers will transition duties and provide training to the incoming officers during the month of June.
4. Should a vacancy occur during the elected office term, the vacancy shall be filled by a majority vote of the Board. The appointed officer will remain in the position until the next election.
5. If an officer is in violation of school policy or TMHSBBC bylaws, he or she may be removed from office by a majority vote of the remaining Board members.
6. All officers are volunteers, and none are paid compensation for services performed.

Section C – Elections

1. Annual Elections will be held at the June Registration Club Member meeting.
2. Current officers must state their intention to remain in their current position, seek a new position, or step down as an officer by the end of the May meeting.

3. The Nominating Committee shall present a slate of candidates to the Club Members during the June Registration Club Member meeting. Nominations may then be made from the floor.
4. Candidates must consent to being nominated.
5. Candidates must be in good standing with the TMHSBBC in order to be nominated.
6. Elections shall be determined by a simple majority vote of Club Members present on a written or vocal ballot.

Article V. Duties of the Board and Officers

Section A – Duties of the Board

1. The Board Members will act as the governing body of the TMHSBBC.
2. The Board shall conduct business as necessary to handle the affairs of the TMHSBBC, provided such actions are met with band staff approval and do not interfere with these bylaws or the policies of TISD.
3. No obligation or fundraising activities shall be assumed by any Club Member on behalf of the TMHSBBC without the approval of the Board.
4. Any action required by law to be taken at a meeting of the Board, or any action which may be taken at a meeting of the Board, may be taken without a meeting if a consent in writing setting forth the action is signed and/or approved by all positions of the Board.
5. The Board Members ensure the TMHSBBC operates within these bylaws, and any other guidelines and/or policies applicable to the TMHSBBC.
6. Provides chaperone assistance to the band as requested by the TMHS Band staff.

Section B – Duties of the President

1. Presides over all meetings.
2. Acts as a liaison between the TMHSBBC and all other parties including but not limited to other school activity groups, TISD Administration, and the community.
3. Shall be an ex-officio member of all committees except the following.
 - a. Nominating Committee
 - b. Scholarship Selection Committee
 - c. Audit Committee
4. Assists the Treasurer with preparing the annual budget for the next fiscal year.
5. Maintains record of the current bylaws and leads a review of the bylaws annually.
6. Serves as the Board point of contact for the following standing positions.
 - a. Meal Coordinator
 - b. Merchandise Coordinator
 - c. Color Guard Liaison
7. Serves as a secondary signor on the TMHSBBC bank accounts and signs checks as necessary.

Section C – Duties of the Vice President

1. Performs the duties of the President in the absence of or as needed by the President.
2. Shall assume the office of the President should the office be vacated prior to the end of a term.
3. Takes lead responsibility for the organization and management of fundraisers for the TMHSBBC, including two (2) Student Fundraisers, two (2) Band Fundraisers, and four (4) or more local Spirit Nights with approval from the TMHS Band Staff.
4. Serves as a secondary signor on the TMHSBBC bank accounts, and signs checks as necessary.

Section D – Duties of the Secretary

1. Prepares and distributes meeting agendas.
2. Notifies appropriate parties of meetings.
3. Records minutes for all meetings.
4. Publishes meeting minutes within 7 days of the meeting.
5. Responsible for communications on behalf of TMHSBBC and social media presence.
6. Maintains job descriptions for standing positions.
7. Maintains records of volunteers and volunteer shifts as submitted by the Volunteer Coordinator.
8. Approves records of service hours and jacket points.

Section E – Duties of the Treasurer

1. Maintains an accurate accounting of the TMHSBBC financials.
2. Serves as primary signor on the TMHSBBC bank accounts and signs all TMHSBBC checks.
3. Deposits funds as required into TMHSBBC bank accounts.
4. Disburses funds as required and in accordance with Article VII – Financials of these bylaws.
5. Notifies parties of returned checks with insufficient funds that any resulting fees and all future payments must be made by cash, money order, or cashier's check.
6. Manages all accounts and configurations of software utilized to manage funds such as CashApp, PayPal, and Square.
7. Takes lead responsibility for operation and management of Marching Band and Winter Guard registration.
8. Submits a report of funds at Board meetings.
9. Prepares an annual budget with the assistance of the President and the Director of Bands for the following fiscal year to be approved by the Board.
10. Prepares and submits required federal and state filings. A tax services provider may be hired to prepare and submit filings on behalf of the TMHSBBC, in which case the Treasurer shall be the point of contact to send the service provider all necessary documentation for the filings.
11. Shall present ledger books to the Audit Committee and answer any questions from the Audit Committee regarding the TMHSBBC financials.

Article VI. Committees and Non-Board Positions

1. Committees shall be nominated by a Board Member and approved by a majority vote of the Board to promote the objectives and carry out the business of the TMHSBBC.
2. Coordinators and Committee Chairs shall be nominated by a Board Member and approved by a majority vote of the Board. Nominees must be in good standing with the TMHSBBC.
3. Liaisons shall be appointed by the President and approved by the Director of Bands and any other appropriate band staff and must be in good standing with the TMHSBBC.
4. Standing committees are as follows and do not require nomination and approval to be formed.
 - a. Nominating Committee
 - i. Shall consist of three (3) Club Members and one (1) member of the band staff.
 - ii. Shall be nominated by the President and approved by a majority vote of the Board.
 - b. Scholarship Selection Committee
 - i. Shall consist of at least two (2) non-TISD band directors and one (1) non-band TMHS staff member.
 - ii. Shall be appointed by the Director of Bands

- iii. No TMHS Band staff or parents will be members of the committee.
 - c. Audit Committee
 - i. Shall consist of three (3) Club Members that are independent of the day to day financial activities and are not signors on the bank accounts.
 - ii. Shall be nominated by the President and approved by a majority vote of the Board.
 - iii. A CPA that is not directly affiliated with the TMHSBBC may be hired to complete the audit in lieu of the three (3) Club Members.
 - d. Concessions Management Committee
 - i. Shall consist of a minimum of three to four (3-4) managers, two (2) Gate Keepers, and the Concessions Coordinator.
 - ii. Shall be appointed by the President.
 - e. Fundraising Management Committee
 - i. Shall consist of a minimum of three (3) Club Members.
 - ii. Shall be appointed by the President.
5. Standing positions are as follows and shall be nominated by a Board Member and approved by a majority vote of the Board.
 - a. Concessions Coordinator
 - b. Fundraising Coordinator
 - c. Meal Coordinator
 - d. Merchandise Coordinator
 - e. Volunteer Coordinator
 - f. Pit Crew Coordinator – Approved by the Director of Bands and the Percussion Director
 - g. Color Guard Liaison – Approved by the Director of Bands and the Color Guard Director

Article VII. Financials

Section A – Management of Funds

1. The fiscal year shall be from June 1st through May 30th.
2. Budgets shall be approved by the Board prior to the start of the fiscal year.
3. All checks shall be signed by two (2) signatories, one of which shall be the Treasurer.
4. Expenses greater than \$250 shall require Board approval. Exceptions to this are as follows.
 - a. Concession stand inventory purchases that will not exceed the approved budget.
 - b. Meal plan purchases that will not exceed the approved budget.
 - c. Funds provided to the TMHS Band only require the approval of the President.
5. Receipts for expenses shall be submitted to the Treasurer within a timely manner.
6. All funds of the TMHSBBC shall be deposited within a timely manner.
7. All financial records must be provided to the succeeding Treasurer within one (1) month of election.

Section B – Review of Financial Records

1. Any Club Member may inspect the financial records of the TMHSBBC for any proper purpose at any reasonable time.
2. Financial records for the previous fiscal year shall be reviewed by the Audit Committee annually prior to August 1st.
3. The primary objectives of the annual audit shall be:
 - a. Ensure the TMHSBBC cash balances are accurate.

- b. Ensure all revenues have been appropriately received and recorded.
 - c. Ensure expenditures occurred in a manner consistent with the TMHSBBC bylaws.
 - d. Ensure established procedures for handling TMHSBBC funds have been followed.
4. All officers shall provide records as requested by the Audit Committee.
5. The Audit Committee shall submit a report of its findings to the Board. Any discrepancies noted should be brought to the attention of the President and resolved prior to submission.
6. Club Members may request to view the Audit Committee's report for any proper purpose at any reasonable time.

Article VIII. Awards and Scholarships

Section A – Awards

1. Awards given in the name of the TMHSBBC will be approved by a majority vote of the Board and will be presented at the time and place selected by the Board.
2. All awards must be in line with the University Interscholastic League Constitution and Contest Rules.

Section B – Private Lessons Scholarships

1. The TMHSBBC will offer scholarships for private lessons in the amount of one half of the cost per lesson. Parents / guardians will be responsible for the remaining half.
2. Private Lessons Scholarship recipients will be selected by the TMHS Band staff and approved by the Board.
3. To be eligible for a Private Lessons Scholarship, all band fees must be paid in full, or in accordance with their payment plan.
4. Priority of receipt shall be given to those students that have severe financial need, and /or families with multiple students in the TISD Private Lesson Program.

Section C – College Scholarships

1. The TMHSBBC will award college scholarships to graduating seniors of the TMHS Roarin' Blue Band Program (Band and Color Guard).
2. The Board shall determine the number and value of scholarships awarded annually.
3. In accordance with TISD Policy, the TMHSBBC shall not award college scholarships that total more than 10% of the income of the organization during that school year.
4. The application process shall include a scholarship application form and an essay detailing the following:
 - a. Applicant's future plans
 - b. Financial need
 - c. How the scholarship funds will be used
 - d. What being a member of The Roarin' Blue Band has meant to the applicant
5. All essays will be submitted to the Scholarship Selection Committee.
6. Applications shall be ranked by the Scholarship Committee to determine scholarship recipients.
7. Scholarship winners shall be announced at the annual Roarin' Blue Band Banquet. Should this event not occur, winners shall be announced via written communication.

Article IX. Conflict of Interest

1. The Board shall avoid transactions or arrangements that benefit, might benefit, or appear to benefit the private interest of any member of the Board.

2. The TMHSBBC will follow any Conflict of Interest Policy set forth by TISD, and any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article X. Dissolution

1. A resolution to dissolve the TMHSBBC shall be passed by a majority vote of the Board, and then presented to Club Members in a special meeting, provided that a notice is sent to all members at least two (2) weeks prior to said meeting. A majority vote of Club Members present shall be required to approve the resolution to dissolve.
2. Upon dissolution of the TMHSBBC, the Board shall, after making provisions for the payment of all liabilities of the organization, dispose of all non-cash assets and transfer the net cash assets to the TMHS Band Activity Account. If the named recipient is no longer in existence, no longer a qualified recipient, or unwilling or unable to accept distribution, then the net cash assets of the organization shall be distributed with a majority of Board approval to a fund, foundation or organization which is organized and operated solely of the purposes specified in section 501©3 of the Internal Revenue Code.

Article XI. Amendment of Bylaws

The Board may, with a simple majority vote from the Club Members, amend or repeal these bylaws, or adopt new bylaws, unless the Organizing Documents or the Texas Business Organizations code limits such powers.

Article XII. Approval of Bylaws

These bylaws were adopted by the Club Members of the TMHSBBC on June 3, 2021.

President

Secretary

Vice President

Treasurer

Director of Bands