

**Carroll Independent School District
Band Boosters**

Amended and Restated By-Laws

Dated: January 1, 2008

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Amended and Restated By-Laws Carroll Independent School District Band Boosters

ARTICLE I – NAME

1.01 Name. The name of this organization shall be the **Carroll Independent School District Band Boosters** (hereafter referred to as **CBB**)

ARTICLE II – PURPOSE

2.01 Organization. The CBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. This organization will abide by all guidelines and regulations set forth by the **Carroll Independent School District** (hereafter referred to as **CISD**) and **Texas University Interscholastic League** (hereafter referred to as **U.I.L.**) as well as State and Federal Laws as they apply to Non Profit Tax Exempt organizations.

2.02 Purpose. CBB shall support and promote the CISD Band Program at all levels through volunteers, financial aid, community involvement and parental understanding of the objectives of the CISD band program.

ARTICLE III – MEMBERSHIP

3.01 Voting Members. The membership of CBB is open to all parents and legal guardians of present and former CISD Band, Color Guard, and Winter Guard students (hereafter described as “Band Students”) and other persons who support the CISD Band Program. The annual dues for membership will be determined by the Board.

3.02 Non Voting Members. All full time or part time band directors employed by CISD shall participate in an advisory capacity as non-voting members.

ARTICLE IV – GENERAL MEETINGS

4.01 Date, Time and Location. The general membership shall meet once a month, (except in July) or as directed by the Executive Board. The meetings shall be at either Carroll Senior High School or Carroll High School band hall or any other CISD location and time as directed by the Executive Board and reflected in the Band Calendar.

4.02 Quorum and Voting. In order to transact business, a quorum shall consist of twenty (20) members, excluding the President who shall only vote in case of a tie. Voting shall be decided by the simple majority of attending members.

4.03 Roberts Rules of Order. All meetings of the Executive Board and Committees and General Meetings shall be conducted pursuant to Roberts Rules of Order as set forth in the latest revision.

4.04 Annual Meeting. The annual membership meeting shall be held on the first Tuesday of May each year and the business to be conducted at that meeting shall include the election of directors/officers for the following year. All members shall receive electronic notice of such meeting along with the proposed slate of directors/officers.

ARTICLE V – BOARD OF DIRECTORS, OFFICERS, ELECTIONS AND TERMS OF OFFICE

5.01 Board of Directors (Executive Board). The business of CBB shall be managed by a Board of Directors of not more than eleven (11) members and consisting of all the elected officers (hereafter “Board Members”). The Board shall have control and management of the affairs of CBB.

5.02 Eligibility. All parents and legal guardians of present CISD Band, Color Guard, and Winter Guard students are eligible to be Board Members. All Board Members must be a CBB Member in Good Standing. For purposes of this section Member in Good Standing means any member who has paid annual dues.

5.03 Election of Directors/Officers. The directors/officers for the next year shall be chosen at the annual meeting.

5.04 Transfer of Responsibility. New directors/officers shall take office on the first day of the new fiscal year as defined in 8.01.

5.05 Term of Office. Each elected office term shall be for one year. No booster member shall hold the same elected office more than two consecutive years. Any officer’s 2 year term may be extended by a majority vote of the Board.

5.06 Vacancies. In the event of a vacancy of an elected office, the vacancy will be filled by appointment approved by majority of the Board.

5.07 Removal of Board Members. A Board Member may be removed when sufficient cause exists for such removal.

5.08 Compensation. No Board Members or appointed Committee Members shall receive compensation of any kind; provided, however, that the Treasurer may receive compensation as approved by the Board. Board Members may be reimbursed for out-of-pocket expenses associated with their service as a Board Member as approved by the Board.

5.09 Meetings. The Board may make such rules and regulations regarding its meetings as it may in its discretion determine necessary. A special meeting may be called by any

two (2) Board members with no less than 72 hours written notice to all Board members of the date, time, place and subject matter/agenda of the meeting. Notice may be sent electronically provided that receipt of such notice is confirmed.

5.10 Quorum and Voting. Sixty five percent (65%) of the Board Members shall constitute a quorum. Each Board Member shall have one vote and voting may be done by proxy. Voting shall be decided by the simple majority of attending members.

5.11 The Nominating Committee. The Parliamentarian shall chair the Nominating Committee which shall consist of at least five (5) members (including the Parliamentarian), at least one (1) other Board Member, one Standing Committee Chairman/Coordinator, and two (2) members at large. The CBB President shall **not** be a member of the Nominating Committee, ex-officio or otherwise. The committee shall be appointed by the President prior to the March general meeting.

(a) **Responsibilities** - The duties of the committee shall be to form a slate of elective officers for presentation to the general membership. No one may be nominated for any position without his/her consent.

(b) **Other Duties**- While in the process of forming the slate of nominees, the committee shall attempt to fill Standing Committee Chairs/Coordinators.

5.12 Presentation of Slate and Voting. The slate of Board nominees shall be presented and voted upon at the annual membership meeting in May. Nominations may also be made from the floor with the prior consent of the nominee. Voting shall be by a show of hands unless there are multiple nominees for any one office in which case voting shall be by written ballot. Board Members shall be chosen by a simple majority of the members present and voting.

ARTICLE VI – DUTIES AND FUNCTIONS OF OFFICERS

6.01 President shall:

- preside at all meetings
- appoint all Committee Chairs/Coordinators as the need arises and as deemed necessary to promote the objectives of the CBB
- serve as an ex-officio member of all such committees except the Nominating Committee
- chair the Budget Committee
- have the authority to sign checks on behalf of the CBB
- represent the CBB in communications with the school administration

6.02 President Elect shall, in years when the President is in his/her final term:

- assist President in appointing all Committee Chairs/Coordinators and in all other matters as requested
- understand U.I.L. rules and ensure that CBB is in compliance
- co-chair the Audit Committee with the Parliamentarian as outlined in Section 7.02 and described in Article VII and Section 8.02
- perform any other duties as may be delegated by the President

6.03 First Vice President (Fundraising) shall:

- assume the position of President in the event of absence or resignation of the President
- be an ex-officio member of committees as requested by the President
- be responsible for all general fundraising as outlined in Section 7.02 and described in Article VII
- be responsible for all Student Account fundraising activities as outlined in Section 7.02 and described in Article VII
- understand U.I.L. rules and ensure that CBB is in compliance as it relates to fundraising
- have the authority to co-sign checks on behalf of the CBB
- perform any other duties as may be delegated by the President

6.04 Second Vice President (Marching and Spring Trip) shall:

- assume the position of President in the event of absence of the President & First Vice President
- be an ex-officio member of committees as requested by the President
- be responsible for all Marching and the Spring Trip as outlined in Section 7.02 and described in Article VII
- be the Color Guard/Winter Guard liaison
- understand U.I.L. rules and ensure that the CBB is in compliance in regards to stated responsibilities
- have the authority to co-sign checks on behalf of the CBB
- perform any other duties as may be delegated by the President

6.05 Third Vice President (Summer Band & Volunteers) shall:

- be an ex-officio member of committees as requested by the President
- be responsible for all Summer Marching Band Startup activities & volunteer coordination as outlined in Section 6.12 and described in Article VII
- understand U.I.L. rules and ensure that the CBB is in compliance in regards to stated responsibilities
- perform any other duties as may be delegated by the President

6.06 Fourth Vice President (Programs/Contests) shall:

- be an ex-officio member of committees as requested by the President
- be responsible for the Band Banquet, Special Trips, Concert programs, Band Manuals and UIL/TMEA Competition paperwork as outlined in Section 7.02 and described in Article VII
- understand U.I.L. rules and ensure that the CBB is in compliance in regards to stated responsibilities
- perform any other duties as may be delegated by the President

6.07 Fifth Vice President (District and Community Relations) shall:

- be an ex-officio member of committees as requested by the President
- be responsible for coordination with (i) lower school band programs within CISD, (ii) other CISD organizations and departments (e.g. athletic, theatre, choir), and (iii) the

community with respect to all programs, activities, publicity and performances involving Band Students

- be responsible for approval (on behalf of CBB) of all publicity with respect to all programs, activities, and performances involving Band Students and other groups or persons
- perform any other duties as may be delegated by the President

6.08 Treasurer shall:

- maintain financial records for all the CBB activities
- be responsible for accounting and depositing all monies
- be responsible for paying all authorized purchases
- render a detailed monthly financial report including revenue, disbursements and assets to the Executive Board and Band Directors.
- render a monthly financial report to the organization at the regularly scheduled general membership meetings
- have authority to sign checks on behalf of CBB as determined by the Board
- be responsible for providing the necessary information to the Tax Accountant in a prompt and accurate manner for the filing of Form 990 after the June 30th year-end closing as per the Federal Tax Laws
- be responsible for the filing of the Texas Sales and Use Tax Return as required, either quarterly or yearly, by the State of Texas Comptroller
- ensure all other official filings shall be completed prior to transfer of duties
- chair the Scholarship Committee as outlined in Section 7.02 and described in Article VII
- understand U.I.L. rules and ensure that the CBB is in compliance in regards to stated responsibilities
- perform any other duties as may be delegated by the President

6.09 Secretary shall:

- record and retain the minutes of all regular meetings and Board meetings
- provide a copy of the minutes to the Board prior to the next months' meeting and present minutes of the prior month's meeting at each general membership meeting for approval
- handle miscellaneous correspondence for the CBB organization as the need arises
- provide a membership register at each meeting for members to sign.
- be responsible for the Student Database, Band Calendar, E-Mails, & Newsletter as outlined in Section 7.02 and described in Article VII
- perform any other duties as may be delegated by the President

6.10 Parliamentarian shall:

- have Parliamentary authority at all meetings
- make sure the organization is functioning according to the CBB By-Laws as adopted and/or amended
- ensure that a Quorum is met for all meetings
- make recommendations for amendments to the by-laws as the need arises
- co-chair the Audit Committee with the President Elect as outlined in Section 7.02 and described in Article VII and Section 8.02

- chair By-Laws committee as outlined in Section 6.12, when needed, & as decided by the Executive Board
- chair the Nominating Committee as outlined in Section 6.12 and described in Section 5.03
- be responsible for the Publicity Coordinator and Historian as outlined Section 6.12 and described in Article VII

ARTICLE VII – STANDING COMMITTEES

7.01 Overview. All committees of this organization shall be appointed by the Board.

- (a) **Committees** - The following positions, as outlined in Section 7.02, are recommended standing committees but may be changed by the Executive Board as the need arises and as is necessary to achieve the objectives of the organization without amendment to the bylaws.
- (b) **Attendance at Meetings** - Standing Committee chairpersons/coordinators are expected to attend the monthly general membership meetings. If unable to attend, a written report should be delivered to the appropriate Executive Board member(s).
- (c) **Committee Members.** The Chair/Coordinator has the authority to choose their own committee members.
- (d) **Terms of Position.** Each Chair/Coordinator shall serve for one year.
- (e) **Record keeping.** Chairpersons/Coordinators shall maintain a working notebook with a timeline for Committee work and suggestions to pass on to their successors.

7.02 Committees & Responsibilities

- (a) **Audit.** Conducts review of financial records within 60 days of the fiscal year end, consists of three (3) persons not involved with disbursement or control of the organization's finances. Member of this committee do not need to be members of the organization.
- (b) **August Parent Demonstration/Social** – organizes the Family Social following the Parent Demonstration
- (c) **Band Banquet [Spring - May]** - organizes and prepares for the annual Spring Band Banquet
- (d) **Band Bistro [Spring – Feb.]** - organizes and prepares for the annual Band Bistro which includes Dinner, Student Entertainment and Silent Auction. The Bistro has a co-chairman that handles the silent auction.

- (e) **Band Calendar [all year]** - prepares a Band Calendar as directed by the Director of Music which is initially published in late April and updated throughout the following school year – also prepares summer band information mailings to all students
- (f) **Band Directors' Administrative Assistant [all year]** - provides administrative support to the Band directors on a scheduled and as needed basis
- (g) **Band Fees/Uniform Accessories [Fall – August]** - collects all Band Fees and orders and distributes marching accessories (e.g. t-shirts, shoes, gloves, bags) and ensures that all necessary Band Forms are completed and distributed to appropriate personnel
- (h) **Band Photos [Fall & Spring]** -organizes fall and spring photos for football program, composites etc. in conjunction with Band Directors
- (i) **Band Store [All year]** - arranges for approved items to be sold at all CISD band functions; all new items must be approved by the Director of Music and Assistant Principal designated to task – orders merchandise
- (j) **Bus Seating/Chaperones [All year; weekly during football season]** - coordinates (with the Band Directors) student seating and required chaperones for all football games and competitions
- (k) **Color Guard/Winter Guard Liaison [All year – heavy in fall]** - coordinates with the Color Guard Instructor(s) and the CBB
- (l) **Concert Programs & Band Manuals [All year]** - compiles Winter & Spring Concert Programs and updates Band Manuals for distribution at start of Summer Band Camp working in conjunction with Band Directors
- (m) **Database [All year]** - maintains Student/Parent Band Database throughout entire school year, including acquiring information about prospective Band Students from 8th grade Band Directors in spring through auditions and preparation for summer band camp; distributes database to BB Board and appropriate committee chairs
- (n) **E-Mail [All year]** - using the Data base, develops email lists and coordinates with Band Directors and BB Board to issue weekly emails during Marching season and any other emails as necessary throughout the year
- (o) **Equipment Transportation [All year; weekly during football season]** - coordinates with Band Directors and insures qualified drivers are available for area events to transport instruments
- (p) **First Day Packets/Handbook [Summer]** - coordinates with directors and committee chairman to compile all information to hand out to band students at beginning of marching camp
- (q) **Ham & Turkey Sales [Fall]** – coordinates, procures and distributes hams, turkeys and dessert items for Student Account Fundraiser
- (r) **Historian [All year]** - responsible for recording the events of the year via video and still photography and prepares CD/DVD for sale and for presentation at Band Banquet

- (s) **Incoming Band Student Information Sessions [Fall & Spring]** - coordinates with Band Directors for January 8th grade band information sessions and parent information sessions during FISH camp for incoming freshmen marchers
- (t) **Nominating Committee [Spring]** – (chaired by the Parliamentarian) handles the interview, selection and recommendation of the slate of officers for presentation to the membership for vote in May of each year – also recommends committee chairmen for the following year to the BB Board
- (u) **Parent Demonstration/Social [Fall – August]** - organizes the Family Social following the Parent Demonstration
- (v) **Partnership with Parents [Summer & Fall]** - (chaired by the First Vice President); organizes the annual fundraising drive including follow-up and thank you letters
- (w) **Publicity [All year]** - responsible for communicating to the news media and CISD Communications Director any events or activities of interest involving the Carroll Band program(s) and CBB activities
- (x) **Scholarship [Spring]** - (chaired by the CBB Treasurer); selects the recipient(s) of the Robbie Hewitt Music Scholarship(s); is composed of the Director of Music, one Carroll Senior High School Counselor, and two (2) Band Booster parents
- (y) **Senior Recognition Night [Fall]** - coordinates with Director of Music and handles all activities of Senior Recognition Night (at the designated football game) including sending invitations to parents
- (z) **Skybox Raffle [Fall]** – coordinates raffle if Skybox at Dragon Stadium is made available to CBB during football season as a General/Student Fundraising activity; monies and follow-up information must be provided to the Treasurer in a timely manner; results should be posted in both CHS and CSHS band halls
- (aa) **Special Trips [Any time]** - coordinates any special student trips with Director of Music
- (bb) **Spring Trip [All year]** - works with Band Directors to plan band trips; duties may include researching options (accommodations, activities, transportation etc.), mail outs and correspondence to students and parents, enlisting chaperones, preparing itineraries, rooming and bus assignments etc.
- (cc) **Student Refreshments/Football [Fall – football]** - provides football game night refreshments, including water, drinks and snacks
- (dd) **Student Refreshments/Other [All year]** provides water, drinks, snacks or meals, and refreshments for competitions and some other away-from-home functions
- (ee) **UIL/TMEA Competitions [Fall & Spring]** - works in conjunction with Band Directors to process paperwork for the following contest: UIL Marching Band, UIL Concert, TMEA All-Region/All-Area/All-State and UIL Solo and Ensemble including student

registrations, competition registrations, buses, hotels, waivers, accompanists, etc as needed

- (ff) **Uniforms [Fall]** - measure students, distributes, maintains and collects uniforms (continues on a year round basis as necessary)
- (gg) **Volunteers [All year]** - organize volunteer sign-ups at events early in the school year; distributes volunteer names and phone numbers to the appropriate Committee Chairs/Coordinators; helps schedule volunteers as needed during the year

ARTICLE VIII – FISCAL ACTIVITIES

8.01 Fiscal Year. The Fiscal and tax year shall be July first through June thirtieth.

8.02 Audits. The financial records shall be reviewed annually by the Audit Committee after the end of the fiscal year and presented to the Board. The results shall be made available to the general membership at the August meeting. An review may be requested at any other time by a simple majority of the Board.

8.03 Budget Committee. The Budget Committee shall be chaired by the President and comprised of the First Vice President (Fundraising), Treasurer, and the High School Band Directors. The committee shall prepare and present a proposed budget for the following fiscal year to the Board no later than 30 days prior to the regularly scheduled membership meeting in June of each year. Following Board approval, the budget will be presented to the general membership for approval at the regularly scheduled June meeting.

8.04 Disbursements

- (a) **Budgeted Disbursements.** Disbursements approved in the annual budget will not require further approvals.
- (b) **Signatures.** All disbursements from the CBB accounts in excess of \$500.00 shall require two authorized signatures of unrelated individuals, one of which must always be the Treasurer. Officers authorized to sign on accounts for the CBB are the President, Vice President(s), and Treasurer.
- (c) **Unbudgeted disbursements under \$500** - Unbudgeted disbursements of less than \$300 which are not specifically covered in the annual budget may be authorized in special circumstances by the President, providing funds are available.
- (d) **Unbudgeted disbursements over \$500** - Unbudgeted disbursements in excess of \$300 must be voted on and approved by the general membership at a regularly scheduled meeting.

- (e) **Unbudgeted expenditures between June and August** - Any unbudgeted expenditures in excess of \$500 between the June and August meetings require the unanimous approval of the Executive Board prior to expenditure or commitment, and then must be reported at the next general meeting.

8.05 Tax Exempt Compliance per IRC Section 501 (c)(3)

- (a) **501(c)(3) Activities** - Notwithstanding any other provision of these articles, the organization shall not carry on any activities not permitted to be carried on by an association exempt from federal income taxes under section 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law, or by an association's contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.
- (b) **Net earnings use** - No part of the net earnings of CBB shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except, that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments in the furtherance of the purposes set forth in Article V.
- (c) **Political and Legislative Activities** - No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.
- (d) **Dissolution & Distribution of Funds** - Pending dissolution of the CBB, any remaining assets shall be distributed to the Band Activity Funds. Upon the dissolution of the CBB after paying or adequately providing for the debts and obligations of the organization, all assets shall be distributed for one or more exempt purposes within the meaning of section 501 (c)(3) of the IRS Code of 1954.

ARTICLE IX – AMENDMENTS

9.01 These by-laws may be amended at any regular meeting of the organization by a majority vote of the members present and voting, provided that notice has been given at the previous regular meeting. A quorum must be present, and the President will only vote in case of a tie.