

# BY-LAWS of the HUNTSVILLE BAND BOOSTER CLUB, INC.

## ARTICLE I. NAME

The organization shall be called the Huntsville Band Boosters Club, Inc.

## ARTICLE II. PURPOSE

- Section 1. The purpose of this organization shall be to promote and support the Huntsville Independent School District Band (hereinafter referred to as the Band) program and the students therein in accordance with UIL guidelines;
- Section 2. To cultivate within the school and community a respect for their activities, functions and achievement;
- Section 3. To promote educational and social opportunities for participation by the Huntsville Bands;
- Section 4. To cooperate with the band directors and the Huntsville Independent School District (HISD) on the musical and general education and development of all students involved in the Band.
- Section 5. The organization is exclusively for charitable purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. The registered agent shall be the Treasurer of the organization.

## ARTICLE III. MEMBERSHIP

- Section 1. Membership in this organization shall be open to any person wishing to advance the purposes of the organization, and whose dues are current as set forth by the Executive Committee.
- Section 2. TYPES OF MEMBERSHIPS
- Section 2.1 REGULAR MEMBERSHIP shall be extended to parents or guardians of an HISD High School (HS) Band student at dues to be determined by the Executive Committee.
- Section 2.2 MPMS MEMBERSHIP shall be extended to parents or guardians of an HISD Mance Park Middle School (MPMS) Band student at dues to be determined by the Executive Committee.
- Section 2.3 HIS MEMBERSHIP shall be extended to parents or guardians of an HISD Huntsville Intermediate School (HIS) Band student at dues to be determined by the Executive Committee.
- Section 2.4 ASSOCIATE MEMBERSHIP shall be extended to any person who does not have a child enrolled in an HISD Band at dues to be determined by the Executive Committee.

Section 2.5 SPONSOR MEMBERSHIP is open to all who wish to contribute more financially than the other membership categories. Sponsor members will be recognized for the special financial support provided.

Section 3. VOTING ELIGIBILITY shall only be extended to Regular Members, MPMS Members and HIS Members.

#### ARTICLE IV. OFFICERS

Section 1. The officers of this organization are the President, First Vice President, Second Vice President, Secretary, Treasurer and Past President.

Section 2. The terms for each office shall be one year, beginning on the current school year graduation day, after elections by the end of April.

Section 3. Candidates for the offices of President, First Vice President, Second Vice President, Secretary and Treasurer shall be Regular Members or MPMS Members who were Regular Members (HS) within the previous three (3) school years and who will be qualified to be Regular Members during the upcoming school year.

#### ARTICLE V. REPRESENTATIVES

Section 1. Candidates for Middle School Representative shall be an HIS Member or a MPMS Member during the upcoming school year.

Section 2. Candidates for Intermediate School Representative shall be an HIS Member.

Section 3. Representatives shall be appointed from among the candidates, by the Executive Committee in conjunction with the band directors from the respective schools.

Section 4. HIS Representative shall serve for one year from September 1<sup>st</sup> until August 31<sup>st</sup>. MPMS Representative shall serve to coincide with the Executive Boards term.

#### ARTICLE VI. ORDER OF SUCCESSION OF OFFICERS

Section 1. Should the President be unable to serve his/her term, the order of succession shall be First Vice President and then Second Vice President.

Section 2. Should the First Vice President and Second Vice President be unable or unwilling to serve as President, a new election for President shall be held by order of the Executive Committee.

#### ARTICLE VII. DUTIES OF OFFICERS AND REPRESENTATIVES

Section 1. The President is the chief officer of the Band Boosters and provides leadership for the organization. The President shall prepare the agenda for business meetings, serve as the representative of the organization, and act as liaison between the organization and the Band directors. The President shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement President. If an Operations Manual exists, the President shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing President shall surrender everything associated with this office to the incoming President within 14 days after the end of the term of office.

- Section 2. The First Vice President shall coordinate fund raising. The First Vice President shall assist the President in overseeing the functioning of the Standing Committees dealing with the High School Band and other duties assigned by the President. The First Vice President shall assume the duties of the President should the President be unable to serve. The First Vice President shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement First Vice President. If an Operations Manual exists, the First Vice President shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing First Vice President shall surrender everything associated with this office to the incoming First Vice President within 14 days after the end of the term of office.
- Section 3. The Second Vice President shall coordinate chaperones for all High School band trips and assist the President in overseeing the functioning of the High School Standing Committees and other duties assigned by the President. Should both the President and First Vice President be unable to serve, the Second Vice President shall assume the duties of the President. The Second Vice President shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement Second Vice President. If an Operations Manual exists, the Second Vice President shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing Second Vice President shall surrender everything associated with this office to the incoming Second Vice President within 14 days after the end of the term of office.
- Section 4. The Secretary shall take minutes at the business meetings of the organization, serve as the organization's official correspondent, and keep all organizational records. The Secretary shall distribute proposed amendments to these by-laws to the membership one month prior to the business meeting at which they will be considered. The Secretary shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement secretary. If an Operations Manual exists, the Secretary shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing Secretary shall surrender everything associated with this office to the incoming Secretary within 14 days after the end of the term of office.
- Section 5. The Treasurer shall keep all records of financial transactions of the organization, handle the transaction of all financial accounts of the organization, and report on the financial activity and health of the organization at each business meeting. The Treasurer shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement treasurer. If an Operations Manual exists, the Treasurer shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The Treasurer shall ensure all books are in order for the internal audit and shall surrender the completed books and everything else associated with this office within 14 days after the end of the fiscal year.
- Section 6. The Middle School Representative (MSR) shall coordinate chaperones for all Middle School band trips; coordinate with Standing and Special Committees dealing with the Middle School Band; and coordinate with the Middle School Band Director(s). The MSR shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement MSR. If an Operations Manual exists, the MSR shall ensure that the

Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing MSR shall surrender everything associated with this position to the incoming MSR within 14 days after the end of the term of service.

Section 7. The Intermediate School Representative (ISR) shall coordinate chaperones for all Intermediate School band trips, coordinate with Standing and Special Committees dealing with the Intermediate School Band, and coordinate with the Intermediate School Band Director(s). The ISR shall maintain a yearly log of his/her activities and create an Operations Manual based on that log in order to assist a succeeding or replacement ISR. If an Operations Manual exists, the ISR shall ensure that the Manual is kept up-to-date and accurately reflects his/her actual activities. The outgoing ISR shall surrender everything associated with this position to the incoming ISR within 14 days after the end of the term of service.

Section 8. The Past-President will be filled by the outgoing current President in an ex-officio capacity. This position is one of advisement and volunteer, but will not include voting privileges.

Section 9. All officers and representatives shall act in accordance with the directives and goals as set forth by the band directors.

#### ARTICLE VIII. COMMITTEES

Section 1. The Executive Committee shall consist of all officers, both representatives and the Director of Bands. The Director's position on the committee is ex officio, and does not include voting privileges. The Committee is authorized to act for the organization between meetings regarding organizational business. These actions will be reported at the next business meeting.

Section 2. Standing Committees may consist of Marketing (e.g., newspaper, radio), Membership, Hospitality, Webmaster, Calling, Fund-raising, and Scholarship.

Section 3. Special Committees may be formed as needed by the President, with the advice and consent of the Executive Committee. The membership may create a Special Committee with the support of a quorum at any business meeting.

#### ARTICLE IX. MEETINGS

Section 1. Regular business meetings will be held on the same day of the first week of each month during the school year. Meetings will be held in the High School Band hall at a time designated by the President with the advice and consent of the Executive Committee. An alternative regular meeting date and/or place may be chosen by the Executive committee according to the school calendar and other considerations.

Section 2. Special meetings shall be called as needed by the President or a majority of the Executive Committee, and must be adequately publicized in advance and open to all members.

Section 3. Executive Committee meetings will be held prior to the regular business meeting, or as needed, at a time designated by the President.

#### ARTICLE X. ELECTIONS

Section 1. Elections will be held by the end of April at a regular business meeting of the organization.

Section 2. Elections shall be conducted by ballot only when there is more than one nominee for the office. When a ballot vote is used, a simple majority of the votes cast shall determine election. A voice vote may be used in uncontested election.

#### ARTICLE XI. PARLIAMENTARY PROCEDURE

Section 1. The most recent edition of Sturgis Standard code of Parliamentary Procedure shall be the parliamentary authority for this organization.

Section 2. The President may appoint a Parliamentarian who shall attend all business meetings and provide advice and consultation to the presiding officer on matters of parliamentary procedure.

#### ARTICLE XII. QUORUM

Quorum at any meeting shall consist of a minimum of seven members plus at least two officers.

#### ARTICLE XIII. AMENDMENTS

Section 1. These By-Laws may be amended at any business meeting by two-thirds majority of members present and voting if the published amendment(s) is circulated among members one month prior to the meeting. The proposed amendment(s) must be provided in written form to the organization Secretary at least 45 days before the business meeting where the vote will be held, in order to allow the Secretary to give members the required one-month notice at the next regular business meeting.

Section 2. In the case of an emergency, the Executive committee may submit a proposed amendment (or amendments) to these By-Laws for consideration at the regular business meeting, without the advance notice requirement of Article XIII. Section 1. Under these circumstances, approval of this amendment shall require a unanimous vote of those members present.

Amendment 1. *Internal Audit* An audit of the financial records shall be conducted annually within 20 days of the end of the fiscal year. The Internal Audit Committee shall consist of 3 Band Booster Club members *not involved in the disbursement or control of the organization's finances*. They shall be appointed by the President during a regular business meeting and with the approval of a simple majority of the members present. This Committee shall have the authority to determine the degree of involvement of the outgoing and incoming treasurers during the internal audit.

Amendment 2. *Checks* All checks made payable from this Club shall bear the signatures of two members of the executive committee. The Treasurer shall ensure that the appropriate members of the executive committee are on the signature card.

Amendment 3. *Fiscal Year* The fiscal year shall be from June 1<sup>st</sup> of the current calendar year until May 31<sup>st</sup> of the next calendar year.