

# **CLEAR FALLS HIGH SCHOOL BAND BOOSTER CLUB (CFHSBBC)**

## **BYLAWS**

### **ARTICLE 1 – Name**

The name of this organization shall be the “Clear Falls High School Band Booster Club”, or “CFHSBBC”.

### **ARTICLE 2 - Non-profit Organization**

This club is a non-profit organization, incorporated under the laws of the State of Texas.

### **ARTICLE 3 – Purpose**

The purposes of this organization are exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue code of 1986 or the corresponding provision of any future United State Internal Revenue Law.

### **ARTICLE 4 – Definitions**

The following are the intended definitions for terminology used within the bylaws:

“Current year” or “Fiscal year” – The “current year” or “fiscal year” shall follow the typical school calendar but will be from July 1 through June 30 of the succeeding year.

Honorary Member – include Band Directors, school, and district officials. Honorary Members do not count toward quorums. An Honorary Member may present information at a meeting but may not participate in the business of the meeting (i.e., may not vote, make motions, second motions, etc.).

“Term” – a one year period consistent with the current year that represents the period served by an officer. An officer who has served more than one-half of a term shall be credited with having served that term.

### **ARTICLE 5 – Members and Sponsor**

#### **Section 1: Membership**

- a. Membership shall be valid for the current year.
- b. The membership of this club shall be open to those interested in assisting the band and color guard programs including (but not limited to) parents and legal guardians of students participating in the band and color guard programs.

#### **Section 2: Voting and Serving**

- a. Voting power will be held only by dues paying members of the club.
- b. Only members of the CFHSBBC shall be eligible to serve in any elective or appointive position. Note that an individual may be elected to a position during the current fiscal year if that individual becomes a member of CFHSBBC before taking office.

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### Section 3: Duties of Members

- a. It shall be the duty of all members to deposit with the Treasurer the gross amount of all money received on behalf of the Club or from any of its activities, and the Treasurer shall accept and record all funds received.
- b. No person shall assume an obligation or commit the organization to any further expenditure or engage in any fund raising effort on behalf of or in the name of the club, without prior approval of the Executive Board.
- c. All members shall comply with any participation agreements/requirements provided by the UIL, Clear Creek ISD, Clear Falls High School, or the Clear Falls band directors (e.g., the Clear Falls High School Knights Band and Color Guard Student/Parent Handbook).

### Section 4: Sponsor

The Sponsor(s) of CFHSBBC is (are) the band director(s).

The Sponsor(s) of a student group serves (serve) as the liaison between the Booster Club and the District, under the supervision of the Principal. The Sponsor(s) is(are) responsible for determining the various activities and trips in which the student group will participate with the approval of the Principal.

## **ARTICLE 6 – Membership Levels**

### Section 1: Membership Levels

The following are the CFHSBBC membership levels and privileges therein:

- a. Member Level – dues-paying member \$25
- b. Patron Level – contribution (including dues) of \$50  
(acknowledgement at band concerts)
- c. Conductor Level - contribution (including dues) of \$100  
(acknowledgement at band concerts)
- d. Honorary Director Level - contribution (including dues) of \$250  
(acknowledgement at band concerts)
- e. Knights Band Silver Level - contribution (including dues) of \$500  
(acknowledgement at band concerts)
- f. Knights Band Gold Level - contribution (including dues) of \$1000  
(acknowledgement at band concerts)
- g. Knights Band Platinum Level - contribution (including dues) of \$2000+  
(acknowledgement at band concerts)
- h. Corporate Level – contribution of \$250+ from a company or corporation  
(acknowledgement at halftime performances and in concert programs)
- i. Trailer Sponsorship Level – Contribution of \$3000+  
(recognition on band trailer)

Contribution amounts for non-corporate levels include any corporate matching amounts paid on behalf of an individual.

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### Section 2: Dues

- a. The Executive Board will determine if dues or membership levels are to be changed prior to the initial membership drive for the current fiscal year (nominally, prior to the start of marching camp/summer band rehearsal).
- b. The Executive Board may waive payment of dues for financial hardship cases.

### Section 3: Privileges

Club membership shall not entitle members to free admission to any club activities or special privileges other than those specified in Section 1.

## **ARTICLE 7 - Executive Board**

### Section 1: Members of the Executive Board

- a. Officers of the CFHSBBC
- b. Chairmen of Standing Committees (If there are vice chairmen, they are non-voting members of the Executive Board.)
- c. Honorary Members (Sponsors) may attend and participate in Executive Board meetings but do not count toward quorum and may not vote.

### Section 2: Duties of the Executive Board

- a. Transact necessary business in the intervals between General meetings and such other business as may be referred to it by the organization.
- b. Present a report at the General meetings of the organization.
- c. Fill vacancies of officers and chairmen.
- d. Prepare and submit a budget for the year to the organization for adoption.

## **ARTICLE 8 – Officers**

### Section 1: Officers

The elected officers of this club shall be a President, a Vice-President of Band, a Vice-President of Guard, a Secretary, and a Treasurer. This group constitutes the Officers of the Executive Board.

### Section 2: Duties of Officers

All officers are required to attend the Executive Board meetings and General meetings. All officers shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.

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### **a. Duties of the President**

1. The President shall preside at all meetings of the Club.
2. The President shall confirm a quorum is present before conducting any business.
3. The President shall be authorized to sign on the bank account.
4. The President shall see that the Bylaws are enforced and shall perform such duties as usually pertain to this office.
5. The President shall be a member ex officio of all committees except the Nominating and Audit Committees.
6. The President shall appoint the chairmen of all committees with the exception of the Nominating Committee.
7. The President shall have the power to appoint standing and special committees subject to the approval of the Executive Board.

### **b. Duties of the Vice President of Band**

1. The Vice-President shall perform the duties of the President in his or her absence or at his or her request for the band.
2. In the event that the office of President is vacated for any reason, the Vice President shall automatically become President of the CFHSBBC for the remainder of the term in which such a vacancy occurs and shall immediately assume title and all duties delegated to the office of President, without any action on the part of the membership.

### **c. Duties of the Vice President of Color Guard**

1. The Vice-President shall perform the duties of the President in his or her absence or at his or her request for Color Guard.

### **d. Duties of the Secretary**

1. The Secretary shall record the minutes of each meeting and make them available at the next appropriate meeting, i.e., Executive Board minutes at Executive Board meetings and General minutes at General Meetings.
2. The Secretary will be responsible for binding the minutes to be kept on permanent file.
3. The Secretary shall conduct any correspondence of the club if requested by the President.
4. A copy of the minutes of the meetings and monthly financial reports shall be emailed to the bookkeeper at Clear Falls High School.

### **e. Duties of the Treasurer**

1. The Treasurer shall disburse funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a simple majority of the Executive Board.
2. Checks will require two of three authorized signatures. The Treasurer, President and one other elected officer shall be authorized to sign on the bank account.
3. The Treasurer shall submit a report of funds at regular Executive Board and General meetings.
4. The Treasurer shall submit all appropriate state and federal reporting forms with timely payments if applicable.
5. The Treasurer shall be available, or obtain an alternate, for all fundraising activities so that timely deposits can be made.

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6. The Treasurer shall present the financial books to an Audit Committee shortly after the fiscal year concludes or upon departure of the Treasurer from office for any cause. The audit shall be completed prior to the next Treasurer receiving the club records.
7. Debit Card- All purchases should have every effort to be made by check first. The debit card should only be used if a checkbook can NOT be used.
  1. The Treasurer or any other "signing" member of the executive board will be responsible for the debit card at all times.
  2. Only the Treasurer or other member of the executive board shall make purchases with the Debit Card.
  3. All purchases on the debit card over \$100.00 need prior approval, and require two signatures on purchase (check) request.
  4. The use of the Debit card may be used for online purchases with prior approval from the executive board.

### **ARTICLE 9 - Election of Officers**

#### **Section 1: Nominating Committee**

- a. A Nominating Committee shall be elected by the General Body at the April/pre-UIL General meeting. Elections to the Nominating Committee shall be by plurality.
  1. The Nominating Committee shall be composed of 3 members. Two alternates shall be elected to serve in the event a member is unable to serve.
  2. The President of CFHSBBC does not serve as a member of this committee, nor does (s)he appoint any member of the committee.
  3. The Nominating Committee shall elect its own chairman immediately following the meeting.
- b. The Nominating Committee shall nominate at least one eligible person for each office to be filled.
  1. Only those individuals who have signified their consent to serve if elected shall be nominated for or elected to such office.
  2. No member shall automatically serve on this committee because of his/her office in CFHSBBC or position in the school system.
- c. The Nominating Committee shall give its report on its list of nominees to the CFHSBBC membership regular publicity channels at least seven (7) days before the election meeting.

#### **Section 2: Election**

- a. At the General meeting in May/final concert, the slate of possible officers shall be presented by the Nominating. Prior to the vote, additional nominations may be made from the floor.
- b. Officers shall be elected by ballot (plurality). However, if there is one nominee for an office, election for that office may be by voice vote.

#### **Section 3: Term of Office**

- a. Officers shall assume their official duties at the beginning of the fiscal year and shall serve a term of one year.

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- b.No elected officer shall serve in the same office for more than three consecutive terms.
- c.An officer who has served more than one-half of a term shall be credited with having served that term.

### **ARTICLE 10 - Filling Vacancies of Office**

In the event that any of the offices on the Executive Board are vacated for any cause, the remaining members of the Executive Board shall elect a replacement for that office for the balance of the term. The new officer shall promptly assume said title and all duties and there shall be no necessity for action on the part of the membership other than the recording of such occurrence in the minutes of the next General meeting.

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### **ARTICLE 11 - Standing Committees**

#### **Section 1: Duties of Standing Committee Chairmen**

- a. All Standing Committee chairmen are required to attend the Executive Board meetings and General Body meetings when these meetings include discussions relevant to that committee.
- b. All Standing Committee chairmen shall deliver to their successors or the President all official materials within fifteen (15) days following the date at which their successors assume their duties.
- c. No committee work shall be undertaken without the consent of the Executive Board.

#### **Section 2: Standing Committees**

The Standing Committees may include, but are not limited to, the following:

- a. Chaperones – This committee will keep a list of eligible chaperones and provide them as requested.
- b. Color Guard/Winter Guard Liaison – This person provides up-to-date information on the activities, events, and requirements of the Color Guard and the Winter Guard.
- c. Daytime Help Coordinator – This person shall assist as needed in coordinating volunteers for special projects during the daytime/school hours.
- d. Drinks – This committee purchases and dispenses drinks to students at performances; largest activities are football games and marching competitions.
- e. Hospitality – This committee provides treats at various functions such as concerts, trips, band camps, band socials and the band banquet.
- f. Meals– This committee will coordinate catered meal orders for the specified events.- Tasks include defining “options”, distributing order forms, taking orders, collecting money, placing orders, coordinating pick-up/delivery to campus, and passing out meals to students.
- g. Membership – This committee shall collect dues and keep an accurate record of all members. This committee shall make all necessary arrangements for the annual membership drive. This committee will prepare and publish a directory of membership. The membership chairman shall report to the President by September 1st any Board members who haven't yet paid membership dues.
- h. Pit Crew – This committee assists the students in loading and unloading the instrument trucks and moving the instruments on and off the field during football games and other marching events.
- i. Popsicles – This committee will provide popsicles after marching practice. .
- j. Safety/First Aid – This committee helps maintain the well-being of the band students by providing first aid assistance to the medical professional on call and travels (or designated representative) to any offsite performances.
- k. Senior Recognition – Coordinate Senior Recognition Night; coordinate goodie bags for seniors on game days; make senior locker decorations, senior mom mums, dad buttons for marching season, senior sashes, etc.
- l. Spirit Items – This committee promotes spirit by offering parents/students opportunities to purchase items such as decals, chaperone shirts and hats and other appropriate items for display.

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- m. Uniforms – This committee is responsible for issuing, collecting and maintaining the marching and concert uniforms. Specific activities/subgroups may include:
  - i. Hats/plumes – Responsible for handing out and retrieving hats and plumes during the football games and competitions.
  - ii. Gauntlets – Responsible for handing out and retrieving gauntlets during the football games and competitions.
  - iii. Laundry – Responsible for laundering the marching uniforms during football season and competitions.
  - iv. Alterations – These activities may include but are not limited to; hemming marching uniform pants and jackets, concert dresses and tuxedo pants.
- n. Videotaping – This committee will coordinate and provide the videotaping of the marching band performances at the football games and competitions as requested by the Band Directors.
- o. Water Jugs – This committee will be responsible for filling water jugs, making sure the jugs are transported to events and for providing water to students as needed during football games and other marching events.
- p. Webmaster – This committee is responsible for design and timely updates to the website.

### **ARTICLE 12 – Meetings**

#### **Section 1: Executive Board**

- a. Monthly meetings of the Executive Board will be held and shall be held in June (incoming board for the purpose of planning the future activities), July, September, October, November, January, February, March, April, May, and June (outgoing board to complete the business of the current fiscal year and prepare transition to new board).
- b. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Board, at least three days' notice being given. No business other than what is on the agenda can be transacted at a specially-called meeting.

#### **Section 2: General Body**

- a. Regular meetings of the organization will be held. These meetings will usually coincide with special events or performances. Typical meeting dates are in August (prior to marching season) and in December, April, and May in conjunction with band performances.
- b. The General meeting held in May shall be the election meeting.
- c. The General meeting held in May shall also be the Annual meeting and shall be for the purpose of receiving reports of officers and chairmen, approving the budget, and for any other necessary business.
- d. Special General meetings of the CFHSBBC may be called by the President or by a majority of the Executive Board, at least three days' notice having been given. No business other than what is on the agenda can be transacted at a specially-called meeting.

### **ARTICLE 13 - Quorum and Parliamentary Authority**

#### **Section 1: Executive Board**



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A quorum for an Executive Board meeting is a majority of the voting members of the Executive Board.

### **Section 2: Body**

A quorum for a General body meeting shall be at least ten members of the organization.

### **Section 3: Committees**

A quorum of any committee shall be a majority of its members.

**Section 4:** Band Directors do not count toward quorum, as they are considered Honorary Members of Executive Board and General Body meetings. An Honorary Member attends meetings and may talk, but does not participate in the business of the meeting such as vote, make motions, second motions, etc.

### **Section 5: Rules of Order**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall be the Parliamentary Authority of the organization in all cases in which they are applicable and in which they are not in conflict with the bylaws of the organization.

### **Section 6: Additional Guidance**

The most recent edition of the Clear Creek ISD Booster Club Operating Manual will serve as an additional guideline for the organization.

## **ARTICLE 14 - Audit Committee**

An Audit Committee shall be appointed by the President at the end of the year concert meeting in May to audit the Treasurer's accounts once the Treasurer has closed the books for the year.

1. The Audit Committee should consist of not less than three members plus two alternates.
2. No member of the audit committee may be an authorized signer on the bank account.
3. The audit committee will report its findings to the new Treasurer who will submit the report to the district advisor by August of the new school year.

## **ARTICLE 15 – Amendments**

The Bylaws may be amended by two-thirds vote of the members present at any General meeting. The proposed amendments must have been submitted to the Membership at a previous General meeting of the club.

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### **ARTICLE 16 – Dissolution**

To dissolve a booster organization, a resolution shall be adopted by the booster organization (or the Executive Board if the organization is inactive) stating that the question of such dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, written or printed notice (including by electronic means/e-mail) shall be given to each member entitled to vote stating that the purpose of such meeting is to consider the advisability of dissolving the organization. The booster 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 – i.e., band booster funds would remain with the musical program at that particular campus. Any other distribution of funds could void the organization's tax-exempt status and force it into a fully taxable situation.