

CONSTITUTION AND BY-LAWS

Claudia Taylor Johnson High School Band Parents Association

ARTICLE I: Name

The name of this organization will be the Claudia Taylor Johnson High School Band Parents Association, hereafter referred to as the Association. It is a non-profit organization under the provisions of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended.

ARTICLE II: Mission and Objectives

The Association's operations will be confined to the charitable and educational purposes set forth herein. The objectives of the Association are:

1. To provide a service organization dedicated to the promotion and welfare of the Claudia Taylor "Lady Bird" Johnson High School Band and its members.
2. To promote the entire band program of Claudia Taylor "Lady Bird" Johnson High School, hereafter referred to as the Campus, and to assist the Band Directors and the school administration in the development of an outstanding band program.
3. To seek, cultivate, and obtain revenues for developing and expanding the entire band program.
4. To strive for close coordination and understanding between the Band, the school, and the community.
5. To conduct its business exclusively as a charitable and educational nonprofit organization consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986 and corresponding provisions of future laws.

ARTICLE III: Membership

There are five categories of membership:

1. Voting Members: Parents and/or guardians of band members whose annual NEISD band enhancement fees are paid current shall be entitled to one vote per band member.
2. Honorary Voting Members: The Principal, the Assistant Principal who serves as the Administrative Liaison to the Claudia Taylor "Lady Bird" Johnson High School Band, and the Band Directors shall be entitled to one vote each.
3. Honorary Members (non-voting): Individuals whose service and/or commitment to the band program or to the band members have been recognized by a majority vote of the Association and members of the community dedicated to the promotion of the band program and the welfare of the band members.
4. Alumni Members (non-voting): Individuals or parents of individuals who have graduated from the Claudia Taylor "Lady Bird" Johnson High School Band Program. Alumni Membership is a nominal cost.
5. Board of Development Members (non-voting): Current band parents, alumni, community leaders, and business leaders who have met the requirements of membership per the rules under this Article sections 1 through 4. Board of Development Membership requires a monetary donation and fundraising.

No member of this Association will be personally liable for any of its debts, liabilities, or obligations, nor will any member be subject to any assessment.

ARTICLE IV: Meetings

The Association will hold monthly meetings during the school year.

1. Dates and times of Association meetings will be determined by the Executive Board and will be published for distribution at the first Association meeting of the year and to new Band families when they enroll. Any changes to the meeting schedule will be announced.
2. Special meetings of the Association may be called by the President, Band Directors, or a majority of the Executive Board: The Board will notify Association members.
3. A quorum of twenty members must be present at any Association meeting to conduct business.

ARTICLE V: Officers

The elected officers of the Association will be the President, Vice President – Operations, Vice President – Performance, Vice President – Logistics, Vice President – Student Fundraising, Secretary, and Treasurer. Together with the Band Director, they will constitute the Executive Board of the Association: Each officer of this Association must be a voting member whose dues are paid and current. Any of these offices may be co-chaired. Any co-chaired office has a single vote and is counted as a single member. Should one member of a co-chair be absent, the vote will be cast by the member present. All members of the Executive Board are expected to attend regular and called Executive Board and Association meetings. Three or more absences from such meetings will require Executive Board review and potential action specified under Article V, Section 4. Each office will have a term of one fiscal year, beginning June 1 and ending May 31st. No person will be eligible to serve in the same office for more than three consecutive years except if appointed by the board to fill an unexpired term, in which case, that time period will not count toward the three consecutive years. Officers of the Executive Board may assist in the duties of another officer, as long as it is done with prior approval of the President, Band Director, and/or that of the officer holding the affected position. The officers of this Association will not be personally liable for its debts, liabilities, or other obligations.

Section 1: Duties

1. President:

- a. Will preside at all meetings of the Association and of the Executive Board.
- b. Will coordinate the work of the officers and the committees of the Association.
- c. Will serve as the Claudia Taylor “Lady Bird” Johnson High School representative on the North East Independent School District Band Parents Association Committee.
- d. Will maintain custody of and enforce the Constitution and By-Laws of the Claudia Taylor “Lady Bird” Johnson Band Parents Association.
- e. Will be an ex-officio member of all committees except the Nominating Committee.
- f. Will countersign the annual financial report of the Association and all Association checks over the amount of \$400.
- g. Will report the activities of the Executive Board to the Association.
- h. Will oversee and report the activities of the Audit and Nominating Committees to the Executive Board.

- i. Will ensure that the proceedings of the Association and the Executive Board abide by its Constitution and By-Laws and by Robert's Rules of Order, Newly Revised.
- j. Will provide information to the Director to aid in the preparation of the CTJHS annual Budget for the Band Director's Student Enhancement Fee budget as requested by the Director.
- k. Will take an active role in the preparation of budget and band travel.
- l. During Executive Board meetings will vote only in the event a tie breaking vote is needed.
- m. Will oversee and report the activities of all Association Fundraising, including Concessions.

2. Vice President - Operations

- a. Will assume the duties of the President in the temporary absence of the President.
- b. At the beginning of each Fiscal Year (June 1st), additional duties will be determined during the first meeting of the newly elected Executive Board.

3. Vice President – Logistics

- a. Will assume the duties of the President in the temporary absence of the President and Vice President – Operations
- b. Will appoint Crew Chief(s) and assist in the recruitment of crew volunteers.
- c. Will be responsible for props and non-musical equipment for marching, concert, Drumline, and Colorguard events.
- d. Will be responsible for the repair and maintenance of all non-musical equipment.
- e. Will coordinate the handling and transportation of equipment and properties for all off-campus trips.
- f. Will be responsible for trailer maintenance, repair, licensing, and insurance.
- g. Will coordinate trailer driver for all events.
- h. At the beginning of each Fiscal Year (June 1st), additional duties will be determined during the first meeting of the newly elected Executive Board.

4. Vice President – Performance

- a. Will assume the duties of the President in the temporary absence of the President and the other Vice Presidents.
- b. Will oversee and report the activities of the Water Committee to the Executive Board.
- c. Will serve as Chaperone Chair and will recruit, supervise, and coordinate Band Parents/guardians to chaperone Band activities away from the Claudia Taylor "Lady Bird" Johnson High School.
- d. Will hold an orientation meeting for all parent/guardian chaperones at the beginning of the school year prior to any off-campus events.
- e. Will keep an up-to-date record on each band member, signed by the appropriate parent or guardian that grants permission for the band member to participate in off-campus activities, states any medical conditions about which chaperones should be aware, and gives permission to administer doctor prescribed, or parent approved over-the-counter drugs, as appropriate.
- f. Will ensure that sundry supplies are available.
- g. Will coordinate with the Meal Committee and Water Committee to ensure that water and/or food are provided for band members, band directors, chaperones, and crew members, as necessary. The Executive Board shall determine whether these items are provided for purchase by individuals or by the Association.
- h. Will ensure that all NEISD policies are followed.
- i. At the beginning of each Fiscal Year (June 1st), additional duties will be determined during the first meeting of the newly elected Executive Board.

5. Vice President – Student Fundraising:

- a. Will assume the duties of the President in the temporary absence of the President and other Vice Presidents.

- b. Will investigate and propose student fundraising activities.
- c. Will coordinate student fundraising activities.
- d. Will work with fundraising chairpersons to ensure all fundraisers are within NEISD guidelines and approved by NEISD school administration and Executive Board prior to launch.
- e. Will offer assistance to fundraising chairpersons during student fundraisers as needed.
- f. Will ensure that funds are collected and delivered to the Treasurer in a timely manner.
- g. At the beginning of each Fiscal Year (June 1st), additional duties will be determined during the first meeting of the newly elected Executive Board.

6. Secretary:

- a. Will record and maintain the minutes of all meetings of the Association and of the Executive Board.
- b. Will conduct the general correspondence of the Association and of the Executive Board.
- c. Will prepare and make available to the members all Association meeting minutes.
- d. Will oversee and report the activities of the Events and By Laws Committees to the Executive Board.
- e. Will record attendance of Executive Board members at all scheduled and called Executive Board and Association meetings.
- f. At the beginning of each Fiscal Year (June 1st), additional duties will be determined during the first meeting of the newly elected Executive Board.

7. Treasurer:

- a. Will receive and timely deposit all Association funds, pay bona fide debts, and maintain an accurate record of all receipts, disbursements, assets and liabilities.
- b. Will chair the Budget and Finance Committee. Will oversee and report the activities of this Committee to the Executive Board.
- c. Will prepare and make available financial reports at all Association meetings and when requested by the President.
- d. Will prepare an annual financial report, signed by the outgoing President and Treasurer. The report will be presented at the regularly scheduled September Association meeting.
- e. Will provide all records for the annual audit.
- f. Will submit the annual Association budget for the approval of the members.
- g. Will provide information to the Director to aid in the preparation of the CTJHS annual budget for the Director's Student Enhancement Fee budget as requested by the Director.

8. Band Director of Claudia Taylor "Lady Bird" Johnson High School:

- a. Will be an automatic non-elected member of the Association and the Executive Board.
- b. Will oversee and report all the activities of and between the Association with the school and district.
- c. Will oversee the Uniform and Meal committees.
- d. Will act as the liaison with the school and district.
- e. Will work with the school principal to ensure compliance with all campus and district goals, policies or state laws.
- f. Will provide all records for the annual audit as required by the Treasurer. Will submit a budget for the category of proposed income and expenses, which will constitute the Student Program Enhancement Fee proposed for the following CTJHS school year by the April board meeting for inclusion in the annual budget for the approval of the Executive Board prior to any commitment of the Association for services or goods.

Section 2: Nominations

1. The Nominating Committee (Article VI 5d) will present the slate of proposed officers at the March Association meeting.
2. Nominations will be taken from the floor at the March and April Association meeting.
3. All nominees must be voting members of the Association who agree to serve if elected.

Section 3: Elections

Officers will be elected by a majority vote of the membership at the April Association meeting. The Executive Board will elect a voting member to fill any vacancy that occurs during the fiscal year.

Section 4: Removal from Office

1. Any Executive Board member who is absent from three or more Executive Board or Association meetings without legitimate reason may be removed from office by majority vote of the Executive Board.
2. Any officer or appointed chairperson may be removed from office for failure to perform the duties of his/her position or for misconduct, by two-thirds majority vote of the Executive Board.

ARTICLE VI: Executive Board

The Executive Board will be the elected officers of the Association and the Band Director. A quorum of four members of the Executive Board must be present at a meeting to transact business.

1. Duties of the elected officers of the Executive Board:
 - a. Will supervise all business activities of the Association and transact necessary business in accordance with the Constitution and By-Laws.
 - b. Will approve a budget for each fiscal year and amend the budget with Association approval as necessary.
 - c. Will approve fundraising activities for each year.
 - d. Will respond to requests confidentially from the Band Director concerning a Band member whose financial circumstances limit participation in a Band event. Board actions will be within the U.I.L. and North East Independent School District policies and procedures.
 - e. Will approve an Audit Committee of three members to audit the financial accounts annually and/or at the end of the Treasurer's term of office.
 - f. May fill a vacancy in any office that might occur during the year.
 - g. Will hold monthly meetings during the school year. Special meetings of the Executive Board may be called by the President or the Band Director who will also notify all members of the Executive Board.
 - h. The incoming Executive Board, with guidance, if desired, from the present Board, will assist the current Treasurer with the preparation of an annual budget for the next fiscal year. This budget will be submitted at the May Association meeting for approval.
 - i. No member of the Executive Board shall make a financial commitment obligating the CTJHS Band Parents Association's funds without presentation to and approval of the Executive Board except as specified in Article VIII Finances.
 - j. Will approve all matters in regards to the Band Parent Trailer by a majority vote.
2. Role of the Band Director on the Executive Board of the CTJHS Band Parents Association:
 - a. All duties of the elected officers of the Executive Board as stated above.
 - b. Serves as an ex-officio member of all committees.
 - c. May countersign checks over \$400.

3. The Executive Board will appoint the chairpersons of the following Standing Committees for each fiscal year. Each chairperson must provide the Executive Board with a listing of all committee members and provide all members with a meeting notice at least three business days prior to the holding of any committee meetings.
 - a. Uniforms: Distributes and maintains band uniforms in coordination with the student Quartermasters, if any. Reports to the Band Director.
 - b. Meals: Plans and coordinates pre-football game and event meals for band members, band directors, chaperones, and crew members, as necessary. Reports to the Band Director.
 - c. Water: Plans and coordinates water for band members, band directors, chaperones, and crew members during football games and events, as necessary. Reports to the Vice President-Performance.
 - d. Publicity/Spirit: Provides information to the media concerning meetings, activities, awards and news of the Band and of the Association. Fosters band/school spirit by recruiting volunteers to decorate the band hall for competitions and publicize all Band activities and awards through campus and external media. Reports to the Secretary.
 - e. Events: Plans hospitality and coordinates volunteers necessary to support all functions involved with special Band events such as concerts, hosting UIL clinics/competitions, CTJHS campus activities, etc. Reports to the Secretary.
 - f. Band Banquet: Coordinates the arrangements for an annual Band Banquet with the Band Director and the Student Officers. Reports to the President.
 - g. Band Merchandise: Investigates and coordinates sales of band related items (shirts, jackets, caps, etc.). Reports to the President.
 - h. Colorguard and Winterguard: Will coordinate colorguard chaperones, the construction and transportation of props, costumes, flags, and travel unique to the colorguard, and prepare an income and expense budget for the winterguard program at the November parents meeting in coordination with the appropriate faculty, association board members, and standing committee chairs. Reports to the President.
 - i. Corporate Sponsors: Recruits corporate sponsors to contribute cash or in-kind contributions to help support the Association. Reports to the President.
4. The Executive Board may appoint a Parliamentarian to ensure that the proceedings of the Association and the Executive Board abide by its Constitution and By-Laws and by Robert's Rules of Order, Newly Revised.
5. The Executive Board will establish the following Special Committees:
 - a. Audit: Three voting members of the Association appointed by the incoming President with the approval of the current Executive Board. One of these three members should have served on the Audit Committee the prior year. The other members should not currently hold any Executive Board position. The Audit Committee will ensure annually that the Association complies with all rules and regulations and files all required reports with any governmental agency necessary to comply with all applicable sections of the Internal Revenue Code necessary to retain its tax exempt status. The Committee will audit the financial records of the Association and report the audit findings at an Association meeting.
 - b. Constitution and By-Laws: At least five voting members of the Association; two appointed members of the Executive Board and at least three appointed members selected at an Association meeting. This Committee is established when the Executive Board believes there is a need for Constitution and By-Laws review, or when any member feels that a change is necessary. The reason for review, or the proposed amendments, must be submitted in writing, be signed by five members of the Association, be presented at a regular meeting of the Association, and be referred to the Constitution and By-Laws Committee. The Committee will

meet, deliberate, and prepare the proposed change(s) for presentation and voting at the next Association meeting. The proposed change(s) will be publicized through regular channels at least one week prior to the meeting at which the vote will occur. A two-thirds vote of the members present is needed to adopt an amendment to the Constitution and By-Laws.

- c. Budget and Finance: The Band Director, the current Treasurer, and the incoming Executive Board. Present Board may lend guidance, but will not be a member of the Committee. The annual budget will be submitted at the May Association meeting for approval.
 - d. Nominating Committee: Five voting members of the Association; the Band Director, two appointed members of the Executive Board, and two appointed members selected at an Association meeting.
 - e. Scholarship Committee: Five members of the Association; two appointed members of the Executive Board, one appointed member of the Board of Development and two appointed alumni members selected by the Band Director.
6. The Executive Board may establish additional Standing or Special Committees as needed. The board members of this Association will not be personally liable for its debts, liabilities, or other obligations.

ARTICLE VII: Board of Development

The Board of Development is a fundraising arm of the CTJBPA. The Board of Development shall be current band parents, alumni, community leaders and business leaders. Membership is contingent on an annual donation of \$1,000 and fundraising an additional \$1,000 during the fiscal year. Fundraising can be done by a monetary donation, goods, or services valued at \$1,000 or more. This money will be used by the Board of Development to help meet the objectives below.

1. Board of Development Objectives:
 - a. Develop community relationships: Engage local goods and service providers to sponsor and support the band program through services or financial donations.
 - b. Create and maintain a Financial Reserve: This financial reserve will help to support the band program, see Article VIII 7.
 - c. Raise money for capital expenses: This money will cover scheduled replacements of equipment and/or instruments that are above and beyond what is covered by North East Independent School District.
 - d. Scholarships funds: To support students with financial concerns that might otherwise prohibit them from performing in the band program. Also to provide college scholarships to band members that intend to further their education after graduating high school. All financial concerns and scholarships are voted on by the scholarship committee.
 - e. Reduce annual band fees: Fundraising money will help to reduce band fees over the upcoming years.
2. Board of Development Officers:
 - a. The Executive Board will appoint a Chairperson to the Board of Development to ensure that the board functions properly, that all relevant matters are discussed, and that effective decisions are made and carried out during all meetings.
 - b. The Secretary and the Treasurer elected to the Executive Board will also preside as those elected positions for the Board of Development.
3. Board of Development Meetings:

- a. The Board of Development will meet when the Executive Board meets during the monthly meetings to transact business. A quorum of five members of the Board of Development must be present at a meeting to transact business.

ARTICLE VIII: Finances

1. The expenses of the Association shall be borne by revenues from fundraising, concessions, donations, and other sources of income.
2. The Association shall operate on a budget prepared by the Budget and Finance Committee and adopted by the Association at the May meeting. The budget may be amended during the year by a majority vote of the Voting Members present.
3. The President shall have the authority to approve non-budgeted expenditures that are not expected to exceed \$400. Non-budgeted expenditures over \$400 but not expected to exceed \$750 may be approved by a majority vote of the Executive Board. Non-budgeted expenses expected to exceed \$750 must be approved by a majority vote of the voting members present at a regular or called meeting of the Association at which such a proposed expenditure is presented.
4. The fiscal year of the Association shall be June 1st thru May 31st. The Treasurer shall prepare the financial report for audit by July 1st. The Audit Committee shall convene as specified in Article VI 5a.
5. The Treasurer and President have authority to sign single-signature checks under \$400. Any checks requiring two signatures must be signed by individuals not related to one another.
6. No parent volunteer will be promised payment for services without approval from the majority of the Executive Board.
7. When finances are needed from the financial reserve, the Director will make a request to the Executive Board. The Executive Board will vote on the request. If approved with a majority vote, the Executive Board will make a request to the Board of Development. The Board of Development will vote on the request for financial need. A quorum of at least 5 members of the Board of Development must be present to vote with a majority vote approval. If the vote is a tie, the President of the Executive Board will cast the deciding vote.
 - a. If the request for financial need is approved by the Board of Development, the Treasurer will transfer the funds approved to the appropriate bank account.
 - b. If the request for the financial need is not approved by the Board of Development, the Executive Board and Director may go to the Principal of the high school and request permission to override the Board of Development's decision. The Principal will review that request and has the sole authority to override all decisions made by the Board of Development if the Principal determines that the request is in the best interest of the band program.
 - c. Funds may be borrowed against the financial reserve to maintain a positive cash flow. Funds should be restored to the reserve account by the end of the fiscal year.

ARTICLE IX: Tax Exempt Status

Notwithstanding any other provision of this Constitution and By-Laws, the Association will not carry on any activities not permitted to (a) a Texas non-profit organization (b) by an Organization exempt from Federal Income tax under Section 501 (c)(3) or the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law).

ARTICLE X: Standing Rules

The Executive Board, when necessary, will propose Standing Rules to be approved by a majority of the members present at an Association meeting. Once approved, these rules will be binding until such time as they are changed by like procedure. Standing Rules will be consistent with the Constitution and By-Laws. Where there is a contradiction, the Constitution and By-Laws shall prevail.

ARTICLE XI: Indemnification

The Association shall indemnify any person who was, is, or is threatened to be made a named defendant or respondent in a proceeding, whether civil, criminal, administrative, arbitrative, or investigative, including all appeals, because that person is or was a director, officer, volunteer, employee or agent of the Association. Indemnification shall be against all expenses, including, without limitation, attorney's fees, court costs, expert witness fees, judgments, decrees, fines, penalties, and reasonable expenses actually incurred by the person in connection with the proceeding. However, if the person is found liable to the Association or is found liable on the basis that he or she improperly received personal benefit, indemnification shall be limited to reasonable expenses actually incurred by the person in connection with the proceeding and shall not be made in respect of any proceeding in which the person shall have been found liable for willful or intentional misconduct in the performance of his or her duty to the Association. The Executive Board may, in proper cases, extend the indemnification to cover the good-faith settlement of any such action, suit, or proceeding whether formally instituted or not.

ARTICLE XII: Dissolution

The Association's operations will be confined exclusively to the charitable and educational purposes set forth under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and in the Association's Constitution and By-Laws. Upon dissolution, no part of the funds or the property of this organization shall inure to the benefit of any officer or director or member of the organization.

END of ARTICLES

Standing Rules

STANDING RULE 1

The President, Band Director, and CTJHS Administration, prior to release, must approve all public statements and publicity.

STANDING RULE 2

Chaperones

1. Selection.
 - a. The Vice President - Performance will select Band parents/guardians to chaperone the Band on a rotational basis.
 - b. In selecting persons to chaperone, the Vice President - Performance shall particularly consider service to the Band and the Association. The Band Director may deem a person unqualified or unsuitable to serve in the capacity of a chaperone.
2. Requirements and Duties.
 - a. Chaperones will abide by all North East Independent School District requirements.

- b. Only Claudia Taylor “Lady Bird” Johnson High School Band Members, Chaperones or other NEISD students as permitted by the CTJHS Administration and if approved by the CTJHS Band Parents Association Executive Board by a majority vote and Band Directors, will be allowed to ride the buses or transportation contracted by the Association.
- c. Chaperones will perform the duties assigned to them by the Vice President-Chaperones at each event, and be subject to removal from the chaperone list for failure to do so.

STANDING RULE 3

1. The formal recognition of the Association with the Claudia Taylor “Lady Bird” Johnson High School rests with the Campus and district administration.
2. In case of a disagreement or discrepancy between the Association and the Campus which arises as a result of an Association policy, by-law, or function, the Campus and district administration will have the final approval of a resolution of the disagreement or discrepancy.
3. The Campus and district administration have the ability to immediately change any unintentional violation of district policy or public law by written notification to the Association.

STANDING RULE 4

1. The Head Band Director has sole discretion and responsibility for all music, visual, program and staff elements of and for the band and the proposed music budgets established for those elements. The Band Parents’ Associations’ responsibility is to provide a vehicle for the funding and volunteer staffing of those programs which support the Band Directors’ vision and program for the band, which may not be budgeted or staffed by the Campus or District Administration.

Claudia Taylor Johnson High School Band Parent Association Bylaws, Revised 2/14/2018