

BYLAWS OF THE OLIVER WENDELL HOLMES HIGH SCHOOL BAND BOOSTER CLUB

ARTICLE 1 – NAME

This organization shall be known as “Oliver Wendell Holmes High School Band Booster Club”, hereafter referred to as the “Band Boosters”.

ARTICLE II – ASSOCIATION

The Band Boosters shall be a member of the Northside Booster Association.

ARTICLE III – PURPOSE

The purpose of the Band Boosters is to:

- A. Provide an adult non-profit service organization dedicated to the promotion and general welfare of the band members, as well as encourage fellowship of all band parents. An adult is defined as any person age 18 or over;
- B. Create closer coordination and working relationships among band directors, band members, band parents, school officials, the community and person that share a mutual interest in the school's band program;
- C. To give complete support to the band program and to avoid any action that would in any way violate the rules of the Northside Independent School District (NISD) and/or the University Interscholastic League (UIL); and
- D. Band Boosters shall not be used for any political purposes.

ARTICLE IV – OBJECTIVES

The objective of the Band Boosters shall be to stimulate membership activity; create a wider interest in band activities through membership participation; to work in harmony with and to provide support for the band directors; and school officials in the pursuance of the band programs and objectives.

ARTICLE V – MEMBERSHIP

Membership in the Band Boosters shall be open to all adult persons who are interested in the purposes and objectives of the organization. Members are those who have paid annual dues. The membership year is June 1st through May 31st. Annual membership dues shall be \$5.00 per member. Dues for the each following school year shall be adopted by a majority vote of the current paid members present at the regular or special general meeting at the end of the school year. All elected and/or appointed positions must be current paid Band Booster members.

- A. General Membership. General members shall include all adults who have registered with the membership committee and PAID membership dues of \$5.00. A member shall be entitled to voting privileges for Band Booster officers upon meeting the following requirements:
 1. Attend a minimum of three (3) meetings prior to any officer elections AND
 2. At least one (1) of the three (3) meetings attended must be in each Fall and Spring semester.

Ex Officio Membership. *Ex Officio* members shall include the band directors, the principal or the designated representative of the principal. *Ex Officio* members shall serve in an advisory capacity, without vote in general membership meetings.

ARTICLE VI – MEETINGS

- A. Executive Board (Reference Article IX, Paragraph A). Executive Board meetings shall be held each month prior to the general meetings or as deemed necessary by the President, to be in the best interest of the Band Boosters. The President shall ensure that the time and place of a meeting is communicated to the Executive Board Members.

All Executive Board members must be notified no less than four (4) days prior to any Executive Board meeting of date changes. Executive Board meetings shall be open to all coordinators (Reference Article X, Paragraph A, Section 1,2,3,4,5 and 6) and to all general members (Reference Article V, Paragraph A).

- B. Executive Board Meeting Quorum. A quorum shall be at least 50% of the Executive Board membership.
- C. General Meetings. General meetings shall be held on the first Tuesday of each month. September through May or at such other times as deemed necessary by the Executive Board to be in the best interest of the Band Program and Band Boosters. Meetings will be held in the Oliver Wendell Holmes High School Band Hall at 7:00 PM unless otherwise specified. General meetings shall be open to the public.

All general members must be notified no less than four (4) days prior to a general meeting of any date changes.

- D. General Membership Meeting Quorum. A quorum shall be 10% of registered general members.
- E. Special Meetings. Special Meetings of the general membership may be called by a majority of the Executive Board or on demand by 25% of the general membership. All general members must be notified no less than four (4) days prior to the special general meeting.
- F. Special Meeting of the Executive Board. Special meetings of the Executive Board may be called on demand by any two (2) members of the Executive Board. All Executive Board members must be notified not less than 24 hours to the special Executive Board meetings.

ARTICLE VII – FINANCES

- A. The President may authorize expenditures for budgeted items, not to exceed the amount approved by the membership in the annual budget. The President shall have the authority to approve non-budgeted expenditures no to exceed \$200 per month. Expenditures of non-budgeted funds expected to exceed \$200, but less than \$400, shall first be presented to the Executive Board for approval by majority vote of the Board prior to being obligated. This shall be limited to \$400 per month. Any expenditure of non-budgeted funds expected to exceed \$400 shall be pressed at a regular or special meeting for approval by the General Membership prior to being obligated.
- B. Financial records shall be submitted no later than June 1st of each year. Transfer of records to the new officers shall take place within fifteen (15) days following the date which their successors assume office. The audit of records shall be the responsibility of the incoming President.
- C. The expenses of the Band Boosters shall be borne by the revenues from fund raising, donations and membership dues, when applicable.
- D. Band Boosters profits from the concession stand operations shall be held in common with other NISD Booster Clubs in the Northside Booster Association Financial Account. Necessary funds shall be transferred upon request from the Northside Booster Association Account to Band Booster Executive Board within the scope of the currently approved budget. Any surplus funds in the Band Booster checking account may be transferred to the Northside Booster Association Financial Account in order to benefit from the interest earned.
1. Copies of the NISD School Booster Club Quarterly Distribution shall be presented at the next General Membership Meeting after said distribution with Treasurer's Report.

- E. The fiscal year of the Band Boosters shall be September 1st through August 31st.
- F. At every general meeting, a status of the current budget shall be presented along with any proposed changes.

ERRATA....ARTICLE VII – FINANCES

- G. Drafts, checks, transfers or withdrawals involving any accounts of the Band Boosters must be signed by two (2) members of the Executive Board, specifically the Band Booster Treasurer and/or Associate Treasurer or the President or 1st Vice President. All checks must have two (2) authorized signatures.
- H. The following duties are requirements to be followed in order to ensure accurate financial record keeping.
 - 1. Reconcile bank statement to band checkbook ledger each month. Provide a copy of reconciliation at every Executive Board meeting.
 - 2. Keep checkbook balance current at all times.
 - 3. No check is to be issued with Payee, Amount and Date completed prior to signature and release unless amount is unknown at the time and Treasurer received original receipt within twenty-four (24) hours.
 - 4. No check shall be issued without a completed "Check Request Form" and invoice for documentation.
 - 5. Any monies collected shall be verified by the Treasurer and other elected board member. Deposit slips shall be initialed by both parties.
 - 6. Deposits of monies must be made within three (3) business days (Monday thru Friday) excluding holidays.
 - 7. All authorization of petty cash disbursements shall be initiated by the Treasurer and one Executive Board member. It is the Treasurer's responsibility to obtain all documents supporting this disbursement.
 - 8. Any returned check shall be forwarded to the President and Band Director for any further action .
 - 9. Submit books for audit as required by the Audit Committee as stated in Article X, Section 5 of these Bylaws.

ARTICLE VIII – OFFICERS AND THEIR DUTIES

- A. The officers of the Band Boosters shall come from the General Membership. No elected officer shall serve in the same office for more than four (4) consecutive years. No elected officer shall succeed any family member in any elected position (family members shall be defined as husband, wife, brother, sister, in-laws, etc.). No two (2) family members shall serve as officers together in the same term. No spouse or family member of any elected officer shall assume or "take over" the responsibilities of the officer. Band Booster officers are as follows:
 - 1. The President shall:
 - a. Preside over all meetings of the Band Boosters and of the Executive Board and prepare an agenda prior to every Executive Board and General Meeting;
 - b. Serve as the Executive Officer of the Band Boosters and shall represent the interests of the organization as necessary to the Administration of Oliver Wendell Holmes High School and/or the Northside Independent School District to other Oliver Wendell Holmes High School Booster Clubs and PTA Organizations and to the community;
 - c. Appoint an Audit Committee consisting of not less than three (3) members of the Band Boosters, in accordance with Article X, Section 5. Ensure that the Treasurer has the financial records audited by Band Boosters appointed Trustees in accordance with Article VII, paragraph B of these Bylaws;

- d. Appoint an Associate Treasurer who has the same responsibilities as the Treasurer and will perform all duties in the Treasurer's absence:
 - e. Perform all other duties pertaining to the President's office and shall, along with the concessions chairperson, represent the Band Boosters at the meetings of the Northside Booster Association;
 - f. Serve as Ex Officio member at all committees, except the Nominating Committee and the Audit Committee;
 - g. Form any special committees that may be required from time to time and appoint coordinators for those committees;
 - h. Report actions of the Executive Board at each General Meeting of the Band Boosters;
 - i. Serve as the custodian of the Bylaws and see that each officer and standing committee chairperson is provided a copy of the Bylaws and a written list of specific duties for which each is responsible; and
 - j. Notify the Internal Revenue Service of any and all changes in sources of support, purpose, character, method of operation, name, address and amendments or changes in the Bylaws. This shall be done in writing immediately upon changes being made.
2. First Vice President shall:
 - a. Preside in the absence of the President and shall fill the office of the President should a vacancy occur in that position;
 - b. Serve as the coordinator of the Fund-Raising Committee and will be responsible for the research and implementation of fund-raising projects; and
 - c. Perform any other task assigned by the President.
3. Second Vice President shall:
 - a. Be in charge of the Concession Committee;
 - b. Recruit and coordinate manning for operation of the concessions stand of the Northside Sports Complex for each athletic or special event assigned to the Band Boosters by the Northside Booster Association.
 - c. Maintain a log of volunteers, adults and/or students and submit names and hours worked to the Executive Board for certificates to be issued; and
 - d. Represent the Band Boosters along with the President at the Northside Booster Association meetings.
4. Third Vice President shall:
 - a. Purchase and promote merchandise and sale of Band Booster Club spirit items; account for funds collected; and maintain an accurate inventory. Maintain a record of all items sold and monies collected.
5. Secretary shall:
 - a. Record, maintain and make available to any member, upon request, minutes of all meetings of the Band Boosters and of the Executive Board;
 - b. Maintain all records of the Organization, except those specifically assigned to other officers or members;
 - c. Conduct correspondence and keep records of such correspondence for the Band Boosters and the Executive Committee; and

- d. Notify Executive Board Members of the location, date and time of each Board Meeting.
6. Treasurer shall:
- a. Receive all the monies of the Band Boosters;
 - b. Maintain an accurate record of receipts and expenditures and shall disburse funds only when authorized by the Executive Board or in accordance with the Bylaws and/or approved budget.
 - c. Present a written and oral report of current financial status at each Executive Board and General Band Booster meeting and at any other time when requested by the General Membership or Executive Board for distribution to all members present;
 - d. Provide an annual report at the May meeting;
 - e. Ensure that all transactions, record keeping and reporting involving Band Boosters' monies and accounts are performed in accordance with federal and state law, Internal Revenue Service rules and regulations, NISD policy and procedures, UIL rules, Northside Booster Association policy, Band Booster Bylaws and currently approved Band Booster budget; and
 - f. Be responsible for the maintenance of such books of account and records as conforms to the requirements of Article VII, Paragraph 1 of the Bylaws.
7. Parliamentarian shall:
- a. Be appointed by the President and confirmed by the Executive Board;
 - b. Ensure that all meetings and proceedings are conducted in accordance with Article XII of these Bylaws; and
 - c. Be a non-voting member of the Executive Board.

ARTICLE IX – EXECUTIVE BOARD

- A. The Executive Board shall consist of the six (6) elected officers, Associate Treasurer, Parliamentarian, The Oliver Wendell Holmes High School Band Director(s) and the Principal or the Principal's appointed representative. Each elected officer shall have a single vote.
- B. The Executive Board shall be at a designated time (at least 30 days prior to the first General Meeting of the school year) to prepare an annual budget to submit at the first General Meeting of the school year for approval by the General Membership.
- C. The Executive Board shall conduct all affairs of the Band Boosters in accordance with these Bylaws.
- D. Any tie vote shall be broken by the vote of either the Band Director or his assistant, but not both.

ARTICLE X – STANDING COMMITTEES

- A. The President will appoint coordinators from the General Membership to coordinate the activities of standing committees pending approval of the Executive Board. Committee coordinators will be invited to Executive Board meetings as need arises, but will not have a vote. These coordinators will serve at the discretion of the Executive Board. These committees are:
 - 1. Chaperone Coordinator/Committee shall:
 - a. Recruit interested, registered members and compile a list of those members who wish to chaperone Band Booster trips. There shall be a minimum of two (2) chaperones per bus;
 - b. Ensure that all persons recruited as chaperones have the approval of the Oliver Wendell Holmes Band Director;

- c. Shall be advised by Directors as to duties or needs for each chaperoned event; and
 - d. Ensure that all chaperones have completed a background check.
2. Uniform Coordinator/Committee shall:
 - a. Coordinate with the Band Director to determine what assistance is required in the fittings and routine maintenance of the band uniforms and
 - b. Ensure that assistance is provided for accomplishing these tasks.
 3. Hospitality Coordinator/Committee shall:
 - a. Coordinate with the Band Director to support all functions of the Band Program with food and refreshments with directed by the Executive Board and
 - b. Send out thank you notes and assist the 3rd Vice President.
 4. Membership Coordinator/Committee shall:
 - a. Contact all parents of new band students;
 - b. Contact all inactive boosters
 - c. Greet all attending members at Band Booster meetings and
 - d. Ensure all members are registered at each meeting and maintain a current roster of all eligible voting members at all time.
 5. Audit Coordinator/Committee shall:
 - a. Conduct audits of financial records a minimum of two (2) times during the fiscal year;
 - b. The Executive Board Shall determine the dates and the audits with one (1) mandatory audit prior to the April Elections meeting;
 - c. Any recommendations or finding of the committee shall be submitted to the Executive Board for their review and actions and
 - d. Refer to Article VII, Paragraph B, for audit guidelines.
 6. Equipment Coordinator/Committee/Trailer Crew shall:
 - a. Load and unload all band equipment, transporting to and from all scheduled band events.

ARTICLE XI – ELECTION OF OFFICERS

- A. The following officers will be elected at the April meeting of each year

1. President	4. 3 rd Vice President
2. 1 st Vice President	5. Secretary
3. 2 nd Vice President	6. Treasurer
- B. Nominations shall be made by an appointed Nominating Committee formed at the March meeting. The Nominating Committee shall consist of three (3) to five (5) voting members who shall be nominated and elected at the March General Meeting by the General Membership in attendance. The President shall appoint a coordinator for this committee. The Nominating Committee shall select at least one(1) nominee for each of the offices listed in Article XI, paragraph A of these Bylaws. Nominees shall be eligible voting members of the Booster Club. The consent of each nominee must be obtained

before their name is placed in nomination. Members of the Nominating Committee and incumbent officers shall be eligible to become nominees unless prohibited by these Bylaws.

- C. The Nominating Committee shall post the names and its nominees in a conspicuous location in the Oliver Wendell Holmes High School Band Hall at least one (1) week in advance of the April meeting and the committee shall report formally at the April meeting.
- D. Additional nominations may be made from the floor at the April meeting, provided that the nominee(s) is (are) a voting member(s) of the Band Boosters and they consent to having their name placed in nomination.
- E. If there are two (2) or more nominees for an office, the election for that office must be by secret ballot. Election by unanimous or general consent shall be permitted if there is only one (1) nominee for an office. Elections will take place at the April meeting.
- F. In case of a tie vote, the election procedure shall be repeated for an office involved until there is a majority vote.
- G. Officers shall hold office from June 1st through May 31st.

ARTICLE XII – PARLIAMENTARY AUTHORITY

Robert's Rules of Order, Newly Revised, 9th Edition, shall govern the Band Boosters in all cases in which they are applicable and which are not in conflict with these Bylaws.

ARTICLE XIII – DISSOLUTION

Upon the dissolution of the Band Boosters, the property and assets shall revert to the band equipment fund of Oliver Wendell Holmes High School or as in accordance with public law.

ARTICLE XIV – AMENDMENTS

These Bylaws may be amended at any regular meeting of the Band Boosters by two-thirds (2/3) vote of the eligible members present and voting, provided that notice of the proposed amendment(s) shall have been given at the previous meeting and that the proposed amendment(s) has (have) been reviewed by the Executive Board for presentation to the General Membership. The proposed amendment(s) shall be made available in writing to the General Membership at least thirty (30) days prior to the meeting date when the voting will occur. The proposed amendment(s) shall be made available in writing to the General Membership prior to the meeting when the voting will occur.

ARTICLE XV – ENACTMENT

- A. The Bylaws Review Committee shall be formed and a coordinator appointed by the President of the Band Boosters at least, but not limited to, once every two (2) years. The function of the committee shall be to review the Bylaws and recommend revisions or amendments as required.
- B. These Bylaws shall be adopted by vote of the Band Boosters General Membership and shall become effective when signed and dated by each member of the Executive Board.
- C. During the year when Bylaws are enacted, the Band Booster Officers who are holding office at the time of enactment shall continue to do so and shall be considered as members of the Executive Board. The duties of officers are governed by the enacted Bylaws; however, if there are officers whose functions are not defined in the enacted Bylaws, the Executive Board shall determine those functions, in writing and inform the General Membership.

ARTICLE XVI – REMOVAL OF ELECTED OFFICERS

By a two thirds (2/3) vote of the Executive Board, an officer or chairperson may be removed from office for failure to perform his/her duties as outlined in these Bylaws. An officer or chairperson who misses three (3) consecutive meetings may be removed from office.