2026-2028 Bylaws

Article 1

Name

A. The name of this organization shall be, Chisholm Trail Ranger Regiment Band Boosters, hereafter known as CTRRBB.

*B. This organization is a 501(c)(3) that is a separate and independent entity from the Eagle Mountain Saginaw Independent School District (EMS-ISD).

*C. This organization shall operate in compliance with all applicable federal and state laws, Texas Non Profit regulations and EMS-ISD Booster Club guidelines.

Article 2

Purpose

The purpose of the CTRRBB will be:

A. To promote the best interest of the Chisholm Trail Ranger Regiment (CTRR);

B. To lend support, both moral and financial to the CTRR;

C. To coordinate with Chisholm Trail High School and its employees to the fullest extent for the best interest of the band;

D. To provide a forum for parents and band directors to meet to engage and improve the band program at Chisholm Trail High School;

E. To coordinate the volunteer efforts of the CTRRBB, including but not limited to performances, trips, festivals, uniforms, memberships, chaperones, concessions, hospitality, FUNDRAISING and any other group and/or committee appointed by the Executive Board;

F. To help create the best band possible with the most fun possible and available!

*G. The organization shall not:

1. Direct or control curriculum of staffing

2. Maintain individual student accounts

3. Participate in political campaigns

Article 3

Membership

A. Membership shall be open to any person with special interest in the CTRR, either past, present and/or future.

B. Commercial memberships may be available to businesses that make contributions. Certificates and/or plaques will be provided for display in that place of business.

C. Payment of designated dues MUST BE CURRENT and is necessary to be a voting member.

D. Members will meet regularly during the school year. At the first meeting of each membership year, a monthly meeting date will be set for the remainder of the year. Notice will be posted on the Band Booster web-site. (Band app)

E. All meetings will be announced with starting and ending times and every effort shall be made to conform to those times.

F. Special meetings shall be held whenever called by the President, or by the Secretary at the request of three-fourths (¾) of the elected members of the Executive board. When possible, notice will be posted on the Band Booster web-site (BAND app) no less than five (5) days and no more than thirty (30) days prior to the special meeting.

G. An annual members meeting will be held in April to elect and vote on officers for the next school year. Current officers shall be shadowed by the newly elected officers until the last day of the school year. During this time, the current officers will pass on as much information as possible. Including but not limited to, program passwords, keys, notes, contacts, current procedures and lessons learned to the new officer.

H. Voting on all matters shall be by the voting membership present. At least one (1) voting member and three-fourths (¾) of the Executive board shall constitute a quorum at the regular meeting and;

I. Robert's Rules of Order shall be used to guide all business during meetings.

1. The Band Director to be an automatic fifth (5th) executive board member. OR
2. The Band Director will act as a tie breaker.

*(GENERAL MEETINGS REQUIRE TEN (10) VOTING MEMBERS)

Article 4

Executive Board and Their Election

A. The Executive Board of the CTRRBB shall be the President, Vice-President, Secretary and Treasurer and Band Director as honorary member with a tie breaking vote.

B. Assistant Band Director(s) shall have honorary membership on the Executive Board, without voting privileges;

C. Executive Board members must currently have a student in band; except honorary member(s).

D. Executive Board members shall be elected by written ballot (printed or electronic). Nominations may be made by the Executive Board members or by general members of the CTRRBB verbally or electronically. All persons nominated must be willing and able to serve for the duration of the term defined in Article 4, Item M.

E. Nominees for treasurer must have a background in finance or previous experiences with Quickbooks or other accounting software. The nominee shall verbally accept the nomination if they are willing and able to serve said term.

F. Unopposed positions can be voted by show of hands.

G. There is no limit to the number of terms a person may hold during the lifetime of their association with the CTRRBB, provided they comply with the criteria as outlined in Article 4, Item M.

H. Any person married or otherwise related shall NOT hold two (2) separate Executive Board positions during the same year.

I. The number of Executive Board members may be altered from time to time by resolution duly adopted by the members, however at no time shall the number of Executive Board members be less than four (4).

J. If a vacancy occurs in any office with the exception of that of President, it shall be filled by the Executive Board;

K. Any Executive Board member may be removed either with or without cause at any meeting either annual or special, of the members of the CTRRBB by affirmative vote of a majority of all such voting members present.

L. Executive Board members shall NOT be compensated for their services, with monetary or gifts.

M. An Executive Board Member shall serve a one (1) year term beginning June 1st, and no more than two (2) consecutive terms in the same office.

Article 5

Duties of the Members of the Exec. Board

A. President: shall preside over meetings of the CTRRBB and Exec Board, shall be a member ex-officio of all committees, coordinate directly with the Band Director for all activities, coordinate work of officers and committees to stay focused on the purpose/mission statement;

B. Vice-President: (Aide to the President) shall perform duties of President in absence; maintain updated list of memberships at all times; coordinate activities among committees;

C. Secretary: shall keep accurate record of all meetings and distribute minutes of meetings to the board members and Band Director; give oral report at each regular meeting; prepare correspondence (i.e. to any person/company who donates items/money); maintain a current copy of bylaws.

D. Treasurer: shall receive monies and deposit within seven(7) days; keep accurate records of receipts and expenditures; present an expense style report at each booster meeting reviewing previous months activities; pay out funds as authorized; post a written statement at each regular meeting. Prepare an end of year statement showing all monetary activities for the fiscal year; prepare an annual budget for Exec Board approval; may serve as the head of an accounting committee, created by the Exec Board on an as needed basis, to provide guidance to the CTRRBB.

E. ~~An annual report from the Treasurer shall be made once a year and given at the first meeting of each membership year.~~ No Later than August meeting

Article 6

Executive Board Committees

NO CHANGES MADE

Article 7

Financial and Fiscal Year

A. Committee chairs shall submit proposed budgets for the upcoming school year to the Treasurer on the date to be set by the Treasurer; this date shall be chosen in coordination with the Band Director so that the budget can be voted on and approved prior to BAND 101.

B. The Exec Board, Band Director and all committee chairs shall meet and establish a written budget for the upcoming school year by the last day of February of each year.

A. Branches (*committee chairs?) must get approval for purchases outside of items pre-approved in the budget.

C. The Proposed budget shall be presented to and approved by the Exec Board and all present voting members in the March meeting. In the case that the budget is not approved prior to the last meeting before summer break, the Exec Board shall reconvene and revise the budget to meet the requests of the voting body.

D. At the end of each fiscal year, the Treasurer shall prepare an Annual Financial Report and fulfill all state a deferral filling commitments, as needed;

E. The Fiscal year of the CTRRBB shall begin on the first day of July and end on the last day of June of each year; and transfer of records and audits of accounts should be completed no later than July 1 of each year.

F. The exec Board may establish criteria that could be used to determine if a student is eligible for financial assistance with band fees. If these criteria are met, CTRRBB could provide financial aid to a particular student. The criteria for granting aid should be established prior to registration periods and should be applied consistently for all students.

G. Expenditures over $500 outside budget requires Exec Board approval.

H. Checks over $1000 require two (2) signatures.

I. Cash raised at any CTRRBB event (i.e. concessions, fundraising) must be counted by two (2) unrelated individuals.

Article 8

Fundraising

A. All fund-raisers shall meet Eagle Mountain-Saginaw ISD requirements; and

B. All fundraising activities conducted by any branch or member of the CTRRBB MUST BE SENT AND OVERSEEN by the FUND-RAISING CHAIR AND APPROVED by the BAND STAFF DIRECTOR AND SCHOOL PRINCIPAL PRIOR TO THE START OF SAID FUNDRAISING ACTIVITIES & MUST COMPLY WITH EMS-ISD District POLICIES.

C. A fund-raiser report will be made available to the general membership at the completion of each fundraiser.

D. All monies raised shall benefit the Band (CTRR) as a whole.

Article 9

Contracts

NO CHANGES MADE

Article 10

Conflict of Interest

A. No person who does business with a school booster club or other school organization, either as a representative or owner (in a whole or in part) of a company, or is in a position to profit financially from the relationship, may serve on the Exec Board;

B. Any transactions or relationships required during the school year that may constitute a conflict of interest with an Exec Board member must be documented in writing and reviewed/approved by the Exec Board;

C. All transactions of the CTRRBB should/MUST be transparent and above board.

Article 11

Relationship to School

A. All activities must comply with the rules of the University Interscholastic League (UIL) and the policies of EMS-ISD;

B. The Superintendent of EMS-ISD, Principle of CTHS, and the Band Director shall have veto power over the decisions and activities of the CTRRBB only if the CTRRBB's actions are not in compliance with UIL rules or district written policies;

C. Any member of the CTRRBB shall not attempt to direct/dissuade the Band Director, assistant directors or instructors in any of his/hers duties.

Article 12

Amendment of Bylaws

A. A committee approved by the Exec Board shall review these bylaws bi-annually during the January meeting of even-numbered years, for necessary updating. Any changes will be brought to the general meeting in March of proper approval;

B. Amendments or changes to these bylaws must have the approval of the majority of the members and majority of the Exec Board at the regular meeting of the CTRRBB;

C. These bylaws may be amended by two thirds (⅔) of voting members with fourteen (14) days notice.

Article 13

Dissolution

NO CHANGES MADE

**ChatGPT recommended adding the following:*

Certification of Adoption

Adopted on this _____ day of _____ 2026

President Signature: _____

VP Signature: _____

Secretary Signature: _____