

# **By-Laws of the Burleson Band Boosters Incorporated**

## **Article I – Name**

The name of this organization shall be the Burleson Band Boosters Incorporated, February 17, 2011.

## **Article II – Objectives**

### **Section I**

This organization is organized exclusively for the charitable or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding section of any future federal tax code (hereinafter “Internal Revenue Code”).

### **Section II**

To assist the band directors in the promotion of the band program of Burleson High School, raise funds for activities and equipment not provided by the school, provide chaperones for all band trips as needed, and support the program in other areas as deemed necessary by the band directors.

### **Section III**

The activities of this organization shall not conflict with the policies of the Burleson ISD Board of Education or the University Interscholastic League (UIL). This organization is under the authority of the Superintendent of Schools of the Burleson ISD or a designee as appointed by the Superintendent of the Burleson ISD.

### **Section IV**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

## **Article III – Membership**

### **Section I**

Membership in the band boosters shall be made available without regard to race, color, creed, or national origin to all parents and/or guardians of students currently enrolled in the band program of Burleson High School and they shall be considered full or voting members of the Burleson Band Boosters.

### **Section II**

The band directors of the Burleson High School and the high school principal shall be considered ex officio members of the Burleson Band Boosters.

## **Article IV – Officers**

The officers of this organization shall consist of President, Vice President, Treasurer, Assistant Treasurer, Secretary, Director of Concessions, Director of Communications and Public Relations, Director of Fund Raising, and Parliamentarian.

The Officers will use the Burlison ISD PTO/Booster Club Guidelines as an aid for job descriptions if a question should arise.

### **Section I**

The President's responsibilities include, but are not limited to the following:

- Presides at all meetings of the organization and serves as moderator.
- Votes only in the event of a tie.
- Actively directs and monitors the affairs of the organization.
- Acts as a liaison between the Booster Club and the Director of Bands.
- May countersign checks with the Treasurer, Assistant Treasurer, or other designated officer. No more than three authorized check signers on the account.
- Creates standing and special committees as needed with board approval.
- Shall be an ex-officio member of all committees with the exception of the nomination committee.

### **Section II**

The Vice President's responsibilities include, but are not limited to the following:

- Shall assume all the duties of the President in his/her absence.
- Shall coordinate the volunteers of the organization and make sure that all officers have their needed information or work with volunteer coordinator.
- Shall coordinate high school band spirit activities with proper members such as, but not limited to the ice cream social with hospitality chair.
- Shall assist with committees as needed.

### **Section III**

The Treasurer's responsibilities include, but are not limited to the following:

- Maintain accurate financial records.
- Shall provide a monthly statement for examination at each Executive Board meeting and each General Booster meeting and provide a permanent copy to be stored in the Band office as well as making sure the Band directors have a copy.
- Receive all funds due the Burlison Band Boosters and deposit these funds in a timely manner.
- Pay all duly authorized statements.
- Shall co-sign all checks with the President, the Assistant Treasurer or other designated officer.
- Cash receipts shall always be counted in the presence of two Band Booster members or Band Director.

- Incoming checks should be endorsed immediately upon receipt with an endorsement stamp that has the Burleson Band Booster's name, the bank's name, and the bank account number.
- Maintain books of accounts and record including bank statements, receipts, budgets, invoices, paid receipts, and cancelled checks for 7 years.
- All deposits must have supporting documentation.
- Prepare or arrange to have prepared all tax returns for the organization.

#### **Section IV**

The Assistant Treasurer's responsibilities include, but are not limited to the following:

- Shall assist the treasurer in maintaining accurate financial records, depositing funds, acting as a co-signer as needed using the above standards.

#### **Section V**

The Secretary's responsibilities include, but are not limited to the following:

- Shall keep the records and minutes of all the Band Booster and Executive Board meetings.
- Shall maintain all correspondence.
- Shall make available a copy of the minutes to all meetings to band boosters and board members for approval.
- Shall keep a permanent record of all meetings on file in the Burleson High School Band office.

#### **Section VI**

The Director of Concessions' responsibilities include, but are not limited to the following:

- Shall be in charge of directing all the duties associated with the operation of the high school concession stands at each event that the concession stands are in operation at the request of the Burleson ISD.
- Shall provide for the staffing, opening, operating, clean up, and closing of the stands for all required functions.
- Shall coordinate with the Burleson ISD employee in charge of the stadium and concession stands.
- May appoint up to two managers to assist with duties.
- A volunteer committee chair will also be assigned to secure volunteers.

#### **Section VII**

The Director of Communication and Public Relation's responsibilities include, but are not limited to the following:

- Shall assist the band directors in soliciting media coverage for key band events and submitting articles and or pictures to local media concerning the Burleson Band.
- Shall assist the band directors in getting information to the webmaster for the Burleson Band Boosters and Burleson Band.
- Shall coordinate any activities that boost the organization such as, but not limited to bumper stickers, yard signs, etc.

## **Section VIII**

The Director of Band Booster Fundraising's responsibilities include, but are not limited to the following:

- Shall be responsible for the coordination and implementation of fund raising activities by the executive board and approved by the superintendent or his designee.

## **Section IX**

The Parliamentarian's responsibilities include, but are not limited to the following:

- Shall be a full voting member of the Burleson Band Boosters.
- Shall provide guidance to the board on meeting procedures, points of order, and general parliamentary rules for all meetings of the Burleson Band Boosters, and/or the Executive Board. In their absence the president shall appoint another full voting member of the Burleson Band Boosters to rule on parliamentary procedure.

## **Article V – Meetings**

### **Section I**

The regular meeting of the general Burleson High School Band Boosters shall be held at least two times per year. The specific dates will be coordinated with the school calendar and determined by the superintendent or his designee prior to the beginning of each new school year.

### **Section II**

The Burleson Band Boosters shall not meet unless one or more band directors, the high school principal, superintendent, or a designated representative of the Burleson ISD is present.

## **Article VI – Executive Board**

### **Section I**

The Executive Board shall be comprised of the following members: President, Vice President, Treasurer, Assistant Treasurer, Secretary, Director of Concessions, Director of Communications and Public Relations, Director of Fund Raising, and Parliamentarian.

### **Section II**

The band directors and principal of Burleson High School shall be considered ex officio members of the Executive Board.

### **Section III**

The Executive Board shall meet monthly or as deemed necessary by the president or band directors.

### **Section IV**

The Executive Board shall not meet unless one or more Burleson High School band directors, Burleson High School principal, superintendent of schools, or designated representative of the Burleson ISD is present.

### **Section V**

A quorum of the Executive Board shall be when five out of nine voting members are present or a two-third majority of members.

## **Article VII – Officers and their election**

### **Section I**

Each officer shall be a member of the Burleson Band Boosters

### **Section II - The Nominating Committee**

A nominating chairperson will be appointed by the superintendent of schools or his designee at the January Band Booster meeting each year. The chairperson shall choose four active members to serve on the committee. If the chairperson accepts the nomination for president, then he/she shall step down as chairperson of the committee, but may remain as a member. The president is not to be a part of this committee. The committee will compile a list of nominees who have allowed their names to be put forward as officer candidates. The committee will present the slate of officers at the May meeting of the Burleson Band Boosters. Nominations will also be accepted from the floor at this meeting. All nominating business shall be confidential until the specified time to meet with the executive board prior to the general booster meeting, at which time all materials associated with the nominating committee shall be turned over to the president to be kept on file for one year.

### **Section III**

- Officers shall assume their official duties when school lets out for summer break, and shall serve for a term of one year or until their successors are elected or appointed. The outgoing officers need to pass on relevant materials for their positions to their successors as soon as possible.
- No officer shall hold more than one office simultaneously.
- The offices of president and treasurer shall be filled by persons who have been active members of the Burleson Band Boosters for one year prior.

### **Section IV – Vacancies**

A person elected by a simple majority vote of the executive board shall fill a vacancy occurring in any elected office (except president) for the unexpired term.

## **Article VIII – Finances**

### **Section I**

The superintendent or his designee shall have final approval on all expenditures.

### **Section II**

The director of bands shall prioritize the financial needs of the Burleson High School bands and submit a yearly budget to the Executive Board at the August meeting. The Executive Board and/or members of the Burleson Band Boosters shall formulate plans to raise the funds needed for this budget. At every monthly meeting the Board will review the budget and expenditures to ensure that the necessary funds are still available for both current and future expenditures.

### **Section III**

An annual financial report shall be filed the director of bands and the superintendent after it has been duly audited as defined by the Burleson ISD Guidelines for Parent Organizations.

## **Article IX – Order of Regular Business**

### **Section I**

The order of regular business shall be as follows:

- Call to order
- Acceptance of minutes from previous meeting
- Acceptance of Treasurer's Report
- Discussion of unresolved old business
- New Business
- Adjournment

### **Section II**

Robert's Rules of Order shall be the authority on all questions or procedures.

### **Section III**

To operate under these bylaws, the bylaws must be approved by the Band Directors and Executive Board and then approved by the general Band Boosters at either a regularly scheduled or specially called meeting. Any changes to the bylaws need to follow the same procedure for approval.

Last Revised – May, 2011

Adopted by Vote – May 10, 2011