

**Garland High School Band Boosters**

**BYLAWS**

**Article I: Name**

The name of this Organization shall be the Garland High School Band Band Boosters, Garland, Texas, an unincorporated association of its members.

**Article II: Purposes**

Section 1        The Objectives of the Garland High School Band Boosters are:

- a) To support the band program and its activities.
- b) To secure parent volunteers for band-related activities including out-of-town trips and social activities.
- c) To help with fundraising projects.

Section 2        The organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code.

**Article III: Policies**

- 1.        The name of this organization shall not be used in any way that contradicts Garland High School or Garland Independent School District policies.
- 2.        The organization shall be noncommercial, nonsectarian, and nonpartisan.
- 3.        The name of the organization or 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 objectives of the organization.
- 4.        The name of the organization shall not be used in any way that would interfere with or jeopardize the leadership or teaching techniques of the Head Band Director or his Assistants.
- 5.        Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(C) (3) of the Internal Revenue Code, or (ii) by an

organization, contributions to which are deductible under Section 170 (C)(2) of the Internal Revenue Code.

6. Upon dissolution, any assets or monies that remain will be returned to the Garland Independent School District (known as GISD). If GISD is no longer in existence, then funds will be distributed to another qualified 501 (C)(3) organization.

#### **Article IV: Membership and Dues**

- Section 1 Membership in this organization shall be made available without regard to race, color, sex, sexual orientation, gender identity or expression, age, disability, citizenship status, military status, creed or national origin to any individual who subscribes to the objectives and policies of the organization.
- Section 2 This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.
- Section 3 a) "Active" membership to this organization shall be open to Garland High School Band families whose band student is currently participating within the band program. Family membership comes with a single vote per family and the right to participate on official Booster committees. If the band student ceases to participate within the band program on or before September 1, the active members may convert their membership to Associate status or forfeit their membership dues.
- b) Membership to this organization shall also be open to interested adults and business establishments who support the objectives and policies of the organization. This category is non-voting and termed as "Corporate/Associate." Participation in all band activities is strongly encouraged.
- Section 4 Each member of this organization shall pay annual dues to said organization as may be prescribed by the organization.
- Section 5 Only members of this organization are eligible to participate in the business meetings. Members who have joined at the Corporate/Associate level are ineligible to hold elected positions on the Executive Board or Chair a Committee.

#### **Article V: Officers and Their Elections**

- Section 1 Each officer and committee chairperson shall be a member of this organization.

- Section 2        The officers of this organization shall consist of the President, 1<sup>st</sup> Vice President Membership, 2<sup>nd</sup> Vice-President - Fund Raising, 3<sup>rd</sup> Vice-President - Budget and Finance, Secretary, Treasurer, Social Chairperson, Parliamentarian, Publicity Chairperson, Freshman Parent Representative. Other officers and committees may be appointed by the Executive Board as needed including Color Guard Liaison, Band Trip Coordinator, Volunteer Coordinator, and Co-Social Chairperson.
- Section 3        At the regular meeting at least one month prior to the election of officers, a Nominating Committee consisting of the Head Band Director (or his designated Assistant), the parliamentarian, four (4) active members plus two (2) alternates elected by the organization shall be formed. The Parliamentarian shall serve as the Committee Chairman. The Committee shall be given the duty of nominating a slate of candidates, one person per office, to be presented at the regular meeting in April. Additional nominations from the floor shall be permitted.
- a.) Executive Board President consideration shall be given to someone who has completed a minimum of one year on the Executive Board. During the election period, if no current member of the Executive Board is able or interested in running for the President position then a person who has been a member of the Garland High School Band Boosters for a period of one year may be considered by the Nominating Committee to run for the President's position.
  - b.) Incoming freshman parents will be allowed and encouraged to hold a board position, but cannot hold President, Treasurer, Budget, or Band Trip Coordinator positions unless they have served on the Executive Board in prior years. A maximum of 2 freshman parents will be allowed on board positions unless they have other upperclassmen band students.
  - c.) Only one member of a family may serve as an officer at the same time unless the family members are serving as co-chairs in the same office.
- Section 4        Voting for the election of officers must be in person during the April meeting. No proxy votes will be accepted. When there are nominations from the floor, voting shall be by ballot. When there is only one candidate for office, voting may be by voice.
- Section 5        The officers elected at the April meeting shall take office in June after school is out and shall hold office for a term of one year or until their successors are elected. No person shall hold one office for more than two consecutive years.

Section 6        Vacancies in an office occurring during the year shall be filled by the Executive Committee. If a vacancy occurs before election, the nominating committee fills it.

Section 7        By two-thirds (2/3) vote of the executive board, an officer or chairman can be removed from office for failure to perform duties.

**Article VI: Duties of Officers**

Section 1        The PRESIDENT shall:

- a) Preside at all meetings of the organization and of the executive board.
- b) Coordinate the work of the officers and committees except the nominating committee.
- c) Be an ex-officio member of all committees except the nominating committee.

Section 2        The 1st VICE PRESIDENT (MEMBERSHIP) shall:

- a) Preside at meetings in the absence of the President.
- b) Conduct annual membership campaign.
- c) Assist Treasurer and any other Officers in collection and recording of all membership dues received at band registration. If membership dues are received after band registration, the 1st Vice President (Membership) shall collect and record the membership dues received and promptly give to Treasurer for deposit.

Section 3        The 2nd VICE PRESIDENT (FUNDRAISING) shall:

- a) Formulate and present fundraising projects to the organization for approval.
- b) Make sure fundraising projects do not conflict with school policies and secure whatever approval is needed from school officials.
- c) Notify participants in Band Booster fundraising activities that the Garland High School Band Band Boosters are not responsible for nonrecoverable monies as part of our fundraising efforts through third party vendors.
- d) Be responsible for publicity for fundraising projects. All fundraising projects must be submitted to the Executive Board for approval. If there is an expense involved, the fundraising project must also be approved by the organization.

e) Work with the Budget and Finance Chairperson

Section 4 The 3rd VICE-PRESIDENT (BUDGET AND FINANCE) shall:

- a) Chair the Finance Committee.
- b) Develop and maintain the budget.
- c) Oversee the income and expenditures of the association.
- d) Work closely with the Treasurer and Fundraiser Chair.

Section 5 The SECRETARY shall:

- a) Attend, record and present typed minutes of all executive board and regular meetings. (The presiding officer shall appoint someone to record minutes in the absence of the secretary).
- b) Keep up-to-date set of Bylaws in the Secretary's book.
- c) Keep attendance records of all executive board members for all meetings.

Section 6 The TREASURER shall:

- a) Have custody of all funds of the organization.
- b) Keep a full and accurate account of receipts and expenditures and make disbursements as authorized by the organization, the executive board, or a special committee.
- c) Ensure that all monies are deposited to the band booster bank account within thirty (30) days of receipt of said funds by the Treasurer.
- d) Present a Financial statement at every meeting.
- e) File or deem someone to file Form 990 with the Internal Revenue Service, on or before October 15th of each year. Failure to file said report could result in penalties.
- f) Work in coordination with the Budget and Finance Chairperson.

Section 7 The SOCIAL CHAIRPERSON shall:

- a) Arrange for parent volunteers for the band trip and on request of the Head Band Director. Final approval will be by the Head Band Director.
- b) Direct the planning of and coordinate any social activities of the organization.

c) Purchase and distribute snacks for football games and snacks/food for contests when requested.

Section 9 The PARLIAMENTARIAN shall:

a) Advise the executive board and committee chairpersons when called upon on questions of parliamentary law and matters of procedure.

b) Serve as chairperson of the bylaws revision committee.

c) Serve as chairperson of tellers for elections.

d) Serve as chairperson of nominating committee.

Section 10 The COLOR GUARD LIAISON shall:

a) Be appointed by the head band director.

b) Represent the color Guard at all Garland High School Band activities

c) Assist the Garland High School Band by informing and encouraging all Color Guard members to participate in fundraisers and by informing and encouraging Color Guard parents to become members of the booster organization.

Section 11 The PUBLICITY CHAIRPERSON shall:

a) Contact members about meetings via telephone or e-mail, if so directed by the executive board.

b) Be responsible for composing band booster articles for the band newsletter.

c) Be responsible for general publicity of the Garland High School Band.

Section 12 The BAND TRIP COORDINATOR shall:

a) Work with Band Directors to plan details of Band Trip. This is to include investigating itinerary options, making calls, and securing prices and contracts for the Band Trip.

b) Manage the Trip Account and have check writing capabilities with regard to the Band Trip.

c) Work in close coordination with the Treasurer.

d) Help disseminate information to students and families regarding trip information and contracts

e) Keep a full and accurate account of monies collected for the Band Trip.

Section 13 The FRESHMAN PARENT REPRESENTATIVE shall:

a) Be a liaison and source of information as needed, for freshman band families.

All OFFICERS shall:

a) Submit a plan of work to the executive board for approval. No work shall be undertaken without the consent of the executive board.

b) Perform the duties prescribed in the Parliamentary Authority in addition to those outlined in these bylaws and those assigned from time to time.

c) Deliver to their successors or the president all official materials within 15 days following the date at which new officers assume their duties unless an extension has been granted by the president.

**Article VII: Executive Board:** The Executive Board shall:

Section 1        Consist of the elected officers, standing committee chairmen, the Head Band Director and his Assistants.

Section 2        Have four officers and the Head Band Director or one of his Assistants to constitute a quorum.

Section 3        Create special committees as necessary.

Section 4        Review and approve all plans of work submitted by officers. No work shall be done by a committee chairperson or an officer without the approval of the executive board.

Section 5        Transact necessary business in the intervals between regular or special meetings and such other business as may be referred to it by the organization.

Section 6        Present a report at each regular meeting.

Section 7        Approve the budget for the fiscal year to be presented to the organization.

Section 8        Approve routine bills within the limits of the budget.

Section 9        Fill a vacancy in the Office of President.

Section 10       Have only one vote at the executive board meetings for each office (whether held by an individual or shared by meeting group).

**Article VIII: Meetings**

- Section 1 Regular meetings of this organization shall be held four times during the academic school year in September, October, March and April on the second Tuesday of the month, unless otherwise designated by the organization or by the executive board. Five (5) days' notice shall be given of change of date. Section 2 Special meetings of the organization may be called by the president or by a majority of the executive board, five (5) days' notice having been given.
- Section 3 An annual election of officers shall be held at the last regular meeting of the school year.
- Section 4 Six (6) members-at-large, three (3) officers and the Head Band Director or his Assistant shall constitute a quorum.

**Article IX: Amendments**

- Section 1 These Bylaws may be amended at any regular or special meeting of the organization by majority vote provided notice of the proposed amendments was given at the previous meeting or they may be amended without notice by two-thirds (2/3) vote of the voting body present and voting.

**Article X: Fund Raising**

- Section 1 The executive board shall authorize all fundraising projects.
- Section 2 Fundraising Carry-Over\*
- a) Carry-over monies will apply to trip payments only. They will not apply to the first down payment (earnest money, which must be paid in cash or by money order).
  - b) Cash refund will not exceed money paid out of pocket for the student going on the trip. A refund will only be available if sufficient funds remain after expenses (bus/plane, hotel, entry fees, etc.) have been paid. In some instances, this may be the entire fee.
  - c) In the event a student becomes ineligible or for some other compelling reason is unable to go on a trip, his fund raising money may be applied to their sibling or cousin. The relative must be currently enrolled in the Garland High School Band or be an incoming freshman. These funds may also be designated as a "scholarship" for a student who may not have the funds to participate in the trip, but desires to attend the trip. The Executive Board will determine "trip scholarship" recipients.
  - d) The minimum amount that can be carried over shall be equal to or greater than \$50.00.



Section 3 Fundraising – Registration/Trip Fees

- a) All students are expected to pay their band registration out of pocket (not using fundraising money).
- b) If a student overpays the cost of their Band Trip, then the student will be issued a refund for the overpayment. The refunded amount will not exceed the student's total Band Trip money paid out-of-pocket.

\*The executive board reserves the right to cancel this policy should circumstances deem revocation appropriate. Should a cancellation of this policy occur, the members will be notified at the first general meeting of the year. Any funds earned or accumulated prior to the revocation will be carried-over as stipulated in this section.

Section 4 Scholarship and Benevolence Funds

- a) The spring scholarship committee shall consist of one booster club board member, two band parents at large, one school representative (teacher), and one band director (who would also have veto power if an applicant does not positively contribute to the band). Preference will be given to applicants who plan to continue the study of music.
- b) Benevolence funds can be awarded to students in need of help in paying for band fees, private lessons, registration fees, etc. Students must submit an application for up to \$100 that can be approved at the directors' discretion. Money must be paid directly to the vendor and may only be used for band-specific expenses.

**Article XI: Standing and Special Committees**

- Section 1 The president, with the approval of the executive board, has the power to form and appoint such special committees as may be necessary to promote the objectives and carry on the work of the organization.
- Section 2 The president shall be a member ex-officio of all committees except the nominating committee.
- Section 3 The quorum of any committee shall be a simple majority of its members.
- Section 4 Special committees are created and appointed for a singular purpose. Any special committee automatically ceases to exist when its purpose is completed and its final report is received.

**Article XII: Audit Committee**

- Section 1      The audit committee shall consist of three to four members of the organization and shall be appointed by the executive committee.
- Section 2      The committee shall meet once a year (at the close of the school year books) and shall present their report to the organization at the August or September general meeting.
- Section 3      No member of the audit committee shall be the President or Treasurer. Half of the committee must be non-officer members. The audit committee should not be made up of the same people every year and shall not be married or related family members.
- Section 4      The treasurer for the current year must be available for questions.

**Article XIII: Budget and Finances Committee and Functions:**

- Section 1      The Budget and Finance Committee shall be a standing committee consisting of: President, 1st Vice President, 2nd Vice President, 3rd Vice-President and Treasurer.
- Section 2      The function of the committee shall be to produce a budget outlining the expenditures of the organization for the benefit of the band students for the fiscal school year.
- Section 3      Garland High School Band 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 Boosters including, specifically, the number of members, the dues collected from its members, and income from fund raising and/or donations. These financial records shall at all reasonable times be open to inspection by authorized representatives of such school, school district, State of Texas, and federal agencies as appropriate under current law governing such.
- Section 4      GHS Band Band Boosters shall receive funds at the time of annual registration for participation in the band from the students and/or parents. Dues for membership in as well as spirit item sales will be collected at the time of annual registration and continue throughout the school year.
- Section 5      All monies received and made payable to GHS Band Boosters will be assessed a returned check fee equal to that of the GHS Band Boosters financial institutions fee.