

Connally High School Band/Color Guard Booster Organization Bylaws

ARTICLE I: Name, Address and Status

- (a) The name of this organization shall be **PFLUGERVILLE CONNALLY HIGH SCHOOL BAND PARENTS, INC.**, also referred to as the “Band Boosters” or the “organization.”
- (b) The mailing address shall be 13212 N. Lamar Blvd., Austin, Texas 78753.
- (c) The organization is a nonprofit, 501(c) (3) organization, established in 1996.

ARTICLE II: Purpose

- (a) Provide services and raise funds for all band activities participated in by high school band and color guard students.
- (b) Provide a means to furnish and dispense college scholarships for deserving high school band and color guard students.
- (c) Provide a means to sponsor annual education field trips for students in the high school band and color guard programs.
- (d) Provide a means to sponsor other various activities in support and at the discretion of the band directors at the high school.

ARTICLE III: Authority

- (a) The organization does not have the authority to direct the duties of a school district employee. The schedule of contests, rules for participation, method of earning letters, and all other criteria dealing with the interschool band programs are under the jurisdiction of Connally High School Administration. The organization will operate within all the guidelines set forth in the current issue of the U.I.L. Constitution and Contest Rules and the U.I.L. Booster Club Guidelines. Copies of both are available in the Connally High School band office.
- (b) Any member of the organization may accept donations made to the General Fund. Should the donor specify conditions under which any donation is made, acceptance is given pending approval of the Board. Any member may solicit funds or goods with the prior approval of the Board. The Director of Bands shall have authority to veto any expenditure or fundraising activity of the organization, and shall notify the President and/or Fundraising Vice President in the event of such decision. Property purchased by the organization to fulfill the band directors’ needs list will become the property of the Connally High School band program at the time of purchase/delivery.

ARTICLE IV: Membership

- (a) Any parent, guardian, caretaker, or adult responsible for a child in band or color guard is eligible for voting membership in this organization. In order to become eligible to vote, members must read and understand these bylaws. Incoming freshman parents/guardians are eligible to vote or run for office effective the April 1st prior to their child’s entry into the Connally High School Band or Color Guard.
- (b) Other interested supporters that do not qualify as voting members are encouraged to participate as honorary, non-voting members. Non-voting members are eligible to serve on committees, excluding standing committees.
- (c) Any member with a senior band student may continue membership in the Band Boosters if that parent has another perspective high school band student currently in a 6th grade or above middle school band program. This member is not eligible to hold position either as an officer or as a member of a standing committee.

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- (d) During the fiscal year, if the child of a duly elected Board member decides to not participate in the Connally High School Band program or is expelled from the band program as a result of disciplinary action, the member must immediately resign from their elected office.

ARTICLE V: Board of Directors

The elected Board of Directors shall consist of the following voting officers:

President
Treasurer
Secretary
Vice President, Color Guard
1st Vice President, Concessions
2nd Vice President, Concessions
1st Vice President, Event Support / Event Logistics
2nd Vice President, Event Support / Marching Logistics
1st Vice President, Fundraising / Student Activities
2nd Vice President, Fundraising / Development

- (a) The Board will have two divisions, both reporting to the President:
- Financial – composed of the Treasurer; 1st and 2nd Vice Presidents, Concessions; 1st and 2nd Vice Presidents, Fundraising
 - Operational – composed of the Secretary/Parliamentarian; Vice President, Color Guard; and 1st and 2nd Vice Presidents, Event Support
- (b) Members of the Board will serve a one-year term. No member may serve more than two consecutive one-year terms in the same office.
- (c) The Board will meet monthly to discuss and vote on matters pertaining to the business of the organization. The President may call special Board meetings as deemed necessary.
- (d) Board members are expected to attend all Board and general membership meetings. If they will be unable to attend a meeting, they must notify the President as soon as possible.
- (e) The Board meetings are open to general members as non-participants; however, the President may choose to close meetings for certain confidential discussions. General Members who wish to address the Board must notify the Secretary one week (7 calendar days) prior to the Board meeting, so that the Agenda may be submitted to the Board in accordance with Article VIII Section (b). Such notification must be in writing and must include subject matter to be presented to the Board.
- (f) Once in receipt of such notice, the Secretary will add the General Member's subject matter to the start of the Board Meeting's Agenda.
- (g) When public testimony is complete, all general members will be excused from the meeting so that the Board may discuss the matter in closed meeting and vote on the matter, should a vote be required. The results of the vote will be presented at the next General Booster Meeting.
- (h) A quorum of officers (defined as 6 out of 10 Board members) must be present at all Board meetings for voting purposes.
- (i) If the President learns there will not be enough members present at a Board meeting to conduct business, the President may call a Board meeting for another date/time, in accordance with Article V(c) and the Open Meetings Act.
- (j) All votes taken by the Board of Directors will occur at regularly scheduled meetings or special called meetings of the Board. No votes may be taken over the Internet. If a vote is taken over the telephone, it will be noted in the Board meeting minutes and signed off on by the Board of Directors.

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- (k) No person in an ongoing financial relationship with the treasurer outside of the Band Boosters may serve as an officer with check signing privileges.

Article VI: The Board of Directors Election Process

- (a) The Nominating Committee reports out the nomination slate at the April general membership meeting.
- (b) Nominations from the floor for each office will be accepted at the April meeting and submitted to the Nominating Committee for review
- (c) Anyone nominated must be present at the meeting or have filed a letter of intent with the Nominating Committee one week prior to the April meeting.
- (d) If after the April meeting, a person nominated notifies the Nominating Committee or Board of their inability or refusal to serve, the Nominating Committee shall seek another candidate to be placed on the ballot by the May meeting. If the Committee is not successful, the Board will take action to fill the vacant position.
- (e) The nominations for officers will be published at least two weeks prior to the May meeting.
- (f) Election for officers will take place at the May meeting by majority written ballot of the members present. Nominees receiving a majority of the votes of the members present (as cast by secret ballot and counted by the Secretary) will be considered elected to office. Since the Secretary is a voting officer, a general member will be selected from those in attendance at the May meeting to witness and verify the count.
- (g) Nominees may vote for themselves.
- (h) Incoming officers shall assume their official duties on June 1.
- (i) Vacancies occurring in any elected office shall be filled upon the recommendation of a 3-member committee (one of which may be a current officer) appointed by the Board of Directors. The committee will present their recommended nominee to the Board within 30 days of their appointment. This nominee will then be voted on by the General Membership at the next regularly scheduled General Membership meeting.
- (j) To serve in the office of President, the individual must have served at least one year as a member of the Board of Directors in either the Financial or Operational Division. In addition, the individual must have actively participated in the Division in which he/she is not an Officer. The individual may gather this experience concurrently.

Or: The individual must submit a written letter of recommendation from a current Board member at the time of nomination. Incoming first-time CHS band parents are excluded from holding the office of President.

ARTICLE VII: Recall of Officers

An officer may be subject to recall for failure to perform duties and/or misappropriation of funds. In the event an allegation is made against a Board member, a committee of three officers will be formed to investigate the cause for concern and make a recommendation to the Board for retention or removal. A band director will act as advisor to this committee. The Board will vote on the committee's recommendation. A majority vote by the Board shall constitute retention or removal of the officer from the Board by secret written ballot tallied by the Secretary/Parliamentarian. In the event the Secretary/Parliamentarian is the officer under recall, the Treasurer will tally the vote.

ARTICLE VIII: Duties of Officers

Out-going officers will update documentation related to their positions, including a budget of anticipated expenditures, a list of their individual job responsibilities, and other information and tips on how to best structure and execute responsibilities under their position. A copy of this documentation

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will be provided to the President, who will combine materials from all positions into a binder for the incoming Board.

Out-going officers will meet with their respective in-coming counterpart within 30 calendar days of the election at the May general membership meeting. The out-going officer will go over responsibilities of their position in detail, including functioning of committee(s), and turn over all written materials and information to assist the new officer in properly fulfilling duties of the position.

The President shall:

- (a) Call meetings as provided in the by-laws.
- (b) Set the meeting agenda and preside at all meetings.
- (c) Appoint a member of the Board to act in his/her place when absent from a meeting.
- (d) Serve as ex-officio member of all committees.
- (e) Serve as liaison between the Band Boosters organization and Band Directors.
- (f) Assemble, as needed, committees to conduct the business of the organization.
- (g) Meet with the incoming Board and establish a calendar of events for the fiscal year.
- (h) Obtain approval from the Director of Bands and Board before authorizing the acceptance of funds or goods that are offered to the organization with the intent of funding anything other than the General Fund.
- (i) Serve as signatory on checks.
- (j) Notify the bank of any changes in officers or authorized signatures on the account.
- (k) Oversee the preparation and distribution to the General Membership, at the August General Membership meeting, a timeline of all known events occurring during the fiscal year. Events are subject to change. These events include but are not limited to:
 - General Membership and Board of Director Meetings
 - Football games
 - Marching Competitions
 - Concerts
 - Spring Competitions
 - Spring Trip
- (l) Prepare a budget of anticipated income and expenditures to present to the General Membership.
- (m) Communicate as necessary with the General Membership via egroup or mail.
- (n) Coordinate events with other Booster Presidents/Groups, if possible.

The Treasurer shall:

- (a) Keep accurate accounts and records pertaining to the financial business of the organization, including, but not be limited to, all banking account records, receipts, and tax documents.
- (b) Be responsible for the filing of all necessary tax documents when due, or within 60 days of the end of the fiscal year, whichever is sooner. See Article XI for definition of fiscal year.
- (c) Within three days of the regular monthly Board of Director's meeting, prepare a current financial statement to be presented at that meeting. (See Article 10)
- (d) Report fully at each general membership meeting, and at any other point as requested by the Board, on the financial status of the organization.
- (e) Submit accounts on an annual basis, or at other times as requested by the Board, for audit.
- (f) Designate another member of the Board to collect funds at organization fundraising activities when not present personally.

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The Secretary/Parliamentarian shall:

- (a) Record the minutes of all Board and General Membership meetings.
- (b) Maintain the meeting sign-in lists for Board and General Membership meetings.
- (c) Be responsible for the posting and/or distribution of recorded minutes within one week following a meeting.
- (d) Coordinate the agenda with the officers and post one week prior to the general membership meeting.
- (e) Be responsible for archival of recorded minutes.
- (f) Be responsible for maintaining all documents pertaining to the organization's operation.
- (g) Be responsible for any correspondence or acknowledgment letters for organization activities.
- (h) Provide a copy of the bylaws at each meeting.
- (i) Advise on matters of parliamentary procedure.
- (j) Act as vote tabulator in all voting matters.
- (k) Clarify bylaws when needed.
- (l) Be responsible for Public Relations, or recruit volunteers/coordinators to do the following:
 - Be responsible for timely submission of press notifications to the School Principal newsletter local newspapers, neighborhood associations, TV and radio media about band functions and special achievements.
 - Oversee submission of organization articles for the Connally Cougar Band monthly newsletter.
 - Act as liaison between the organization and the Band Directors for matters pertaining to public relations.
 - Attend monthly PISD School Board meetings and report back to the Board and General Membership of events.
 - Be in charge of ordering band shirts and nametags annually for members.
 - Develop, monitor, update and be responsible for the Band Booster Yahoo artwork, letterhead or other material on behalf of the Boosters E-Group.
 - Enlist volunteers and maintain the volunteer database.
 - Other responsibilities as needed.

The 1st and 2nd Vice President, Concessions shall:

- (a) Be responsible for any concession stands/areas for which the organization has primary responsibility.
- (b) Oversee all matters pertaining to the operation of concession stands/areas. These matters include, but are not limited to:
 - Menu development
 - Product inventory
 - Purchasing
 - Serve on district concessions committee, if one exists
 - Assignment of concession stand volunteer duties, in coordination with Event Support VP
- (c) Coordinate hospitality meals and serving meals for joint Pflugerville ISD band/guard events, i.e. Pfestival of Bands, Cat Fight football game
- (d) Coordinate Hospitality rooms for CHS Band hosted events, for example TCGC, TSSEC.
- (e) Submit for approval, to the Board, those matters relating to concessions, which may be deemed to have a significant impact on the operation, organization, or fundraising ability of any concession stands/areas for which the Band Parents organization has primary responsibility.
- (f) Act as liaison between the organization and the Band Directors for matters pertaining to concession activities for the band.

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- (g) Serve as the Chairperson of the Concessions Committee if such has been established. Annual establishment of this committee will be at the discretion of the Concessions Vice Presidents.
- (h) Prepare a price list of items and profit margin for Board of Director approval prior to Connally High School Band hosted events, in which concessions will be sold.
- (i) Obtain a minimum of two written bids on individual items over \$200.00.
- (j) Prepare a mid-year expense and income report, with the help of the treasurer, to be presented at the January General Membership meeting.
- (k) Prepare an end of the year expense and income report, with the help of the treasurer, to be presented at the June General Membership meeting.
- (l) Only the 1st Vice President will have signatory power on checks. Otherwise, these two officers will work out the division of responsibilities between themselves and report such to the Board.

The Vice President, Color Guard Shall:

- (a) Assist the Band Directors and Color Guard Instructors.
- (b) Collaborate with all Vice Presidents in all matters pertaining to color guard activities.
- (c) Act as liaison between the organization and the Band Directors for matters pertaining to color guard activities.
- (d) Serve as the Chairperson of the Color Guard Committee if such has been established. Annual establishment of this committee will be at the discretion of the Color Guard Vice President.

The 1st and 2nd Vice Presidents, Event Support shall:

- (a) Be responsible for all on-field and on-stage ancillary matters associated with the band's participation in special events and/or performances.
- (b) Be responsible for coordination of volunteers needed to carry out necessary duties.
- (c) Act as liaisons between the organization and the Band Directors for matters pertaining to event support for the band.
- (d) The First VP will oversee **Marching Logistics**, with duties including:
 - 1) Arranging for qualified drivers to pull the band trailer
 - 2) Coordinate transportation of equipment, including arranging driver(s) for rental truck(s)
 - 3) Oversee performance equipment set-up and break-down (halftime and competition)
 - 4) Coordinate Pit Crew (parent volunteers) to help with equipment
 - 5) Work with directors to create or acquire props
 - 6) Serve as Parent Liaison between event crews, directors, and venue personnel (for away games and competitions)
- (e) The Second VP will oversee **Event Logistics**, with duties including:
 - 1) Coordinating meal deals for competition season including selling tickets, ordering meals, and delivering/ serving meals.
 - 2) Oversee volunteers for uniform care and plume distribution
 - 3) Organization of water bottles purchase and distribution
 - 4) Obtain and organize training for all parents wanting to volunteer for medical personnel
- (f) Either can serve as the Chairperson of the Event Support Committee if such has been established. Annual establishment of this committee will be at the discretion of the Event Support Vice President.
- (g) Only one Event Support VP will serve as signatory on checks as needed, this to be decided by the two VPs.

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The Vice President, Fundraising / Student Activities shall:

- (a) Obtain approval of all booster initiated student fundraising activities or solicitation of funds in the name of the organization from the Director of Bands and Board prior to implementation.
- (b) Be consulted on all matters pertaining to booster initiated student fundraising.
- (c) Solicit members and establish a Fundraising Committee consisting of two or more members.
- (d) Be responsible for oversight of all booster initiated student fundraising activities (excluding concessions operations) sponsored by the organization.
- (e) Design, print, and/or obtain all material necessary for completion of fundraising events.
- (f) Report to the Board and the general membership the status of all booster initiated student fundraising activities.
- (g) Act as liaison between the organization and the Band Directors for matters pertaining to booster initiated student fundraising activities.
- (h) Work closely with and assist the Vice President, Fundraising / Development.
- (i) Be responsible for accurately tracking student participation, including meeting requirements for any Group Trip Fundraising Program (GTFP). This would entail maintaining proper paper documentation of participants enrolled in the GTFP, keeping track of participants at each fundraiser event, and recording points earned on the online/offline tracking system.

The Vice President, Fundraising / Development shall:

- a. Obtain approval of all fundraising development activities or solicitation of funds in the name of the organization from the Director of Bands and Board prior to implementation.
- b. Be consulted on all matters pertaining to fundraising / development.
- c. Research and develop new fundraising activities.
- d. Solicit business sponsorship of Band Booster programs.
- e. Research and develop grant opportunities.
- f. Be responsible for oversight of all fundraising / development activities (excluding concessions operations) sponsored by the organization.
- g. Design, print, and/or obtain all material necessary for completion of fundraising / development events.
- h. Report to the Board and the general membership the status of all ongoing fundraising / development activities.
- i. Act as liaison between the organization and the Band Directors for matters pertaining to fundraising / development activities.
- j. Work closely with and assist the Vice President, Fundraising / Student Activities.

Article IX: Standing Committees

The need for standing committees shall be determined by the Board. The Scholarship Committee, Nominating Committee, and the Audit Committee are permanent standing committees. Members of these committees are elected by majority vote from the general membership. Standing Committee elections will be announced at the general membership meeting prior to said elections. These committees will develop written rules and operating procedures to be approved by the Board. Each committee will elect a chair from within its membership to report to the Board. The President serves as an *ex-officio* member of all standing committees.

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- (a) **Audit Committee**: The Audit Committee shall audit all financial records at least annually, after the close of the fiscal year, but within 60 calendar days of the end of the fiscal year. The Audit Committee shall consist of one Board member (not to include the Treasurer), and two members from the general membership, selected in April. The Audit Committee will present its audit findings to the Board at the August Board meeting. Once approved by the Board, the final audit report will be presented to the general membership at the August general membership meeting.
- (b) **Nominating Committee**: The purpose of the Nominating Committee is to obtain at least one qualified candidate for each office and report its nomination slate at the April meeting. The Nominating Committee shall be selected at the December general membership meeting. The committee shall consist of three to five members. Nominating Committee members are eligible for nomination to office.
- (c) **Scholarship Committee**: The purpose of the Scholarship Committee is to establish criteria and award college scholarships to deserving band and color guard students. The Scholarship Committee will consist of five members. The committee chair will present the scholarships at the annual band banquet held in May. Parents of current school year seniors may not serve on this committee. No more than two members of the committee may be existing Board of Directors members. The Board will determine the number and amount of scholarships awarded. The Scholarship Committee will have their first meeting within one month of formation and report back to the Board of Directors monthly on their progress, including any suggested changes to award criteria. A minimum of \$1,000 will be available each year for scholarships.
- (d) **Hospitality Committee**: The purpose of the Hospitality Committee is to extend goodwill to various organizations that comes into contact with. The Hospitality Committee will consist of 3-5 members, including at least one Event Support VP. Committee members will not have term limitations. The Hospitality Committee will be selected at the August General Meeting. The Hospitality Committee will:
- Put together a “Welcome Basket” for visiting Band Booster organizations to be delivered by a committee member and Board Member after half-time at home football games.
 - Coordinate with other Booster organizations at events hosted by the Connally High School Band. Greet visitors on behalf of CHS, answer questions, provide maps and/or directions to restrooms, practice areas, and concessions, and provide contact information as needed (coordinating with band directors and/or Board members as appropriate).
 - Assist Concessions VPs with Middle School Night; greet middle school band directors.
 - Serve as liaison with middle school Boosters to invite parents to band and booster events (e.g., Middle School night, freshman marching camp, April Booster meeting, concerts)
 - Provide Hospitality Room attendants and refreshments in coordination with Concessions VPs during CHS sponsored Band/Guard competitions
 - Assist VP of Event Support or other designated Officer in coordinating airport/hotel pick up of visiting guests (e.g., judges for competitions) and provide other assistance as needed for our guests

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ARTICLE X: General Membership Meetings

- (a) General membership meetings of the organization shall be held August - June, on the 2nd Tuesday of the month. The Board of Director meetings will take place on the Wednesday or Thursday prior to the General Membership meeting (the day dependant on which is most convenient for a majority of the newly formed Board. Once the day is selected, it will be consistently followed though the entire year.) The Board of Directors will meet during the month of July.
- (b) General membership meetings require a quorum of the Board be present to conduct official business; a quorum is achieved if a simple majority of current filled Board positions are present.
- (c) Business of the organization, excepting amendment of the by-laws and other specific items addressed in this document, shall be conducted by means of a simple majority vote. All those individuals previously defined as voting members are eligible to participate in the vote.
- (d) In the event of a tie, all Board members present shall immediately assemble to conduct a tiebreaker vote. At this point, only the Board members will be allowed to discuss and vote on the item. In the event an even number of Board members are available for this vote, the President shall abstain to ensure the tie is broken.

ARTICLE XI: Financial Operations

- (a) The organization's fiscal year shall be June 1 through May 31.
- (b) To the extent possible, the Treasurer will verify all income and make all deposits within four business days of collection.
- (c) Signature authority will be limited to the President, 1st Vice President, Concessions, and 1st Vice President, Event Support
- (d) The Treasurer cannot be a signatory on organization checks.
- (e) One signature shall be required on checks under \$1,000.00. Checks for \$1,000.00 or more shall require two signatures.
- (f) The President and the Treasurer must sign off on all invoices over \$500.00 before they are paid.
- (g) An annual budget will be presented to the Board of Directors at the September meeting.
- (h) The treasurer shall reconcile bank statements monthly and report back to the Board of Directors.
- (i) The Band Boosters shall end the fiscal year with total balance(s) in its bank account(s) sufficient to cover any financial obligations committed to for the following year (i.e., scholarships, sponsorships, etc.) plus at least \$5,000.00.

ARTICLE XII: Liability

To the fullest extent provided by the Texas Non-Profit Corporation Act (Art. 1396-1.01, Vernon's Texas Civil Statutes) or any other applicable law, no person shall be liable to the organization for monetary damages for or with respect to any acts or omissions in his or her capacity as a member of the Board. No amendment to or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer with respect to acts or omissions of such officer prior to any repeal or amendment.

ARTICLE XIII: Parliamentary Authority

Observance of the bylaws adopted by the organization is essential for the orderly conduct of business. Officers and members should be familiar with the rules they have accepted. A copy will be available at every meeting of the organization. This is the responsibility of the Secretary/Parliamentarian. The rules contained in the current edition of Robert's Rules of Order shall govern the organization in all cases, where applicable, provided they are not inconsistent with these bylaws or any special rules of order the organization may adopt. Clarification of the organization's bylaws will be directed to the Secretary/Parliamentarian.

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ARTICLE XIV: Amendments to Bylaws

Amendments to the bylaws can occur once within the fiscal year. Every year by the September Board meeting, the Board will review the bylaws and procedures as well as UIL rules, Texas Open Meetings Act, and Roberts' Rules of Order. If the Board determines changes need to be made, the Board will appoint a committee to recommend additions, deletions, or clarifications to the current bylaws and procedures. Proposed amendments must be submitted, in writing, to the Board for consideration no later than the March Board meeting. Proposed amendments will be made available at the March general membership meeting and will be voted upon during the general membership meeting in March. Bylaw amendments take effect with the new fiscal year. These bylaws shall be amended provided:

- (a) the proposed amendments are approved by a 2/3 majority vote of voting membership present; and
- (b) the proposed amendments are not inconsistent with the purpose of the organization.

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Signature Page

Approved this 8th day of March, 2010

President

Treasurer

Secretary

Vice President, Color Guard

Vice President, Concessions

Vice President, Concessions

Vice President, Event Support

Vice President, Fundraising

Vice President, Fundraising