

A&M Consolidated Band Boosters Bylaws – Proposed Revision, February/April 2019

ARTICLE I – NAME

The name of this organization shall be the A&M Consolidated Band Boosters; hereafter referred to as the Organization.

ARTICLE II – OBJECTIVES

This Organization is a non-profit organization whose objective is to encourage, sponsor and promote the A&M Consolidated High School band programs. Said Organization is organized exclusively for charitable, religious, educational and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Service Code, or corresponding section of any future deferral tax code.

- Section 1. To bring into closer relation the home and the school, that parents and teachers may cooperate in the training of students in band activities.
- Section 2. To encourage and maintain an enthusiastic interest in this Organization by students, administrators, teachers and parents.
- Section 3. To develop and strengthen an interest and cooperation between educators and the general public that will secure a meaningful arts experience for every child in the band program.

ARTICLE III – PURPOSE

The purpose of this Organization is to lend all possible support, both moral and financial, to the A&M Consolidated High School band program in harmony with the objective and policies set forth in the Bylaws. No part of the net earnings of the Organization shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of the Organization shall be carrying on propaganda, or otherwise attempting to influence legislation, and the Organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Tax Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Tax Code, or corresponding section of any future federal tax code.

- Section 1. To raise funds to support band activities.
- Section 2. To provide funds as requested by the Head Band Director and approved by the Organization's membership for band activities which are not included in the CSISD budget.
- Section 3. To identify parent, community volunteers and sponsors who are interested in donating time or financial support to band functions which are not provided or otherwise funded by the CSISD school budget.

ARTICLE IV – MEMBERSHIP AND DUES

- Section 1. Membership shall be open to all parents and/or guardians of A&M Consolidated High School band students and all persons interested in the objectives of this Organization.
- Section 2. All current band students are non-voting members of the Organization.
- Section 3. The Executive Board shall set annual dues.
- Section 4. The membership year shall begin in the month of June.

ARTICLE V – EXECUTIVE BOARD AND ITS ELECTION

- Section 1. The Executive Board of the Organization shall consist of the President, President – Elect, Operations Coordinator, Fundraising- Maroon, Fundraising- White, Uniform Coordinator, Color Guard Coordinator, Event Coordinator, Meal Coordinator, Secretary, Reporter, Treasurer- Band Boosters, and Treasurer- Band Administration. The officers shall perform the duties prescribed by these Bylaws and by the parliamentary authority adopted by the Organization. Each officer shall exercise only one (1) vote.
- Section 2. Officers for the following school year shall be nominated from and elected each spring by the current Organization membership.
- Section 3. Nominations for Executive Board positions will be accepted beginning at the March general meeting of the Organization. The current President shall report these nominations to the membership of the Organization at the April general meeting of the Organization. Before the election at the general meeting in May, additional nominations from the floor shall be permitted.
- Section 4. The officers shall be elected by ballot voice or ballot vote from the general membership at the May meeting, and shall assume office June 1.
- Section 5. Executive Board position terms shall be for one (1) year. No person may hold more than two (2) offices at a time. No person shall be eligible to serve more than two (2) consecutive terms in the same office, unless agreed upon by two-thirds vote of the Board.
- Section 6. Vacancies
 - A. In case of vacancy occurring in the office of President, if there is a President Elect, the President Elect will assume the role of single President. If there is no current President Elect, the Operations Coordinator shall assume the role of President.
 - B. A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a two-thirds majority vote of the remaining members of the Board, after notice of such election having been given.
 - C. The Board may remove any elected board member from office by a two-thirds vote of the board members. A meeting called for this purpose must be a specially called meeting. The purpose, date and time of the meeting should be posted three (3) days in advance, unless in emergency.
- Section 7. No Executive Board Member may speak on behalf of or represent the Organization in any matter without the express consent and foreknowledge of the President. Doing so shall result in a formal reprimand and may result in removal from office.

ARTICLE VI – DUTIES OF OFFICERS

- A. President - shall preside over all meetings of the Organization and of the Executive Board and appoint committees and committee chairpersons, namely the scholarship committee, as set forth in these Articles. The President shall also:
- sign and execute in the name of the Organization all contracts or other instruments authorized by the Executive Board, except in cases where the Executive Board expressly delegates its execution to some other office or agent of the Organization.
 - countersign checks drawn on the Organization's accounts in accordance with the requirements of the bylaws in the absence of the President.
 - serve as Tiger Club Liaison and attend the monthly Tiger Club meeting, communicating information between the two organizations; or, designate a Board Member to do so.
 - perform all duties incident to the office of President, and the Executive Board may from time to time, assign other such duties to the President.
- B. President Elect- shall perform the duties of the President during the President's absence, resignation, or termination. The President Elect- shall also:
- preside over meetings in the President's absence.
 - countersign checks drawn on the Organization's accounts in accordance with the requirements of the bylaws in the absence of the President.
 - serve as Liaison to the Band Council.
 - perform additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.
- C. Operations Coordinator- shall communicate regularly with the Directors to address their instrumentation needs to bring to the attention of the Executive Board. The Operations Coordinator shall also oversee and coordinate:
- Equipment and Prop Crew Chairperson
 - Traffic Control Chairperson
 - Chaperone Chairperson- Will ensure all volunteers/chaperones have completed background check and are cleared by CSISD prior to allowing any volunteer to participate in any event.
 - Registration Night(s) Chairperson
 - additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.
- D. Fundraising Maroon- Will assist the Treasurer with the accounting and allocation of funds from all fundraising. The Fundraising Maroon Coordinator shall also oversee and coordinate:
- Poinsettia Chairperson
 - Kyle Field Seats Chairperson
 - Flags Chairperson
 - Future Ideas Chairperson
 - additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.
- E. Fundraising White- Will assist the Treasurer with the accounting and allocation of funds from all fundraising. The Fundraising Maroon Coordinator shall also oversee and coordinate:
- Fan Store Chairperson (including yard notes)
 - Profit Share Chairperson
 - Sponsorship Chairperson
 - March a Thon Chairperson

- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

F. Event Coordinator- will oversee and coordinate event activities, which may include catering, facility rentals or other needs that may arise on behalf of the Band Boosters. The Event Coordinator shall also oversee and coordinate:

- Parent Preview and Side by Side Concert Chairperson
- Band Banquet Chairperson
- Concert Reception Chairperson
- Football Tailgate and Football March-In Parade Cheer Line Chairperson
- Christmas Parade Chairperson
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

G. Meal Coordinator- The Meal Coordinator shall also oversee and coordinate:

- Food and Beverage Chairperson
- Solo and Ensemble Chairperson
- Summer Band Camp Parent Chairperson
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

H. Uniform Coordinator- The Uniform Coordinator shall also oversee and coordinate:

- Marching Uniform and Practice Gear Chairperson
- Concert Uniform Chairperson
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

I. Color Guard Coordinator- will perform duties as Color Guard Liaison, ensuring that Color Guard needs are addressed and brought to the attention of the Executive Board. The Color Guard Coordinator shall also oversee and coordinate:

- Color Guard Uniform and Equipment Chairperson
- Texas Color Guard Circuit State Competition Chairperson
- Winter Guard Chairperson
- Color Guard Fundraising Chairperson
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

J. Secretary- shall keep minutes of all meetings of the Organization and the Executive Board. Copies of any written reports given at meetings of the Organization and the Executive Board will be filed with the minutes and of that meeting. The Secretary shall maintain and have available at all meetings documentation for the current year including current Bylaws, minutes, correspondence and any business procedures. The Secretary shall handle all official correspondence for the Organization, except those specifically assigned to another Executive Board member. The Secretary shall also oversee and coordinate:

- work directly with the Reporter and Director(s) on Communications and Public Relations
- Minutes
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

K. Reporter- The Reporter shall maintain and/or update the Organization's website, social media and online calendar of activities. The Reporter shall submit articles to the local media (print, TV and/or radio) concerning public service announcements for Band programs and fund raising projects of the Organization. The Reporter shall also oversee and coordinate:

- work directly with the Secretary and Director(s) on Communications and Public Relations
- Show Announcer
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

L. Treasurer- Tiger Band Booster Account- shall maintain (keep an accurate record of receipts and expenditures) all financial records of the Organization. The Treasurer shall also:

- prepare the annual budget of the Organization.
- provide monthly financial reports to the Board and membership, and at other times as requested.
- receive all funds for the Organization and promptly deposit the money in a bank designated by the Executive Board.
- pay out funds with proper approval and documentation in accordance with the approved budget. All pay out of funds is to be approved by two officers of the Executive Board. Two (2) officers must sign all checks, one must be the Treasurer, and the other shall be President or a Vice President.
- establishing good accounting procedures, and a permanent file for financial related records.
- prepare and present a year-end financial report to the Board with copies to the school principal and CSISD Business Office no later than September 1 of each year.
- cooperate with Review Committees or person(s) assigned to audit/review financial records at year-end, or as requested.
- turn over all financial records directly to the new Treasurer, and no other person(s) or officer(s).
- oversee all Checking and Savings oversight.
- oversee all Online payment oversight.
- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

M. Treasurer- Band Administration Account- shall maintain (keep an accurate record of receipts and expenditures) all financial records of the Organization. The Treasurer shall also:

- prepare the annual budget of the Organization.
- provide monthly financial reports to the Board and membership, and at other times as requested.
- receive all funds for the Organization and promptly deposit the money in a bank designated by the Executive Board.
- pay out funds with proper approval and documentation in accordance with the approved budget. All pay out of funds is to be approved by two officers of the Executive Board. Two (2) officers must sign all checks, one must be the Treasurer, and the other shall be President or a Vice President.
- establishing good accounting procedures, and a permanent file for financial related records.
- prepare and present a year-end financial report to the Board with copies to the school principal and CSISD Business Office no later than September 1 of each year.
- cooperate with Review Committees or person(s) assigned to audit/review financial records at year-end, or as requested.
- turn over all financial records directly to the new Treasurer, and no other person(s) or officer(s).
- oversee all Checking and Savings oversight.
- oversee all Online payment oversight.

- additional duties that may be assigned by the President or the Executive Board, and other such duties as addressed in Article V, Section 6.

ARTICLE VII – MEETINGS

- Section 1. The General Meeting shall be held monthly with appropriate notification to its membership.
- Section 2. At least five (5) voting members in addition to the Executive Board must be present to conduct business at the General Meeting.
- Section 3. The Executive Board meeting shall be called as needed prior to each monthly general meeting.
- Section 4. A Special General Meeting may be called by the President or by a majority of the Executive Board.
- Section 5. A Special General Meeting may also be called upon by written request of ten (10) voting members of the Organization to the Executive Board. The purpose, date and time shall be stated in the request. Except in cases of emergency, at least three (3) days' notice shall be given to the membership.

ARTICLE VIII – ADVISORY BOARD AND COMMITTEES

- Section 1. The Student Advisory Board shall consist of the student-elected Band Council, approved by the Directors.
- Section 2. The Executive Board shall serve as the Finance Committee. The Finance Committee shall prepare a budget for the fiscal year and present it to the Organization at the General Meeting at the beginning of the fall semester. The budget for the current school year should be proposed at the May General Meeting prior to the current school year. Program expenditures from the budget shall be proposed to the entire Finance Committee prior to proposal of the budget. The Finance Committee shall plan ways and means for raising money for the support of the Band. Input on revenue sources can be proposed by any member of the General Membership. The Finance Committee may review the Organization's accounts at any time upon request and may report the results of this review to the general membership.
- Section 3. Such other committees, standing or special, shall be appointed from time to time, by the President of the Organization or as the Executive Board deems necessary to carry on the objectives and work of the Organization. The President shall be an ex-officio member of all committees.
- Section 5. All chairpersons of committees, standing or special, provide written plan of action to the Executive Board for approval and shall attend the regular monthly General Membership meetings.

ARTICLE IX – FISCAL YEAR AND COMPLETION OF FISCAL BUSINESS

- Section 1. The fiscal year shall be June 1 through May 31 of the following year.
- Section 2. All fiscal business must be completed by May 31. If there is fiscal business that is still pending by May 31, the new Executive Board must be informed in writing of the pending business and actions being taken to resolve the business, and the previous Board member or members responsible for the business must complete the pending business.

ARTICLE X – LIMITATION ON LIABILITY OF DIRECTORS/MEMBERS

A Director or Member of the Organization is not liable to the Organization or members for monetary damages for an act or omission in the Director or Member's capacity as director or Member except to the extent otherwise provided by a statute of the State of Texas.

ARTICLE XI – INDEMNIFICATION

The Organization may indemnify a person who was, is, or is threatened to be made a named defendant or respondent in litigation or other proceedings because the person is or was a director/officer or other person related to the Organization as provided by the provisions in the Act governing indemnification. The Board of Directors/Officers shall have the power to define the requirements and limitations of the Organization to indemnify directors, officers, or others related to the Organization.

ARTICLE XII – DISSOLUTION OF ORGANIZATION

Upon the dissolution of the Organization, 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 future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of by the Court of Commons Pleas of the county in which the principal office of the Organization is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized exclusively for such purposes.

ARTICLE XIII – PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern the Organization in all cases to which they are applicable. In cases in which they are inconsistent with these Bylaws, the guidelines of the Texas University Interscholastic League and any special rules or order the Organization may adopt will be applied, deferring to the statutes of section 501(c)(3) of the Internal Revenue Code.

ARTICLE XIV – AMENDMENTS

The Bylaws may be amended by two-thirds majority of members present at a business meeting, provided the amendment has been presented in writing to the Executive Board for consideration at least thirty (30) days in advance of the meeting in which the voting will take place by the members.