



Final February_2024

BYLAWS -

Article I Name

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

Article II Purpose

The purpose of the CTRRBB will be:

- A. To promote the best interest of Chisholm Trail Ranger Regiment (CTRR);
- which consists of the following branches: wind players, percussion, and colorguard
- 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, contests, festivals, uniforms, membership, chaperons, concessions, hospitality, 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!

Article III Membership

- A. Membership shall be open to any person with special interest in the Chisholm Trail Ranger Regiment, either past, present 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 is necessary to be a voting member.
- D. Membership 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;
- 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 ($\frac{3}{4}$) of the elected members of the Executive Board. When possible, notice will be posted on the Band Booster web-site no less than 5 days and no more than 30 days prior to the special meeting;
- G. 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 voting member and three-fourths ($\frac{3}{4}$) 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.

i. (band director to be an automatic 5th executive board member.)

Or

ii. Band director will act as tie breaking vote

Article IV Executive Board and Their Election

- A. The Executive Board of the CTRRBB shall be President, Vice President, Secretary and Treasure, and Band Director as honorary member with tie breaking vote.
- B. Assistant Band Directors 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.
- 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 Band Boosters verbally or electronically. All persons nominated must be willing and able to serve for the duration of the term defined in Article IV, item
- E. Nominees for treasurer must have a background in Finance or previous experiences with Quickbooks or other accounting software. 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 Organization, provided they comply with the criteria as outlined in Article IV.
- H. Any person married or otherwise related shall not hold two 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.
- 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 the affirmative vote of a majority of all such voting Members present.
- L. Executive Board Members shall not be compensated for their services, either monetary or gifts.



Article V
Duties of the Members of the Executive Board

- A. President: shall preside over meetings of the CTRRBB and Executive 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 membership 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; and
- D. Treasurer: shall receive monies and deposit within seven days; keep accurate record 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 annual budget for Board approval; may serve as the head of an Accounting Committee, created by the board on an as-needed basis, to provide guidance to CTRRBB.

Article VI
Executive Board Committees

- A. The Executive Board shall create committees as needed to fulfill the goals of the CTRRBB;
- B. These committees will be posted by the Executive Board for volunteers or appointees, as needed.
 - a. Each committee will have a Chairman and option for an assistant.
- C. All Committee Chairmen must be up to date on all dues and materials due to the CTRRBB.
- D. The Committee Chairmen will be expected to fulfill the duties for which they have been designated, with the best interests of the Band Boosters and CTRR in mind.
- E. All branches of the Ranger Regiment must work cooperatively with the committee chair for all Fundraising, Concession, and Merchandising activities, executive committee within appropriate regulatory guidelines.

Article VII
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 forth 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 Executive 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 must get board approval for purchases outside of items pre-approved in the budget.
- C. The proposed budget shall be presented to and approved by the Executive 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 Board shall reconvene and revise the budgets to meet the requests



of the voting body. A special meeting shall then be scheduled for proposal and approval of the revised budget.

- D. At the end of each fiscal year, the Treasurer shall prepare an Annual Financial Report and fulfill all state and deferral filing commitments, as needed;
- E. The fiscal year of the CTRRBB shall begin on the first day of July and end on the last day in June of each year; and the transfer of records and audit of accounts should be completed no later than July 1 of each year.
- F. The Executive 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.

Article VIII Fund-raising

- A. All fund-raisers shall meet the Eagle Mountain-Saginaw ISD requirements; and
- B. All fundraising activities conducted by any branch of the RR must be overseen by the Fundraising chair.
- C. A Fund-raiser report will be made available to the general membership at the completion of each fund-raiser.

Article IX Contracts

- A. The Executive Board has the authority to authorize the President and/or Treasurer to enter into any contract or execute and deliver any instrument in the name of and on behalf of the CTRRBB.
- B. Any contract required for the operation of or related to the band that is designated to be paid for using CTRRBB funds shall be fully reviewed and approved by all members of the Executive Board prior to execution of the contract. The Executive Board shall have a reasonable period of time to review and approve said contract.

Article X 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 whole or in part) of a company, or is in a position to profit financially from the relationship, may serve on the Executive Board;
- B. Any transactions or relationships required during the school year that may constitute a conflict of interest with an Executive Board member must be documented in writing and reviewed/approved
- C. by the Executive Board; and
- D. All transactions of the CTRRBB should be transparent and above board.



Article XI
Relationship to School

- A. All activities must comply with the rules of the University Interscholastic League (UIL) and the policies of Eagle Mountain-Saginaw ISD;
- B. The Superintendent of Eagle Mountain-Saginaw ISD, Principal of Chisholm Trail High School, 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. The CTRRBB shall not attempt to direct a Band Director or instructor in any of his/her duties.

Article XII
Amendment of Bylaws

- A. A committee approved by the Executive Board shall review these by-laws 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 by-laws must have the approval of the majority of the voting members and majority of the Executive Board at the regular meeting of the CTRRBB.

Article XIII
Dissolution

- A. Upon dissolution, all assets of the Organization shall be liquidated, and funds held and expended by the Eagle Mountain-Saginaw ISD in accordance with the purposes of the CTRRBB until all such funds shall be expended; and
- B. If the Eagle Mountain-Saginaw ISD is not in existence or is unwilling or unable to accept the assets of the CTRRBB upon the dissolution of the CTRRBB, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any federal government, or to a state or local government, for a public purpose.