

CHISUM BAND BOOSTERS CONSTITUTION

ARTICLE I: NAME

- 1.01 The name of this organization shall be the Chisum Band Booster Club of Chisum Independent School District, hereinafter referred to as CBBC or Club.

ARTICLE II: OBJECTIVES

- 2.01 To arouse and maintain an enthusiastic interest in the various phases of the Band program of the Chisum Independent School District.
- 2.02 To lend all possible support, both moral and financial, to the Band program of the Chisum Independent School District.
- 2.03 To cooperate with those in charge of the Band program and the Administration of the Chisum Independent School District to the end that this Band program shall enrich the students of CISD to the greatest degree.
- 2.04 To build and maintain an organization of parents that will help promote the general activities of the Band program of the Chisum Independent School District.
- 2.05 Activities of the Booster Club shall not conflict with University Interscholastic League rules or Chisum ISD policies.

ARTICLE III: MEMBERSHIP

- 3.01 Any person who supports the objectives of CBBC and is willing to uphold its policies and subscribe to its by-laws may become a member. Majority of membership is comprised of parents and/or guardians of Chisum Band students.

ARTICLE IV: OFFICERS

- 4.01 The officers of this Club shall be:

- President
- Vice President,
- Vice President, Concessions
- Treasurer
- Secretary
- Communications & Publicity Officer
- Middle School Representative

- 4.02 Each Officer shall be a member of CBBC in good standing.

- 4.03 A person may serve multiple terms in any office if nominated and elected.

- 4.04 Any officer whose child ceases to be a member of the Chisum Band program shall resign and a new officer shall be elected in accordance with Article VIII, Section 3 below.

- 4.05 The President should be nominated by the current Board to ensure continuity from year to year.

CHISUM BAND BOOSTERS

BY-LAWS

ARTICLE I: DUTIES OF OFFICERS

- 1.01 The President shall preside at all meetings of the Club, appoint all committees and shall be an ex-officio member of all committees. The President ensures the booster club is run according to its bylaws, and serves as liaison, when needed, between board and band directors, school administration and other booster clubs. The President also coordinates schedules of meetings, programs and events with board members and band directors.
- 1.02 The Vice President shall serve as an aide to the President and shall perform the duties of the President in his or her absence. The Vice President shall also assist the Vice President, Concessions, in recruiting volunteers for concession activities.
- 1.03 The Vice President, Concessions shall oversee the day-to-day operations of the CBBC concessions program. This includes working in concert with the Treasurer on inventory supply and overseeing volunteer recruiting to identify all needs and ensure adequate staffing is achieved.
- 1.04 The Treasurer shall be responsible for managing all financial activity of the Club and maintaining checks-and-balances practices. Duties shall include the oversight of financial budgets and records, cash transactions, vendor invoices and payments, bank account reconciliation, and filing required tax returns. The Treasurer shall update the Board and general membership of financial performance throughout the band year.

- 1.05 The Secretary shall keep the records and minutes of the organization for all meetings and attend to the correspondence. The Secretary shall also be responsible for getting the minutes approved by the Board, and forwarding these to the Communications & Publicity Officer for distribution to the general membership.
- 1.06 Communications and Publicity Officer shall keep members and the community informed of upcoming activities, volunteer needs, news and other information as designated by the President and Board. This includes managing all public relations for the CBBC and Band programs, by informing local media of band achievements, providing articles, press releases, announcements, photos, etc.
- 1.07 The Middle School Representative shall be the parent of a Beginning or Intermediate Band student. While acting in an equal manner to the other board members, the Middle School Representative will specifically be responsible for activities directly related the middle school band activities. The Representative will assist with coordinating events and securing chaperons. The Middle School Representative will also assist the Vice Presidents in recruiting 6th and 7th grade parents for concession and other activities.

****The Nominating Committee may choose to defer the nomination of this officer until August. In this case, the Executive Board will seek a candidate in August and present the candidate for nomination in September.****

- 1.08 Each officer shall be authorized to be signatory to all Club bank accounts.
- 1.09 The officers shall serve a term of one year commencing June 1st and ending May 31st of the following year. Officers may serve multiple terms.
- 1.10 An officer may be removed by either the Executive Board or the Director of Bands if it is determined that he or she has failed to adhere to the objectives outlined in Article II of the constitution.

ARTICLE II: EXECUTIVE BOARD

- 2.01 The Executive Board shall be composed of the officers of this Club, and the Chisum Band directors. The Band directors serve in a non-voting, advisory role. These offices may be filled by an individual, or for certain positions a husband and wife team, or a team of two individuals. Any voting member of the Executive board must be a parent or legal guardian of a currently enrolled Chisum Band student.
- 2.02 The Executive Board shall have responsibility and authority for the general supervision of the affairs of the Club.
- 2.03 The Executive Board shall meet as required by the activities and the business of this Club.

ARTICLE III: MEETINGS

- 3.01 General membership meetings shall be held throughout the year on a schedule appointed by the Executive Board.
- 3.02 The Annual Meeting of the Club membership shall be held in conjunction with the regular meeting held in May of each year.
- 3.03 The school administration should be informed of and invited to all meetings.
- 3.04 All Chisum Band directors should be invited to all meetings. The head director's role in any meeting is in an advisory capacity only.

- 3.05 Special meetings of the Club membership may only be called by the President or by consensus of the Executive Board.
- 3.06 The Executive Board shall meet prior to General membership meetings as deemed necessary. A minimum of 24 hours notice must be provided to hold a meeting. A majority of the Executive Board members must be present to constitute a quorum.
- 3.07 In General meetings of this Club, members present shall constitute a quorum for the transaction of business, provided due notice of the meeting has been given.
- 3.08 Board meetings may be conducted via electronic communication in cases where a Board decision is required and an in-person meeting cannot be scheduled. Guidelines for an electronic meeting are: All Officers and Band Directors must be notified and copied on all communications pertaining to the issue/action being covered. All officers must reply to the communication with their vote, and the Secretary will record the motion and vote in Special Meeting Minutes.

ARTICLE IV: FINANCES

- 4.01 No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- 4.02 Upon the dissolution of this Club, assets shall be distributed to Chisum Independent School District Band Program.
- 4.03 The Treasurer shall have responsibility for the cash assets of this Club, and shall conduct all transactions and record keeping according to generally accepted accounting procedures, in good faith and best interests of this Club, and in abeyance of all local, state and federal laws.
- 4.04 Checks or withdrawals for budgeted expenses require two signatures. Checks or withdrawals over \$1,000 for unbudgeted expenses must be approved by the Board and endorsed by two officers, who are signatories of the Club bank accounts. Electronic notification is accepted as an approval. In the event that a husband/wife team holds an office, both members of the husband/wife team shall not sign the same check.
- 4.05 The Treasurer shall present a proposed budget to the Executive Board in July.
- 4.06 The Treasurer shall submit a financial report at each meeting.

- 4.07 An audit of the club's finances shall be conducted each year by independent person selected by the Executive Board. The auditor may be chosen from the general membership (not a member of the Executive Board) or from outside of the booster club. The report should be submitted to the Executive Board prior to the May meeting. The Executive Board shall present the auditor's report to the General Membership in the May meeting.

ARTICLE V: DUES and PRIVILEGES

- 5.01 No membership dues are required by the general membership of the CBBC. A change in this policy requires a change to the CBBC bylaws, and subsequent vote by the General Membership by May of the year preceding the dues requirement.

ARTICLE VI: QUORUM

- 6.01 A plurality of the membership attending a meeting of this Club shall constitute a quorum for the meeting.

ARTICLE VII: ELECTIONS

- 7.01 A Nominating Committee consisting of three members shall be appointed by the President at the March meeting. The committee may include but should not be limited to members of the Executive Board. The committee shall meet to discuss nominations and report a slate of candidates for each office at the April meeting. Only candidates who have consented to serve, if elected, shall be nominated. The Director of Bands has the authority to reject any or all nominations should he have reason to believe that the person nominated to serve would not be positive for the organization.

- 7.02 The candidates will be presented at the May meeting. Nominations may be taken from the floor for any position so long as the candidate is present and consents to serve if elected.
- 7.03 A vacancy occurring in any office (except President) shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board. If the Office of President is vacated, the Executive board will select a president from members of the board.

ARTICLE VIII: FUNDRAISING

- 8.01 The organization shall operate the Chisum ISD concession stands for the fall football season and for other activities as requested by CISD.
- 8.02 Other fund raising projects will be evaluated and selected by the Executive Board, with approval from CISD Director of Bands.
- 8.03 It is the policy of The Chisum Band Booster Club to support all band students even if the band student's parents do not participate in fundraising or volunteer activities. The support of a band student will not depend on the fundraising efforts of the band student's parents. We will make this policy clearly known to our members.
- 8.04 The Chisum Band Booster Club will not participate in any fundraising programs where there is a direct benefit to the individual student or family who raises the funds. For example, we will adopt no system whereby students/parents receive credit or points, from their fundraising participation, to offset expenses.

- 8.05 All fundraising activities and the distribution of such funds must be in accordance with UIL regulations.

ARTICLE IX: AUTHORITY

- 9.01 The rules contained in Robert's Rules of Order, Revised shall govern the club in all cases in which they do not conflict with the rules of this club.

ARTICLE X: SCHOLARSHIP

- 10.01 The Chisum Band Booster Club will provide up to two scholarship each year to deserving graduating band students.

- 10.02 The application process will be determined by the Director of Bands.

- 10.03 Awardees will be selected after the review of applications by an anonymous committee.

- 10.04 The Executive Board will approve an award amount each year.

- 10.05 In the event that there are no applicants, or if it is determined that no candidates meet the qualifications set forth in the application process, no scholarship will be awarded.

ARTICLE XI: AMENDMENTS

- 11.01 The Constitution and Bylaws of the Chisum Band Booster Club may be amended by a two-thirds majority vote of Club members present at any regular meeting provided the following conditions have been met:
- 11.02 Members of the Club shall be notified in writing of proposed Amendments and the date on which said Amendments are to be voted upon.

ARTICLE XII: DISSOLUTION

- 12.01 The Director of Bands, in consultation with CISD administration, may dissolve the Club at any time IF it is determined that the Club has failed to meet any of the objectives outlined in Article II of the Constitution.
- 12.02 The Director of Bands will provide a written report concerning the dissolution to the Executive Board, the CISD superintendent, and the CISD School Board.
- 12.03 Assets of the Club would be returned to the CISD Band Program as outlined in Article IV.

This Constitution and By-Laws drafted by a committee consisting of the 2017-2018 officers including Kenneth Peters (president), Jennifer Preston (vice-president), Mike Clark (treasurer), Mary Peters (concession manager), and Sandi Martin (interim secretary) in consultation with John Marsh (director of bands). This draft was presented to the body of parents on Monday, August 13, 2018 and approved unanimously.