

**EAST CENTRAL SCHOOL DISTRICT  
BAND BOOSTERS CLUB  
BY-LAWS**

**ARTICLE I – NAME**

This organization shall be known as East Central School District Band Booster Club.

**ARTICLE II – PURPOSE**

The East Central School District Band Booster Club was founded to provide parental guidance and support to the school band programs of the East Central Independent School District (ECISD). The focus of this support shall be the creation and maintenance of an organizational structure dedicated to enhancing, assisting with supplemental financial help and promoting the quality of education in music, practicing good will, harmony, and fellowship among School Administration, Faculty, Parents, and Students, and stimulating interest and appreciation for the band program.

**ARTICLE III – MEMBERSHIP AND DUES**

**Section 1.**

Membership shall be open to any adult (age 18 years and older) with child/family member currently participating in the East Central Band program, grades 6-12, E.C. Band alumni, or any parent/grandparent of an alumnus of the E.C. Band program.

Special Membership shall be open to any adult (age 18 years and older) with interest in furthering the objective of the organization who are not currently band parents/guardians, alumni, or parent/grandparent of alumnus. These members must be approved by a majority vote of the executive board.

The booster club shall conduct an annual membership drive in an effort to involve all district parents.

**Section 2.**

Dues for membership shall be determined by the executive board and approved by the East Central District Superintendent or his/her district representative on an annual basis. Memberships shall become valid after each member has paid their membership fee and turned in a completed booster registration form. **The membership fee for each year will be presented to the members during the May general membership meeting.**

**Section 3.**

Voting will be limited to those members whose club dues are current (paid). Special membership shall not be eligible to hold office and shall not have voting powers. To vote you must attend 3 meetings prior to voting.

**Section 4.**

Any member, full or special, may be removed from membership by the East Central District Administration or by a 2/3 vote of the general member when it is the judgment that the organization will benefit from such actions. Reasons for removal shall include, but not be limited to, conduct which is disruptive to the band booster organization, the band and/or the directors. Removal requires written notice of intended action to all parties concerned 10 days prior to next general membership meeting, and a two-thirds vote of the voting members during a quorum. The results of this process will be effective immediately.

**ARTICLE IV – OFFICERS AND ELECTIONS**

Band Booster Club Officers shall be required to attend all executive board and general membership meetings. Officers will be allowed two absences (with just cause) from these meetings before being removed from their positions. Just cause includes sickness, injury, or situations of severity that cannot be rescheduled which require the presence of the officer. Vacancies will be filled pursuant to Article IV,

Section 8, of the current by-laws. The number of Band Booster Officers and chaperones at a band event, will be determined by an executive board member and the band director involved with that event. Band Booster Officers shall be the first boosters called upon in the event of shortage of proper chaperones. At least one Officer is required to hold a seat on any standing or special committee. Officers will be appointed to the committee by the President and report all decisions of the committee back to the President.

### **Section 1.**

The officers of this club shall be:

- a. President
- b. 1<sup>st</sup> Vice-President
- c. 2<sup>nd</sup> Vice-President
- d. Recording Secretary
- e. Treasurer
- f. Assistant Treasurer
- g. Parliamentarian /Sergeant-at-Arms
- h. Board Advisor

### **Section 2.**

The duties of the officers are as follows:

- a. The President shall:
  1. Preside at all regular, called, and Executive Board meetings.
  2. Countersign checks for the authorized disbursement of funds.
  3. Make any presentation of awards and/or scholarships.
  4. Appoint chairpersons of all Standing and Special Committees.
  5. Shall read and clarify, as needed, ARTICLE IV, Section 4 of this document at the February meeting prior to the appointment of the nominating committee.
  6. Shall perform all duties pertaining to the President's office.
  7. Prepare an agenda to be followed during monthly meeting of the Band Boosters Club.
  8. Shall coordinate with the Head Band Director on all band and band booster functions.
  9. Shall appoint an officer to sit on each committee.
  10. Shall monitor the Chaperone and Band Banquet Committee.
  11. Shall handle all communications with district staff and school administration.
- b. The 1<sup>st</sup> Vice-President shall:
  1. Perform the duties of the president during the President's absence or if the President becomes unable to fulfill the duties of the office.
  2. Shall monitor the Game Day Dinner committee.
  3. Shall monitor all fundraising projects including Ways & Means Committee and Parade Chair Committee.
  4. Report all committee meeting decisions to the president.
  5. Perform other duties as delegated/designated by the President.
- c. The 2<sup>nd</sup> Vice-President shall:
  1. Shall monitor the Concession Stand committee and Special Events Committee.
  2. Report all committee meeting decisions to the president.
  3. Perform other duties as delegated/designated by the President.
- d. The Recording Secretary shall:
  1. Prepare, sign, and distribute the minutes of all meetings to the general membership.
  2. Maintain current East Central School District Band Booster Club policies.
  3. Maintain/archive the written reports of all committees when submitted.
  4. Shall maintain legal documents of the organization.
  5. Deliver all records, papers, and reports pertaining to and maintained by this office to the incoming Recording Secretary.
  6. Oversee the responsibilities of providing spirit ribbons/incentives for the band students.

7. Perform other duties as delegated/designated by the President.
- e. The Treasurer shall:
1. Receive, safeguard, and deposit all monies of the Booster Club and account for all receipts and disbursements.
  2. Countersign all checks for the authorized disbursement of funds. The officer's signature will be on file at the club's designated bank.
  3. Insure that the signatures of the other current Band Booster officers are on file at the club's designated bank to facilitate counter-signing of checks for the organization.
  4. Submit the following reports of the calendar month's activities at each regular Executive Board and general membership meeting:
    - a. Budget Status Report
    - b. Statement of Accounts
  5. Will be an active member of all committees that may require the expenditure or disbursement of Club funds.
  6. Have accounts examined annually in June of each calendar year by a three-member audit committee to be appointed by the Club President. Account information to be reviewed by the committee will include the following:
    - a. Bank signature cards
    - b. General ledger
    - c. Check book
    - d. Reconciled bank statements for the year.
  7. Prepare Form 990, Return of Organization Exempt from Income Tax, on or before July 15<sup>th</sup> of each year immediately following term of office. The incoming treasurer shall file this Form 990 with the Internal Revenue Service on or before October 15<sup>th</sup> of each year.
  8. Attach to the final treasurer's report before audit, the compensations paid July 1<sup>st</sup> through June 31<sup>st</sup> each school year so that this information is available for filing of Form 1099 to the Internal Revenue Service.
  9. File forms 1096 and 1099 with the Internal Revenue Service.
  10. Send form 1096 to all appropriate parties.
  11. Obtain W-9 forms from all parties paid for services.
- f. Assistant Treasurer shall:
1. Assist with the duties of the Treasurer
  2. Be an active member of committees that may require the expenditure or disbursement of the Club funds.
  3. Perform other duties as delegated/designated by the President.
  4. Assist with game day meals collection of money.
- g. Parliamentarian /Sergeant-at-Arms shall:
1. Insure the proper application of Roberts Rules of Order, newly revised, during general membership meetings.
  2. Assist the club president or current presenter with timing and sequencing of presentation (order of business) as described in Article IX, section one of the by-laws.
  3. Call to order any activity or discussion that interferes with the proper and orderly flow of the general meeting.
  4. Shall monitor the Equipment Committee.
  3. Report all committee meeting decisions to the President
  5. Perform other duties as delegated/designated by the President.
- h. Board Advisor shall:
1. Provide support to all member of the Executive Board; officers and committee chairs.
  2. Advise board on events, meetings, and other procedures/situations.
  3. Provide a historical base of information for the board in order for the board to formulate decisions for the club.

### Section 3.

The Board Advisor position will be held by a prior officer of the club. The Board Advisor will be appointed by the president. The position can remain vacant if a prior officer is unavailable to hold this position or the executive board elects not to fill the position.

**Section 4.**

At the February general membership meeting, a nominating committee consisting of the High School Band Director, one current Executive Board member, and five active members, will be appointed by the President. Their duty shall be to nominate one individual for each of the Club offices for the coming year with the exception of Board Advisor, reference Article IV, Section 3. Their report will be announced at the March general membership meeting. Nominations from the floor will also be accepted at that time. Elections will be held by ballot during the April general membership meeting. Offices with only one nominated individual will also be included on the ballot. Newly elected officers shall be installed as the first order of business at the May general membership meeting.

**Section 5.**

No member shall be nominated, have their name included on any ballot, or be appointed to any office without his or her publicly acknowledged consent. All nominees must be current active member of the Band Booster Club and be a parent or guardian of an incoming Freshman, Sophomore, Junior or Senior band student.

**Section 6.**

Officers will be elected to serve a term of one-year, effective July 1<sup>st</sup>. All officer candidates must be an active band booster member and be a parent or guardian of a Freshman, Sophomore, Junior or Senior student currently enrolled in the East Central Band Program to become eligible.

**Section 7.**

Outgoing officers shall transfer their records to the incoming officers at the Executive Board meeting held in May.

**Section 8.**

Vacancies of any elected office shall be filled by a majority vote of the remaining members of the board. An officer chosen by the board shall fulfill the unexpired term with the approval of the general membership at the next regular meeting.

**ARTICLE V – FINANCIAL**

**Section 1.**

This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. Notwithstanding any other provision of these By-Laws, Band Booster Club shall not take any action that would be inconsistent with the requirements for a tax exemption under Internal Revenue Code Section 501 (c) (3) and related regulations, rulings and procedures. Nor may it take any action that would be inconsistent with the requirements for receiving tax-deductible charitable contributions under Internal Revenue Code Section 170 (c) (2) and related regulations, ruling and procedures.

**Section 2.**

Upon the dissolution of the Band Booster Club, 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 tax code), or shall be East Central Independent School District (ECISD). Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principle office of the Band Booster Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

**Section 3.**

No member of the Board or Band Booster member shall be personally liable for any of its debts, liabilities or obligation nor will any Board member or Band Booster member be subject to any assessment.

**Section 4.**

The fiscal year of the East Central School District Band Boosters Club shall be July 1<sup>st</sup> through June 30<sup>th</sup>.

**Section 5.**

All checks and debits for more than \$500.00 shall be dual signed by authorized Band Booster Officers and approved. Per Article VI

**Section 6.**

Any check written to a Band Booster Officer shall be dual signed by authorized Band Booster Officers other than the recipient of said check.

**ARTICLE VI – MEETINGS**

**Section 1.**

The regular meeting of the Band Booster Club general membership will take place on the fourth Tuesday of each month at 7:00 pm in the school band hall. Dates will be assigned to meetings in November, December, January and April due to the holidays.

**Section 2.**

The first meeting of the incoming Band Booster Club officers will be held in July at a time and place as designated by the incoming Club President.

**Section 3.**

Temporary changes to the regular schedule may be approved by a majority vote of the general membership in attendance during a scheduled meeting that is held prior to the proposed alteration, or by a consensus of the executive board when deemed necessary by the Club President.

**Section 4.**

Unless otherwise specified, all general membership meetings will be held in the band hall of East Central High School.

**Section 5.**

A quorum will be established with a group minimum of 25 voting members and a majority presence of the executive board.

**ARTICLE VII – EXECUTIVE BOARD**

**Section 1.**

The Executive Board shall consist of the elected officers, chairpersons of Standing Committees, the Head Band Director, and a representative appointed by the high school principal (preferably a school administrator).

**Section 2.**

The Executive Board shall meet, as deemed necessary by the members of the Board, prior to each regular general membership meeting.

**Section 3.**

The duties of the Executive Board shall consist of having the authority to make decisions concerning the maintenance and/or well being of the East Central Band and the Band Booster Club as the occasion may arise. Decisions affecting the Band and its members and activities must be reported to the gathered membership during the next general membership meeting.

**Section 4.**

The Executive Board may approve the purchase of, or the payment for, items or services not to exceed \$500.00. Purchases or payments in excess of \$500.00 must be approved by the general membership during a general membership meeting or in the annual budget.

**Section 5.**

All projects and/or programs requiring large expenditures, other than those associated with routine business, shall be reported to and voted on by the general membership prior to implementation of said projects, business, or expenditures.

**Section 6.**

The incoming Executive Board shall prepare and submit to the Booster Club for approval, a budget for the fiscal year.

- a. The budget shall be submitted for approval at the first general membership meeting of the school year. Exceptions to this guideline are meetings held in areas that are not conducive Robert's Rules of Order (e.g.: addressing a random crowd at a football stadium).
- b. The Executive Board will allocate a minimum of \$1000.00 for the commencement of the fiscal year.

**Section 7.**

Resignation of Executive Board members shall be in writing and delivered to the remaining members of the Executive Board not later than two weeks prior to the member leaving office. Executive Board members who are removed from their positions will be notified in writing at least one week prior to the next general membership meeting. Vacancies will be filled pursuant to Article 4 section 7 of the current by-laws.

**Section 8.**

Any elected officer may be removed from their responsibilities by the executive board, when it is the judgment of the board that the organization will benefit from such actions. Reasons for removal shall include, but not be limited to, failure to fulfill their responsibilities as defined by the by-laws or conduct which is disruptive to the band booster organization, the band and/or the directors. Such action requires written notice of intended action to all parties concerned 10 days prior to next general membership meeting, and a two-thirds vote of the voting members during a quorum. The results of this process will be effective immediately. Vacancies will be filled pursuant to Article 4 section 7 of the current by-laws.

**ARTICLE VIII – COMMITTEES**

**Section 1.**

Standing Committees

- a. The Standing Committees of the Booster Club shall be as follows:
  1. Ways and Means
  2. Membership
  3. Uniform
  4. Communications
  5. Chaperone
  6. Special Events
  7. Equipment
  8. Game Day Dinner
  9. Concession Stand
- b. Additional Standing Committees may be added as are proposed to and authorized by the Executive Board.

**Section 2.**

The chairperson for each Standing Committee shall present a written plan of work to the Executive Board for approval not later than the second general membership meeting of the current year. No committee work shall be undertaken without the knowledge and consent of the Executive Board.

**Section 3.**

Duties of the Standing Committees

- a. The Ways and Means Committee shall purchase and sell spirit type items (i.e. T-shirts, caps, blankets, etc...) to provide revenue for the Booster Club. Committee will be available to sell items at football games, band registration, school registration and all other special events.
- b. The Membership Committee shall recruit new members, issue membership cards, and maintain an accurate and up-to-date membership list available to other members and committees.
- c. The Uniform Committee shall assist in issuing uniforms and repairing band uniforms at the request of the Band Directors. The committee will prepare and receive the band uniforms to be cleaned as requested by the Band Directors.
- d. The Communications Committee shall be responsible for all communications related to the booster club. They shall coordinate with the band officers and/or school representatives selected in each area to maintain information for the website, emails and any other communications required in order to keep the Band Boosters informed of all activities. This committee shall publicize activities and meetings of the Band, Band Boosters, and all band-sponsored events.
- e. The Chaperone Committee shall be responsible for providing chaperone service for all band activities as deemed necessary by the Band Director. Ensuring that all Chaperones are VIP trained and a paid member
- f. The Special Events Committee shall organize Senior Events, Concert Dinners, Band Banquet and any other special event sponsored by the band booster organization. This committee will work with the appointed officer for approval of funding and organization of event.
- g. The Equipment Committee will be responsible for assisting the band students and work with the student equipment manager in loading and unloading of all instruments, equipment and props when a trailer is used. It will be the responsibility of the Equipment Chair to arrange the equipment in the trailers and assure all safety measures are utilized. The equipment chair, with the assistance of chaperones, will assemble props and equipment as well as assist students as the equipment and props are moved onto the field.
- h. The Game Day Dinner Committee is responsible for organizing the student meals for football games and special events. The chair will work directly with the 1<sup>st</sup> Vice President for approval of the weekly meal selections. The committee will create, distribute and collect order forms weekly. The committee will order the meals from the vendor and arrange for delivery. The committee assisted by weekly chaperones will be responsible for handing out the meals to the students. The chair will work with the 2<sup>nd</sup>-Treasurer to provide payment to the vendor and collect funds from the students each week.
- i. The Concession Stand Committee is responsible for purchasing merchandise, organizing volunteers and selling concessions at all home varsity football games and East Central hosted marching contest. The chair will work closely with the 2<sup>nd</sup> Vice President and Treasurer. The chair is responsible for assuring the safety of the volunteers and protection of all funds. The committee will purchase and stock merchandise in the concession stands as necessary. The committee will recruit volunteers and organize work flow during the event.

#### **Section 4.**

Special Committees – The following special committees will be appointed annually:

- a. Nominating Committee – This committee shall be appointed at the February general membership meeting. The duties of this committee shall be designated under ARTICLE IV, Section 3, of the current By-Laws.
- b. Audit Committee – Prior to the last scheduled meeting of the general membership for the current school year, the Band Booster Club President will appoint a committee consisting of the President of the Booster Club, the treasurer, two current members of the Band Booster Club (who are not serving as officers of the club), and a representative appointed by the high school principal. The annual audit will be conducted prior to June 15<sup>th</sup> and the committee report will be presented at the first general membership meeting of the new school year.

- c. The Scholarship Committee will perform their duties and responsibilities in accordance with the provisions of the approved rules of the Scholarship Fund as approved by the general membership of the Band Booster Club. Scholarship committee will be comprised of (5) non-band affiliated teachers and/or counselors along with a district and high school representative.
- d. EC Hosted Marching Contest Committee – This committee will organize all EC Hosted Marching Contest. This committee will work with the band director or UIL representative to assure all procedures for hosting a contest are followed. The committee will recruit volunteers and organize workflow. The committee chair will work with the President and Treasurer for purchasing equipment as necessary. The committee will recruit bands to participate in the Hornet Invitational Marching Contest.
- e. The Fiesta Parade Tickets Committee – This committee will be appointed in October to plan and coordinate activities pertaining to the Fiesta parades. This committee shall oversee selling parade tickets and the renting, putting out, and picking up of chairs for both the day and night parades. The Fiesta Parade Tickets Committee Chair can appoint up to 10 current Band Booster Club members to assist with these duties. Each current Band Booster Club member who assists will be refunded the cost of one parade ticket for each parade they assist.
  - 1. Proceeds collected in the sale of Fiesta tickets are to be used for the purpose of paying for the Official Chaperones for the annual band trip.
  - 2. At least 20% will go to the Band Booster Scholarship Fund.
  - 3. Every year a vote will be taken to determine the percentage that will go into the scholarship fund.
  - 4. Any funds remaining after paying for the Official Chaperones for the annual band trip and contributing Band Booster Scholarship Fund will be placed into the general membership fund.

**Section 5.**

At any time deemed necessary, the Band Booster Club President may, with the approval of the Executive Board, appoint temporary committees for any special project (i.e. community service, tamale sales, etc...) and may dissolve same upon completion of the work designated for the committee.

**ARTICLE IX – ORDER OF BUSINESS**

**Section 1.**

The following order of business shall be followed at all Executive Board and general membership meetings.

- a. Call to order by the presiding officer.
- b. Review of the Recording Secretary’s minutes of the previous meeting.
- c. Review of the Treasurer’s report.
- d. Reports of the Standing and Special Committees.
- e. Disposal of unfinished business.
- f. Disposal of new business.
- g. Announcements.
- h. Adjournment.

**Section 2.**

The Booster Club shall be governed by the rules contained in Roberts Rules of Order, Newly Revised.

**Section 3.**

These By-Laws shall govern all proceedings of the Band Boosters except as otherwise provided by the rules and regulations of East Central High School (ECHS), East Central Independent School District (ECISD) and/or the University Interscholastic League (UIL). In the event of a conflict between these By-Laws and the rules and regulations of ECHS, ECISD and/or the UIL, the latter rules and regulations shall prevail.



**Section 4.**

If necessary, the Band Booster Club By-Laws should be revised at least every five years.

**Section 5.**

The Head Band Director will have the final approval of any proposed activities of the Band.

**ARTICLE X – COMPLAINTS AND INVESTIGATIONS**

**Section 1**

Complaints against a board member or general member must be in writing and provided to the president. Properly submitted complaints must be reported to the board within 30 days from the incident or 10 days prior to the next board meeting whichever comes first. The board reserves all rights to interview any or all individuals named in the complaint.

**Section 2**

The investigation of complaints will be handled by the school district when a student(s) is/are involved. The booster organization will support the findings of the school and determine the appropriate action for the members involved. Complaints made between parents will be investigated by the executive board. If any party involved in the dispute holds an office on the executive board – they will be excluded from participation in the investigation or any associated meetings until they have been cleared of any cause in the complaint or in the case of the complainant, the issue is considered officially resolved. The results of the investigation will be presented to the executive board and the board will determine the appropriate action for the members involved.

If any complaint(s) resulting in an investigation are considered to be false or malicious the board reserves the right to pursue actions against the members presenting the false claim – including removal from the board and or organization.

In extreme circumstances, when warranted, the board reserves the right to seek legal resolution – including both criminal and/or civil remedy.

**ARTICLE XI – AMENDMENTS**

Any proposed amendment to these By-Laws must be submitted to the President of the Band Booster Club in writing and signed by at least five active members. The President shall announce the proposed amendment at a regular general membership meeting. The amendment will then be voted upon at the next regular general membership meeting. These By-Laws may be amended by a two-thirds vote of active members present and voting at the general membership meeting at which a proposed amendment is considered.

**ARTICLE XII – ADOPTION**

These revised By-Laws become effective on September 24, 2019, upon adoption by two-thirds majority vote of active members present during a general membership meeting and voting at the time of adoption.

Addendum: No revisions have been made to the By-Laws since September 24,2019. By-Laws are being adopted by current Board.

**PRESIDENT**

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**VICE-PRESIDENT**

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**HEAD BAND DIRECTOR**

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By-Law Revisions recorded by Toi Butler, Secretary