

Constitution and By-Laws  
of the  
Belton Band Boosters  
Belton, Texas

Proposal March 5, 2018

### **Article I : Name**

The name of the organization shall be The Belton Band Boosters.

### **Article II : Mission and Purpose**

The objectives of The Belton Band Boosters are:

- A. To support the Belton Independent School District's Band programs and to undertake such activities to this end as may be determined by the membership.
- B. To develop and carry out programs to promote a greater understanding, visibility and appreciation of music through education.
- C. To promote, facilitate, assist and encourage a spirit of fellowship and cooperation among the membership of the Belton Band Boosters and the community.
- D. To work in cooperation with the members of the school district and public and private entities to support and encourage the development of progressive music education programs.
- E. To provide for and maintain an efficient and progressive band program in a manner that is consistent with the University Interscholastic League (U.I.L.) Guidelines for booster clubs and school events.
- F. To provide moral and financial support, accept and disburse funds, and otherwise assist the entire band members through cooperation with and guidance from the band director(s).
- G. To be organized exclusively for charitable and educational 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 Code, or corresponding section of any future federal tax code.

### **Article III : Membership**

Membership in The Belton Band Boosters shall:

- A. Be open to all parents and persons interested in supporting the objectives of the organization and who agree to abide by the By-Laws of the organization.
- B. Be open to adults with students currently enrolled in a band class and/or Color Guard/Winter Guard.
- C. Have voting privileges if they have a student currently enrolled in a band class and/or Color Guard/Winter Guard. Members shall have one vote per parent(s) or Guardian(s) with a maximum of two total votes regardless of the number of students in band and/or Color Guard/Winter Guard.

### **Article IV : Officers**

A. Officers:

1. Officers of The Belton Band Boosters shall consist of President, **Vice President-Director of Operations, Vice President-Director of Events, Vice President-Director of Revenue**, Secretary, and Treasurer. All officers will be required to have a student enrolled in a band class and/or Color Guard/Winter Guard both fall and spring semesters during their term which ends on June 30<sup>th</sup> (fiscal year-end).
2. Officers shall be elected by a majority vote of those members present at the regular May Meeting. They will assume their duties on July 1<sup>st</sup>.
3. The outgoing officers will give assistance to newly elected officers during the transition and turn over pertinent information as outlined in Article V (Officer Duties).

B. Vacancies:

1. Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Board. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.
2. Officers may be asked to resign due to dereliction of duty. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the booster organization.

**Article V : Officer Duties**

A. The President shall:

1. Guide and direct The Belton Band Boosters, presiding at all meetings: regular, special, and Executive Committee.
2. Act as an “ex-officio”, non-voting member of all committees, except the Nominating Committee.
3. The President shall vote in the event of a tie.
4. Perform other duties as pertains to the office of President.

B. The Vice President – Director of Operations shall:

1. Act as the president’s representative in his/her absence.
2. Preside at meetings in the absence or inability of the president to serve.
3. Oversee the coordination and training of chaperones for organization sponsored activities.
4. Supervise the following committees: Props, Volunteers, Uniforms and Color Guard.
5. Facilitate the Nominating Committee meetings/actions.

C. The Vice President – Director of Events shall:

1. Oversee the planning, preparation and completion of all organized student, alumni and community events.
2. Oversee the planning and coordination of Everything Day.
3. Create and maintain a yearly event calendar.

D. The Vice President – Director of Revenue shall:

1. Oversee the planning, preparation and completion of all organized fundraising events.
2. Oversee the corporate sponsorship and Friends and Family Programs.
3. Supervise the Spirit Wear Committee.

E. The Secretary shall:

1. Attend, record and present typed minutes at all regular, special and Executive Committee meetings. (The presiding officer shall appoint someone to record minutes in the absence of the secretary.)
2. Keep an up-to-date set of By-laws in the Secretary’s Notebook and on the website.
3. Keep attendance records of all members present for all meetings and any other correspondence as directed by the President.
4. Maintain records of any committee meeting minutes provided by committee chairs.
5. Furnish previous meeting minutes to the Executive Committee for distribution one (1) week prior to regularly scheduled meetings.

D. The Treasurer shall:

1. Have custody of all funds of the organization as well as the computer and associated equipment and software.
2. Keep a full and accurate account of receipts and expenditures.
3. Make disbursements as authorized by the organization, the Executive Committee, or a special committee.
4. Make no unbudgeted disbursements without the approval of the membership. No disbursement will be made without an invoice or receipt subject to provisions of by-law #6 in Section D Article V.
5. Any disbursement by check must have two of the following signatures:
  - a. President
  - b. Treasurer
  - c. Vice – Presidents: Directors of Operations, Events and Revenue
6. Ensure security of any pre-signed check by the President, Treasurer, or Vice-Presidents shall be made out to a designated vendor or payee prior to being released to a Committee Member. Notification to the Treasurer shall be made in a 24 hour time frame of payment and invoice or receipts provided within three days.
7. Present a financial report including a complete and current bank statement at regular and any other meetings as requested by the Executive Committee.
8. Provide copies of each said financial report to the Secretary to be included in the Secretary's and the Director's Notebook.
9. Serve as Chairperson of the Budget/Finance Committee.
10. Adjust expense budget in the event of a decrease in proposed income budget to the percentage of loss income. (For example: if by the end of football season, concession stand income is down 10%, then the expense budget will be decreased by 10%.)
11. Make financial records available to the Audit Committee:
  - a. For an annual audit after final bills are paid on or before June
  - b. Request payment of credit balances from vendors prior to June 30th
  - c. And at such other times as reasonably requested by the Audit Committee
12. Be custodian of the post office box key and retrieve mail on a regular basis.
13. Review and date all mail prior to distributing to appropriate Executive Committee member
14. Perform other duties as the office may require.

E. All officers shall maintain an updated notebook with all pertinent records for each respective position and shall convey this notebook at the end of their term to the newly elected officer.

## Article VI : Nominations

A nominating committee shall:

- A. Consist of an odd number of members with a minimum of three and a maximum of five members.
- B. Nominate one candidate for each office and present these nominations at the April meeting, followed by election at the May meeting.
- C. Accept additional nominations from the floor prior to the election.
- D. Be facilitated by the Vice President – Director of Operations and the band director.

- E. Remain functional for the remainder of the school year to aid in filling any vacancies that may arise during the year.

#### **Article VII : Elections**

- A. Regular elections shall be by majority vote of members present at the time of the election (normally at the May meeting). Voting by proxy will not be allowed. In the event that no nomination is proposed by the Nominating Committee or from the floor, the President will nominate a candidate to be voted on by the membership present.
- B. The voting shall be by secret ballot unless there is only one candidate for the office, then a voice vote or show of hands may be used.

#### **Article VIII : Terms of Office**

An Executive Officer term shall be one year beginning July 1 with a maximum tenure per officer position being two (2) years.

#### **Article IX : Committees**

The Chairperson of any committee is required to be a voting member of The Belton Band Boosters. The Executive Committee, along with the Nominating Committee, will seek Chairpersons for the Standing Committees by way of nomination or by self-nomination. The following are standing committees: Budget/Finance, Volunteer, Communications, Public Relations, Fundraising, Hospitality, Props, Nominating, Middle School Liaison, Spirit Wear, and Uniform Committee. Special Committees may be empaneled as deemed necessary by the Executive Committee. Standing and Special Committees may be comprised of any number of voting and/or ex-officio members.

- A. The Budget/Finance Committee shall:
  - 1. With input from the Chairs of Standing and Special Committees, develop an annual budget to be presented to the membership at the April meeting for review and approved by membership vote at the May meeting to take effect July 1st.
  - 2. Review financial statements being submitted.
  - 3. Coordinate the annual audit.
- B. The Chaperone Committee shall:
  - 1. In conjunction with the High School and Middle School Band Directors, ensure chaperones for all events away from Belton Independent School District property.
  - 2. Secure signed releases for each chaperone.
  - 3. Provide training and resource material (i.e. attendance rosters, bus numbers, etc.) for all chaperones.
  - 4. Be an active member of any meetings discussing programs/trips that require chaperones.
- C. The Volunteer Committee Chair shall:
  - 1. Coordinate volunteers for all Booster Events.
  - 2. Coordinate with the chairperson of each event to establish the number of volunteers needed.
  - 3. Create and maintain the volunteer Sign-Up Genius Page for events.
  - 4. Work with the President and Director of Operations to appoint and manage section liaisons.
- D. Communications Committee Chair shall:

1. Keep Booster section of the website up to date with input from the directors and Executive Board.
  2. Ensure notices of events are furnished to news media.
  3. Notify members of scheduled events or meetings.
  4. Maintain online store by keeping site current and monitoring activity and communicating with Spirit Wear Committee Chair.
- E. The Public Relations Committee shall:
1. Maintain the social media pages to include notifications and/or photos while striving to make sure posts are accurate and professional.
  2. Promote Booster fundraising events with local media.
- F. The Middle School Liaison Committee shall:
1. Be comprised of at least one middle school band parent from each middle school.
  2. Help promote the organization to the Middle School Band Programs.
  3. Help promote booster fundraising campaigns and events to the Middle School Band Programs.
  4. Perform any other such roles as deemed necessary.
- E. Nominating Committee (See Article VI)
- F. The Uniform Committee shall: **work with the directors to handle all needs related to marching and concert uniforms.**
- G. The Fundraising Committee shall:
1. Work with the Executive Board to create an annual Fundraising calendar to be presented at the May general meeting.
  2. Coordinate all Booster Club fundraising projects and work with individual project chairs.
- H. The Hospitality Committee shall:
1. Be responsible for Meal Deal Coordination
  2. Arrange for pick up and distribution of drinks and snacks for games and contests.
  3. Coordinate events such as July 4<sup>th</sup> Parade water station, Bands giving, end of year banquet and other events or activities requested by the Band Director and President.
- I. The Spirit Wear Committee shall:
1. Be responsible for ordering, maintaining, selling and distribution of spirit wear on behalf of the Booster Club.
  2. Coordinate with the Communications Committee Chair to maintain the Online Spirit Store.
- J. The Props Committee shall:
1. Be responsible for coordinating the construction of and transportation of props with the directors.
  2. Will communicate with the Volunteer Committee Chair to coordinate help with said responsibilities.
- K. Special Committees, such as By-Laws, etc., shall be established as deemed necessary by the President.
- L. All Committees shall:
1. Maintain a committee notebook to include all pertinent information regarding their duties and will provide this notebook to the newly appointed chair on July 1.

2. Perform other duties as may be prescribed in these By-laws or those assigned by the President.

## **Article X : Executive Committee**

Members include:

President  
The Vice President – Director of Operations  
The Vice President – Director of Events  
The Vice President – Director of Revenue  
Secretary  
Treasurer  
Belton High School Director of Bands  
Chaperone Committee Chair  
Volunteer Committee Chair  
Communications Committee Chair  
Public Relations Committee Chair  
Uniform Committee Chair  
Fundraising Committee Chair  
Hospitality Committee Chair  
Spirit Wear Committee Chair  
Props Committee Chair

## **Article XI : Meetings**

### **A. Regular Meetings:**

1. Will be held during the following months: August, September, October, November, January, February, March, April, and May. Any changes to these scheduled meeting dates may be made by a vote of the Executive committee.
2. Will be announced to the membership in advance.
3. Will be held at Belton High School.
4. Will record attendance to include name of student, printed name of member, and signature of member.
5. Will require a quorum of a minimum of ten members to include at least four Executive Committee members.
6. Agenda items must be given to the President one week in advance. Any items not placed on the agenda will be tabled to the next regular meeting.
8. No organization business requiring a vote from the general membership will be allowed by phone or email.

### **A. Executive Committee Meetings**

1. Shall meet in June, July, and any other times as deemed necessary throughout the year.
2. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
3. Will require a quorum of two thirds of the existing members.
4. Will require two thirds vote of the members present to pass.

5. No Executive Committee business requiring a vote will be allowed by phone. Email voting must meet quorum requirements and a 2/3 vote requirement. Printed records of the vote must be made available at the next General Meeting. Emails by Executive Committee members must "Reply to All" and must be maintained by the Secretary.
- C. Special Meetings
1. Will be held to consider matters of a significant nature.
  2. Will be advertised to the membership in advance.
  3. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
  4. Will require a quorum of a minimum of ten members to include at least four Executive Committee members.
  5. Will require any votes taken to be passed by two thirds of the members present.
  6. No organization business at Special Meetings requiring a vote can be done by phone or email.
- D. Committee Meetings
1. Will be called by the Committee Chair at times deemed necessary according to their duties.
  2. Will record attendance and provide it to the Secretary to be maintained in the Secretary's Notebook.
  3. Will record minutes and provide them to the Secretary to be maintained in the Secretary's Notebook.

#### **Article XII : Audit**

The Budget/Finance Committee will coordinate the annual and any internal audits. The Committee will:

- A. Propose a slate of candidates to perform the audit. These candidates will be voted on by the voting members. Candidates and/or their immediate family members shall not have been in charge of any financial activities during the time period of the audit. Candidates for the audit should be active members who have attended a minimum of two regular meetings in the past 12 months. Candidates cannot be members of the Budget/Finance Committee.
- B. Include in their audit (at a minimum) verification that expenditures have been appropriated properly, identification of any expenditure over budgeted amounts, and verification of both disbursements and deposits for accuracy and appropriateness.
- C. Determine if the financial control and procedures are being followed appropriately.
- D. A report of the audit will be presented to the organization at the August Meeting and recorded into the minutes.

#### **Article XIII : Roberts Rules of Order**

This organization shall be governed by the current edition of Robert's Rules of Order in all cases in which they are applicable and in which they are not inconsistent with these By-laws and any special rules or order the organization may adopt.

#### **Article XIV : Parliamentarian**

The President-Elect of the organization shall function as the Parliamentarian and ensure that Robert's Rules of Order are followed during any meeting to include regular, Executive Committee, and special.



#### **Article XV : Amendments**

- A. These by-laws will be reviewed by the Bylaw Review Committee and reaffirmed every two years (during school years beginning with odd numbers, i.e., 07-08) by a majority vote at a regularly scheduled meeting of the organization.
- B. These by-laws may be amended by a two-thirds vote of the attending members at a regular meeting provided these amendments are presented to the membership at the preceding regular meeting.
- C. Voting on bylaw amendments may be held by secret ballot (through procedure).
- D. Attending members (through procedure) may move to vote on amendments individually or collectively.

#### **Article XVI : Dissolution**

- A. A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Band Director to a meeting of the membership provided that a notice in writing be sent to each member at least two weeks prior to such meeting. A majority vote of those voting members present shall be required to approve the resolution.
- B. Upon dissolution of the organization, the Executive Board shall, after making provisions for the repayment of all liabilities of the organization, dispose of all noncash assets and transfer the net cash assets to the Belton High School Band Activities Fund. However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in section 501c (3) of the Internal Revenue Code.
- C. Upon dissolution, the funds remaining in the AJ Howard Fund will be transferred to the Band Activity Fund to be distributed as needed for individual student required band fees.