

FALCON BAND BOOSTER CLUB BYLAWS

ARTICLE 1 - Name

The name of this organization shall be the "Falcon Band Booster Club."

ARTICLE 2 - Non-profit Organization

This club is a non-profit organization, incorporated under the laws of the State of Texas.

ARTICLE 3 - Purpose

The purposes of this organization are exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue code of 1986 or the corresponding provision of any future United State Internal Revenue Law.

ARTICLE 4 - Members

Section 1: Membership

The membership of this club for the current year shall be open to those interested in assisting the band and color guard programs including (but not limited to) parents and legal guardians of students participating in the band and color guard programs.

Section 2: Privileges

- a. Voting power will be held only by dues paying members of the club.
- b. Only members of the Falcon Band Booster Club shall be eligible to serve in any elective or appointive position.

Section 3: Duties of Members

- a. It shall be the duty of all members to deposit with the Treasurer the gross amount of all money received on behalf of the Club or from any of its activities, and the Treasurer shall accept and record all funds received.
- b. No person shall assume an obligation or commit the organization to any further expenditure or engage in any fund raising effort on behalf of or in the name of the club, without prior approval of the Executive Board.

ARTICLE 5 - Dues

Section 1: Annual membership dues are:

- \$25.00 for Family level
- \$50.00 for Friends level
- \$75.00 for Patron level,
- \$100.00 for Falcon Club level.

Section 2: If dues are to be reevaluated, it will be by the Executive Board at the June Executive Board meeting.

Section 3: Club membership shall not entitle members to free admission to any club activities.

ARTICLE 6 - Executive Board

Section 1: Members of the Executive Board

- a. Officers of the Falcon Band Booster Club
- b. Chairmen of Standing Committees
- c. Band Directors
- d. Color Guard Director

Section 2: Duties of the Executive Board

- a. Transact necessary business in the intervals between General meetings and such other business as may be referred to it by the organization.
- b. Present a report at the General meetings of the organization.
- c. Fill vacancies of officers and chairmen.
- d. Prepare and submit a budget for the year to the organization for adoption.
- e. Approve routine bills within the limits of the budget.

ARTICLE 7 - Officers

Section 1: Officers

The elected officers of this club shall be a President, a First Vice-President, a Second Vice President, a Secretary, and a Treasurer. This group constitutes the Officers of the Executive Board.

Section 2: Duties of Officers

All officers are required to attend the executive board meetings and general body meetings. All officers shall deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.

- a. Duties of the President
 1. The President shall preside at all meetings of the Club.
 2. The President shall confirm a quorum is present before conducting any business.
 3. The President shall be authorized to sign on the bank account.
 4. The President shall see that the Bylaws are enforced, and shall perform such duties as usually pertain to this office.
 5. The President shall be a member ex officio of all committees except the Nominating and Audit Committees.
 6. The President shall appoint the chairmen of all committees with the exception of the Nominating Committee.
 7. The President shall have the power to appoint standing and special committees subject to the approval of the Executive Board.
 8. The President (or designated replacement) shall announce the half-time introductions at football games from a script provided by the band directors.

- b. Duties of the Vice Presidents
 - 1. The Vice-Presidents shall perform the duties of the President in his or her absence or at his or her request (in their designated order).
 - 2. The First Vice President shall chair and oversee the major club fundraising activities.
 - 3. The Second Vice President shall chair and oversee the major communications of the club including the FBBC newsletter and monthly articles in community & neighborhood publications.
- c. Duties of the Secretary
 - 1. The Secretary shall record the minutes of each meeting and make them available at the next appropriate meeting, i.e., Executive Board minutes at Executive Board meetings and General minutes at General meetings.
 - 2. The Secretary will be responsible for binding the minutes to be kept on permanent file.
 - 3. The Secretary shall conduct any correspondence of the club if requested by the President.
 - 4. A copy of the minutes of the meetings and monthly financial reports shall be kept on file at Clear Lake High School.
- d. Duties of the Treasurer
 - 1. The Treasurer shall disburse funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a simple majority of the Executive Board.
 - 2. Checks will require two of three authorized signatures. The Treasurer, President and one other elected officer shall be authorized to sign on the bank account.
 - 3. The Treasurer shall submit a report of funds at regular Executive Board and General meetings.
 - 4. The Treasurer shall submit all appropriate state and federal reporting forms with timely payments if applicable.
 - 5. The Treasurer shall be available, or obtain an alternate, for all fundraising activities so that timely deposits can be made.
 - 6. The Treasurer shall present the financial books to an Audit Committee shortly after the fiscal year concludes or upon departure of the Treasurer from office for any cause. The audit shall be completed prior to the next Treasurer receiving the club records.

ARTICLE 8 - Election of Officers

Section 1: A slate of possible officers shall be presented by the Nominating Committee at the General meeting in which the elections will be held.

Section 2: Officers shall be elected by ballot in the month of April. However, if there is but one nominee for an office, election for that office shall be by voice vote.

Section 3: Officers shall assume their official duties following the close of the school year and shall serve a term of one year or until their successors are elected. No elected officer shall serve in the same office for more than two consecutive terms. An officer who has served more than one-half of a term shall be credited with having served that term.

ARTICLE 9 - Filling Vacancies of Office

In the event that any of the offices on the Executive Board are vacated for any cause, the remaining members of the Executive Board shall elect a replacement for that office for the balance of the term. The new officer shall promptly assume said title and all duties and there shall be no necessity for action on the part of the membership other than the recording of such occurrence in the minutes of the next General meeting.

ARTICLE 10 - Standing Committees

Section 1: Duties of Standing Committee Chairmen

- a. All Standing Committee chairmen are required to attend the executive board meetings and general body meetings.
- b. All standing committee chairman shall deliver to their successors or the president all official materials within fifteen (15) days following the date at which their successors assume their duties.
- c. No committee work shall be undertaken without the consent of the Executive Board.

Section 2: Standing Committees

The Standing Committees shall include at least the following:

- a. Chaperones – This committee will keep a list of eligible chaperones and provide them as requested.
- b. Color Guard/Winter Guard Liaison – This person provides up to date information on the activities, events, and requirements of the Color Guard and the Winter Guard.
- c. Display Case – This committee updates the display case showing the students and their activities.
- d. Drinks – This committee purchases and dispenses drinks to students at offsite performances; largest activities are football games and marching competitions.
- e. Equipment – This committee repairs any malfunctions in band equipment with the exception of instruments.
- f. Grants – This committee manages all the grant opportunities including but not limited to Exxon/Mobil Grants and the Walmart \$1000 grant.
- g. Hospitality – This committee provides treats at various functions such as concerts, trips, band camps and band socials; selects and presents recognition of seniors during football season (designated game) as well as the band banquet.

- h. Membership – This committee shall collect dues and keep an accurate record of all members. This committee shall make all necessary arrangements for the annual membership drive. This committee will prepare and publish a directory of membership. The membership chairman shall report to the president by September 1 any board members who haven't yet paid membership dues.
- i. Percussion Parent – This committee assists loading crew with percussion instruments prior to any offsite performance; brings percussion instruments to the field during football games & marching competitions; works with designated band director to determine drivers of the truck.
- j. Safety – This committee maintains up-to-date health records & insurance of band students and travels (or designated representative) with this information to any offsite performances.
- k. Spirit – This committee promotes spirit by offering parents/students opportunities to purchase items such as decals, yard signs, chaperone shirts and hats and other appropriate items for display.
- l. Uniforms – This committee oversees all components of uniforms including assignment to and collection from students as well as repairs as needed.
- m. Webmaster – This committee is responsible for design and timely updates to the website; maintains database of parents' e-mails for www.clearlakeband.com.

ARTICLE 11 - Off-board Positions

Section 1: Definition of Off-board duties

There are some committees that are active for only one event that occurs over a limited, short term time frame. The chairmen of these committees are considered to be holding off-board positions because they will not be active in Executive Board meetings for the whole school year. These special committees are not part of the executive board, so the chairmanship of these committees does not carry the privilege of voting in Executive Board meetings, nor do these chairmen count toward quorum. The spokesman for these special committee chairman is the First Vice President. The chairmen of these committees are expected to attend the June Executive Board meeting, the Executive Board meeting immediately prior to their event, and any other meeting deemed necessary by the First Vice President.

Section 2: The committees include, but are not limited to:

- a. Awards Banquet – This committee is responsible for all aspects of the Awards Banquet held in May of each year with the exception of the Senior Recognition.
- b. Color Guard/Winter Guard fundraiser
- c. Equipment Night – This committee plans and manages Equipment Night held prior to start of school year.
- d. Italian Dinner – This committee is responsible for the implementation of the dinner including selection of caterer, menu pricing, entertainment, etc., traditionally held during the fall semester.
- e. Rockathon – This committee manages the volunteers, donations, and food for the event.

- f. Silent Auction – This committee manages the Silent Auction, held in conjunction with the Italian Dinner. Duties include solicitation of goods, display of items and collection & reporting of funds.
- g. Smoothies – This committee manages the sales and distribution of smoothies to students after the hot practices at the beginning of the year.
- h. Summer BBQ– This committee is responsible for the implementation of the dinner including selection of caterer, menu pricing, entertainment, etc., traditionally held in August.

ARTICLE 12 - Meetings

Section 1: Executive Board

- a. Regular meetings of the Executive Board shall be held in June, July, September, October, November, January, February, March, April and May.
- b. Special meetings of the Executive Board may be called by the president or by a majority of the members of the Board, at least three days notice being given. No business other than what is on the agenda can be transacted at a specially called meeting.

Section 2: General Body

- a. Regular meetings of the organization shall be held in September, October, November, February, March, April and May. Five days notice shall be given if change of date is needed.
- b. The general meeting held in April shall be the election meeting.
- c. The general meeting held in May shall be the annual meeting and shall be for the purpose of receiving reports of officers and chairmen, approving the budget, and for any other necessary business.
- d. Special general meetings of the Falcon Band Booster Club may be called by the president or by a majority of the Executive Board, at least three days notice having been given. No business other than what is on the agenda can be transacted at a specially called meeting.

ARTICLE 13 - Quorum and Parliamentary Authority

Section 1: A quorum for an Executive Board meeting is a majority of the Executive Board members.

Section 2: A quorum for a general body meeting shall be ten members of the organization.

Section 3: A quorum of any committee shall be a majority of its members.

Section 4: The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall be the Parliamentary Authority of the organization in all cases in which they are applicable and in which they are not in conflict with the bylaws of the organization.

ARTICLE 14 - Special Committees

Section 1: Audit Committee

- a. The Audit Committee should consist of not less than three members.
- b. No member of the committee is an authorized signer on the bank account
- c. The audit shall be appointed to audit the treasurer's accounts at least thirty (30) days before the annual meeting.

Section 2: Nominating Committee

- a. The Nominating Committee shall be composed of 3 members. Two alternates shall be elected to serve in the event a member is unable to serve.
- b. There shall be a Nominating Committee elected by the General body at the February General meeting. Elections shall be by plurality. The Nominating Committee shall elect its own chairman immediately following the meeting.
- c. The Nominating Committee shall nominate an eligible person for each office to be filled.
- d. The Nominating Committee shall give its report on its list of nominees at the General meeting in April at which time additional nominations may be made from the floor. In addition, the report shall be publicized to the Falcon Band Booster Club membership through regular publicity channels at least seven (7) days before the election meeting.
- e. Only those individuals who have signified their consent to serve if elected shall be nominated for or elected to such office.
- f. No member shall automatically serve on this committee because of his office in the unit or position in the school system.
- g. The president does not serve as a member of this committee, nor does he appoint any member of the committee.

Section 3: Scholarship Committee – This committee awards up to two college scholarships to graduating seniors after evaluating applications for this award. The scholarship is designed to recognize fine achievement in the field of music and dedication to the CLHS Band with emphasis on continuing in the music field. The chairman is appointed by the president and must be a Falcon Band Booster Club member and a non-senior parent. The other three members of the committee form the Evaluation Committee and must be people unfamiliar with the CLHS band program and its members, with at least one person having some musical background, preferably familiar with high school level band programs. The Chairman of the Scholarship Committee is responsible for:

- a. Collecting the scholarship applications
- b. Supplying the names of the applicants to the directors for input.
- c. Selecting an Evaluation Committee
- d. Making anonymous copies of the scholarship applications for the evaluation
- e. Arranging a location for an evaluation meeting
- f. Answering general questions about the evaluation process
- g. Providing all the scholarship evaluation guidelines, procedures, criteria and point system information to the Evaluating Committee

ARTICLE 15 - Fiscal Year

The fiscal year shall be from July 1 through June 30.

ARTICLE 16 - Amendments

The Bylaws may be amended by two-thirds vote of the members present at any General meeting. The proposed amendments must have been submitted to the Membership at a previous General meeting of the club.