

BYLAWS OF THE SMITHVILLE BAND BOOSTERS

Article I; Name

The **name** of this organization shall be known as **Tiger Band Booster Club** (hereinafter "Band Boosters"). It is a local organization under the authority of the Smithville High School Band, Smithville High School, and the Smithville Independent School District (SISD).

Article II: Articles of Organization

The **Articles of Organization** of the **Tiger Band Booster Club** include (a) the bylaws, (b) the current Band Handbook, (c) SISD's policy and procedures including University Interscholastic League guidelines, and (d) Robert's Rules of Order Newly Revised.

Article III: Purposes

The **purposes of the Band Boosters** shall be:

- To assist the band and director(s) in their efforts without conflict with constituted authority and in complete accord with the band director;
- To develop between educators and the general public such united efforts as will help establish the highest advantages of education for students;
- To promote a closer relationship between parents and teachers to cooperate intelligently with the education of youth, and promote and stimulate musical education in the community;
- To accept, raise and disburse funds; and
- To promote fellowship and cooperation among members of the Band Boosters.

Article IV: Basic Policies

The following are **basic policies** of the Band Boosters:

- The Band Boosters shall be noncommercial, nonsectarian, and nonpartisan.
- The name of the organization or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the purposes of the Band Boosters.
- The Band Boosters shall not (directly or indirectly) participate or intervene (in any way, including the publishing or distribution of statements) in any political campaign or in behalf of, or in opposition to, any candidate for public office; or devote more than an insubstantial part of its activities attempting to influence legislation by propaganda or otherwise.
- The Band Boosters shall work with the school to help provide quality education for all students, and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education.
- No part of the net earnings of the Band Boosters shall accrue to the benefit of, or be distributed to its members, directors, trustees, officers, or other private persons.

Article V: Bylaws

The Band Boosters shall adopt such bylaws for the government of the organization as may be approved by the General Membership. Such bylaws shall not conflict with the policies of the Smithville High School Band, Smithville High School, the Smithville Independent School District, nor the University Interscholastic League guidelines.

Article VI: General Membership

- The Band Boosters shall have a membership made up of individuals who are interested in and supportive of the Smithville High School Band.
- The Band Boosters shall conduct an annual enrollment drive for members, but may accept persons to membership at any time.
- Each member for the Band Boosters shall pay annual dues to said organization.
Dues: Each adult member/ family shall pay annual dues in the amount of five dollars (\$5.00). Students involved with the Band Boosters are not required to pay annual dues. The Executive Committee will review and consider requests for membership in case of hardship.
- The Band Boosters must have a minimum number of ten (10) members to remain an active organization.
- The privilege of holding office, making motions, debating and voting shall be limited to those members of the Band Boosters whose dues are paid in full.

Article VII: Officers and Their Election

The officers of the Band Boosters shall consist of a president, vice-presidents), secretary, and a treasurer. Each officer shall be a member in good standing of the Band Boosters. Said offices may be filled by one person or by co-chairs. The officers shall be elected in the month of May.

The officers will assume their official duties following the close of the general membership meeting in May and shall serve for a term of one year or until their successors are elected.

No officer shall serve in the same office for more than three consecutive terms. An officer who has served more than one-half of a yearly term shall be credited with having served a whole term.

Nominations:

Nominations will be taken from the floor at the May General Meeting. The newly elected officers shall be duly installed at the May meeting.

Vacancies:

Any vacancy occurring in any elected office shall be filled for the unexpired term by a person who has signified their consent to serve and elected by a majority vote of the general membership.

Removal of Officers:

Officers may be removed from office by the executive board for failure to perform duties. An affirmative two-third vote of the executive board is required for removal. An officer who misses three consecutive meetings may be removed from office by the executive board.

Article VIII: Duties of Officers

PRESIDENT:

Qualifications:

- Be a member in good standing of the Band Boosters
- Be over twenty-one (21) years of age
- Attend all Board meetings
- Attend all band functions or appoint a representative to attend in his/her place
- Coordinate all Band Booster activities, including the work of the officers and committees of the Band Boosters;
- Confirm that a quorum (2/3rds of the minimum membership) is present before conducting any business at any meeting of the Band Boosters;
- Attend **all** meetings regarding the Band Boosters and any other duties deemed necessary by the board or other officials:
 - The president is responsible to report all activities to the executive board and band director(s).
- Call a meeting of the officers for the purpose of selecting standing committee chairmen;
- Confirm that all officers are current Band Booster members;
- Be a member ex-officio of all committees;
- Create agenda for all executive board and general membership meetings;
- Perform such other duties as may be prescribed by these bylaws or assigned by the Band Boosters.

VICE-PRESIDENT

Qualifications:

- Be a member in good standing of the Band Boosters
- Be over twenty-one (21) years of age
- Attend all Board meetings

Duties:

- Act as aide(s) to the president;
- Act as parliamentarian;
- Shall preside in the absence of the president; and
- Perform other duties as assigned by the president or Band Boosters.

SECRETARY:

Qualifications:

- Be a member in good standing of the Band Boosters
- Be over twenty-one (21) years of age

- Attend all Board meetings

Duties:

- Record the minutes of all meetings of the association;
- Coordinate all activities relating to Band Booster correspondence, officer roster and written communications;
- Maintain correspondence/historical files, update documents as necessary;
- Maintain a current copy of the bylaws;
- Maintain a membership list; and
- Perform other duties as assigned by the president or Band Boosters.

TREASURER:

The Band Boosters shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the organization, including specifically, the number of members, the dues collected from its members. Such books of account and records shall at all reasonable times be open to inspection by the school.

Qualifications:

- Be a member in good standing of the Band Boosters
- Be over twenty-one (21) years of age
- Attend all Board meetings

Duties:

- Have custody of all the funds of the Band Boosters;
- Be responsible for and maintain the books or account and records including bank statements, receipts, budgets, invoices, paid receipts and cancelled checks for a minimum of five years;
- Make disbursements as authorized by the president, executive board, or association in accordance with the budget adopted by the Band Boosters;
- Present a financial statement at general meetings, executive board meetings, and at other times when requested by the association or executive board;
- Make a full report at the meeting at which new officers assume their duties; and
- Submit the books to the auditing committee as requested.

All officers:

- Shall perform the duties outlined in these bylaws and those assigned from time to time;
- Deliver to their successors or the president all official materials within fifteen (15) days following the meeting at which their successors assume their duties.

ARTICLE IX: Meetings

General Membership:

Regular meetings of the Band Boosters shall be open to the public and be held during the school term on a **monthly** basis or as called by the president or the executive board. The time and dates to be established by the executive board at it's first meeting of the year.

Special meetings of the Band Boosters may be called by the president or by a majority of the executive board.

The election meeting shall be held in May or the last month of the school year.

A majority of the executive board members shall constitute a quorum for the transaction of business of the executive board of the Band Boosters.

Roberts Rules of Order Newly Revised shall govern all meetings of the Band Boosters.

ARTICLE X: Executive Board

The **Executive Board** shall consist of the officers of the Band Boosters, the chairmen of standing committees, and the director(s) of the Smithville Band. The director(s) of the Smithville Band may serve as ex-officio committee members without a vote. The elected members of the executive board may enlarge or modify the number of committees as required for the period up to the expiration date of their terms of office. Each office is entitled to one vote.

The **duties** of the executive board shall be to:

- Transact necessary business in the intervals between Band Booster meetings and such other business may be referred to it by the members;
- Create standing and special committees;
- Approve the plans of work of all officers and committee chairs;
- Present a report at the general membership meetings of the Band Boosters;
- Appoint an auditing committee consisting of not less than three (3) members at least 30 days before the last meeting of the school year, to audit the treasurer's accounts;
- To prepare and submit a budget for the year to the Band Boosters for adoption at the first scheduled meeting;
- To approve routine bills within the limits of the budget; and
- Fill vacancies of officers and chairmen.

The Committees may consist of the following and the chairmen to such shall select the numbers of persons they consider necessary to carry out the work of each of the respective committee.

Qualifications of Committee Chair:

- Be a member in good standing of the Band Boosters
- Be over twenty-one (21) years of age
- Attend all Board meetings

Membership/Volunteer

Coordinate all activities relating to the annual membership drive, compile and maintain a list of parent volunteers for various activities throughout the year; and maintain a current list of all paid members.

Publicity

Coordinate all activities relating to the publicity for the band and Band Boosters; serve as booster's historian; and send notices to the local newspaper and/or radio stations regarding band activities or special events.

Phone Tree

Coordinate all activities relating to running the Phone Tree; including recruitment of new members for the phone tree; and oversee the phone tree function.

Color Guard/Winter Guard

Act as a liaison between Color Guard/Winter Guard and the Band Boosters, helping to coordinate activities, and fundraisers as needed.

Marching Season Coordinator

Coordinates activities relating to marching season such as, trailer availability, chaperones and water distribution.

Concert Season Coordinator

Coordinate activities relating to concert season such as, trailer availability, bus chaperones and after concert refreshments.

Article XI: Amendment of Bylaws

These bylaws may be amended at any general membership meeting of the Band Boosters, provided a quorum is present, by a two-thirds vote of the members present and voting. Any change in the bylaws must be submitted in writing to the Band Boosters thirty (30) days prior to voting on the change or read at two (2) regular meetings before final action is taken.

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the association, or by a two-thirds vote of the executive board.

Article XII: Dissolution

Should the Band Booster organization become subject to termination, the organization shall do so in the manner provided below:

Disposition of unused funds

If the Smithville High School Band Booster Organization is dissolved, any unused Funds will be used to satisfy the current Band Booster Budget.

Property owned by the Band Boosters organization will become property of the Smithville High School Band.