**FALCON BAND BOOSTER CLUB**

**BYLAWS**

**ARTICLE 1 - Name**

The name of this organization shall be the "Falcon Band Booster Club” (the club).

**ARTICLE 2 - Non-profit Organization**

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

**ARTICLE 3 - Purpose**

The purposes of the club 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 States Internal Revenue Law.

**ARTICLE 4 - Members and Sponsor**

Section 1: Membership

The membership of the club for the current year shall be open to parents, guardians, step parents or grandparents of students participating in the band and color guard programs who are interested in assisting said programs.

Section 2: Privileges

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

Section 3: Duties of Members

1. 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. The Treasurer shall accept and record all funds received.
2. 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.

Section 4: Sponsor

The Sponsor of a student group serves as the liaison between the booster club and the District, under the supervision of the Principal. The Sponsor is responsible for determining the various activities and trips in which the student group will participate with the approval of the Principal. The Sponsors of the Falcon Band Booster Club are the band directors and the color guard director.

**ARTICLE 5 - Membership Dues**

Section I: Annual membership dues are:

Member level - $40

Friends level - $60

Patron level - $100

Conductor level - $150

Composer level - $250

Honorary Director level - $500

Falcon Band Silver level - $501 - $1,000.00

Falcon Band Gold level - $1,001 - $5,000.00

Falcon Band Platinum Level - $5,000 and above

Section 2: If dues and/or membership levels are to be reevaluated, it will be brought before the Executive Board for consideration at least 60 days prior to the Annual Meeting in June. All changes must be approved and in place prior to the beginning of the initial membership drive of the following fiscal year.

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

1. Officers of the Falcon Band Booster Club
2. Chairmen of Standing Committees. (lf there are vice-chairmen, they are non-voting members of the Executive Board.)
3. Honorary Members (Sponsors) may attend and participate in Executive Board meetings but do not count toward quorum nor vote.

Section 2: Duties of the Executive Board

1. Transact necessary business in the intervals between General Meetings and such other business as may be referred to it by the club.
2. Present a report at the General Meetings of the club.
3. Fill vacancies of officers and chairs.
4. Prepare and submit the annual budget for the new year to the club for adoption. The President-Elect and Treasurer-Elect shall participate in the budget process.
5. Approve routine bills within the limits of the budget.

**ARTICLE 7 - Officers**

Section 1: Officers

1. The elected officers of the club shall be:
   1. President
   2. First Vice-President
   3. Second Vice-President
   4. Secretary
   5. Treasurer

This group constitutes the Officers of the Executive Board.

1. No person may hold multiple offices.
2. No employee of CCISD may hold an office.

Section 2: Duties of Officers

All officers are required to attend the Executive Board meetings and general body meetings. If an officer cannot attend a meeting, they must make every effort to arrange to have their duties fulfilled by a proxy. This is to ensure that a quorum is in attendance so that normal business and voting can be conducted.

All officers shall deliver to their successors, or the President, all official materials within thirty (30) days following the date at which their successors assume their duties.

1. The President shall
2. Preside at all meetings of the club.
3. Meet regularly with designated Sponsor(s) regarding club activities.
4. Confirm a quorum is present before conducting any business.
5. Meet regularly with the Treasurer to review the club’s financial position.
6. Be an authorized signer on the club bank account.
7. Select an officer as the designee to receive bank statements.
8. See that the bylaws are enforced.
9. Schedule the annual year-end audit of records, or request an audit if the need should arise during the year.
10. Be a member ex officio of all committees except the Nominating and Audit Committees.
11. Appoint the chairs of all committees with the exception of the Nominating and Audit Committees.
12. Appoint standing and special committees subject to the approval of the Executive Board.
13. Announce the half-time introductions at football games from a script provided by the band directors.
14. The First-Vice President shall:
15. Perform the duties of the President in his/her absence or at his/her request.
16. Chair and oversee the major club fundraising activities.
17. Coordinate miscellaneous fundraisers listed in the Annual Budget and others as may be proposed and approved throughout the year.
18. The Second Vice-President shall:
19. Perform the duties of the President in the absence of the President and the First Vice-President, or at their request.
20. Chair and oversee communications of the club to ~~members of~~ the ~~FBBC~~ official email distribution list.
21. Send the communication out in the form of an e-newsletter.
22. The Second-Vice President will be responsible for:
    1. Creating the content of the e-newsletter and ensuring that it is released at least each month that the club meets throughout the school year, and as needed throughout the summer.
    2. Provide monthly articles and arrange to have placed in community and neighborhood publications.
    3. The Second Vice-President may appoint a designee for these functions.
23. The Secretary shall:
24. Minutes
    1. Record the minutes of each meeting.
    2. Bind the minutes to be kept on file for five (5) years.
25. Maintain the record of the minutes, approved bylaws, current membership and committee listing to be kept on file for five (5) years.
26. Conduct and report on all correspondence on behalf of the club.
27. Maintain records of attendance of each member.
28. The Treasurer shall:
29. Disburse funds in accordance with the approved budget.
    1. 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 signers on the club bank account.
30. Prepare and present a written report of club funds at regular Executive Board and General meetings.
31. E-mail a copy of the current financial reports at the end of each semester (December and June) to
    1. the Clear Lake High School Principal,
    2. the Clear Lake High School bookkeeper,
    3. the District Internal Auditor
32. Submit all appropriate state and federal reporting forms with timely payments, if applicable.
33. Attend, or designate an alternate to attend, all fundraising activities to collect and process timely deposits.
34. 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.
35. If gross receipts are at or above the dollar figure specified by the current Booster Club manual, competent independent accounting or tax assistance must be engaged when filing the annual federal return.

**ARTICLE 8 - Election of Officers**

Section 1: A slate of officer candidates shall be presented by the Nominating Committee at the General meeting at 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 may be by voice vote.

Section 3: Officers shall assume their official duties within thirty (30) days of 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 Executive Board Vacancies**

In the event that any of the offices on the Executive Board are vacated for any reason, the remaining members of the Executive Board shall elect a replacement for that office for the remainder of the term.

The new officer shall immediately assume said title and all duties. There shall be no necessity for action on the part of the general membership. The change in office shall be recorded in the minutes of the next General Membership meeting.

**ARTICLE 10 - Standing Committees**

Section 1: Duties

1. Standing Committee Chairs shall:

1. Attend Executive Board meetings and General Body meetings.
2. At the end of their term, assist the President with suggestions or recommendations for their successor.
3. Deliver to their successors or the president all official materials within thirty (30) days following the date at which their successors assume their duties. A copy of the current bylaws shall be included with each committee’s official materials that are passed to their successor or to the President.

2. 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:

1. Chaperones –
   1. Keep a list of eligible chaperones and provide them as requested.
   2. Coordinate chaperones as needed for all band events requiring volunteers.
2. Color Guard/Winter Guard Liaison - Provide up to date information on the activities, events, and requirements of the Color Guard and the Winter Guard.
3. Community Spirit - Coordinate participation in the grocery share card programs, online cash back opportunities (e.g. Amazon) and ‘Spirit Nights’ hosted by local restaurants.
4. Corporate Donations - Soliciting direct sponsorship of the band by local businesses.
5. Display Case - Arrange and update the display case with photos and brief announcements about the band students and their activities.
6. Hospitality
   1. Provide refreshments and treats at various functions such as concerts and trips; and at other functions as requested.
   2. Select and present recognition of parents/guardians of seniors at the beginning of football season.
   3. Select and present recognition of seniors during football season (designated game).
   4. Select and present recognition gift to seniors at the annual band banquet at the end of the school year.
7. Membership
   1. Ensure dues are collected and keep an accurate record of all members.
   2. Make all necessary arrangements for, and conduct, the annual membership drive.
   3. Prepare and publish a directory of the band membership for distribution to paid club members as soon as possible after the beginning of the school year. Every effort should be made to have this completed no later than October 1st.
   4. The Membership Chairman shall report to the President by September 1st any board members who have not yet paid membership dues.
8. Safety
   1. Help maintain the well-being of the band students by providing first aid assistance to the medical professional on call.
   2. Travel (or designates a representative to travel) to any offsite performance.
9. Spirit - Promote band and school spirit by offering opportunities to purchase items such as decals, yard signs, chaperone shirts and hats, and other appropriate items.
10. Trailer/Maintenance
    1. Oversee improvements to and maintenance of band equipment (except instruments) and the trailer(s) used to move band equipment and instruments to offsite performances.
    2. Coordinate schedules of volunteer drivers to ensure equipment/trailer(s) is where it should be when it is needed.
    3. Overseeing training of new drivers in obtaining and maintaining Commercial Drivers Licenses (CDL) as required.
11. Webmaster - Design and perform timely updates to the official FBBC website.

**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 chairs of these committees are considered to be holding off-board positions because they will be active only in designated Executive Board meetings during the school year. These 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 chairs count toward quorum at the Executive Board meetings. The chairs of these committees are expected to attend the first two Executive Board meetings of the new fiscal year, the Executive Board meetings immediately prior to and after their event, and any other meeting deemed necessary.

Section 2: Off-board Committees

1. The committees in this section are all considered ‘off-board’ committees. The committees cited are considered core committees. Other committees may be listed in the Annual Budget or may be proposed and approved throughout the year.
2. Many miscellaneous fundraisers occur throughout the year. The chairmen of these fundraisers need to give notice of their intent to the First Vice-President.
3. The core off-board committees are:
4. Awards/Band Banquet - Responsible for all aspects of the Awards Banquet held in May of each year with the exception of the Senior Recognition.
5. Equipment Night - Plan and manage Equipment Night(s) held during the year for the purpose of making FBBC items available for purchase and to give band families the opportunity to volunteer for various committees. Appropriate committee chairs may participate in the event.
6. Game Meals - Arrange for game meals prior to each football game and at competitions during marching season, and at other events as deemed necessary during the year. Duties include selection of food vendors, pricing, and pick-up and dispensing of meals the day of the event.
7. Game Drinks –
8. Purchase ice and drinks and arrange to have them dispensed to students and volunteers at offsite performances.
9. Arrange for ice in the water coolers which are used to replenish the students’ water jugs and ensure that they are at offsite performances.
10. Half-time Action Team (HAT) -
    1. Assist loading crew with percussion instruments and props prior to any offsite performance
    2. Brings percussion instruments and props to the field during football games and marching competitions
11. Props - Coordinate with the band directors for the development, design, and build of any props used for the annual marching show. It is recommended that planning begin in the late spring to allow time for building props over the summer for completion by the start of summer band camp in August.
12. Spring Fundraiser - Held in conjunction with the Percussion and Ensemble concerts, this committee plans and manages all aspects of the Spring Fundraiser. This is one of the two large fundraisers conducted each year in which students participate. Previous successful events include The Italian Dinner, Bands/Bites and Buys, and Bites at the Lake.
13. Summer/Fall Fundraiser - Manage the volunteers, donations, and food for the event. This is one of the two large fundraisers conducted each year in which students participate. Previous successful events include Rock-a-Thon.
14. Summer BBQ - Plan and manage all aspects of this fundraising dinner held in conjunction with the marching program preview night.
15. Summer Drinks - Manage the sale and distribution of summer drinks to students after specified practices during August band camp.
16. Uniform Cleaning - Coordinate volunteers for laundering of marching uniforms during football and competition season.
17. Wash Cloths - Provide clean, cooled wash cloths to band members immediately following their marching performances.

**ARTICLE 12 - Meetings**

Section 1: Executive Board

1. Regular meetings of the Executive Board shall be held every month except January and July. The June meeting will include the incoming board for the purpose of planning the future activities and the outgoing board to complete the business of the current fiscal year.
2. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board. At least three days’ notice must be given. No business other than what is on the agenda can be transacted at a special Executive Board meeting.

Section 2: General Body

1. Regular meetings of the club shall be held every month except for January and July. At least five days’ notice shall be given if a change of date is needed.
2. The April General Meeting shall be the election meeting.
3. The June General Meeting shall be the Annual Meeting and shall be for the purpose of receiving reports of officers and chairs, approving the budget, and for any other necessary business.
4. 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 must be given. No business other than what is on the agenda can be transacted at a special General meeting.

**ARTICLE 13 - Quorum and Parliamentary Authority**

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

Section 2: A quorum for a General Body meeting shall be ten members of the club.

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

Section 4: Band Directors and the Color Guard Director do not count toward quorum, as they are considered Honorary Members of the Executive Board and General Body. An Honorary Member attends meetings and may speak, but does not participate in the business of the meeting such as vote, make motions, second motions, etc.

Section 5: 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.

Section 6: The most recent edition of the Clear Creek ISD Booster Club Operating Manual will take precedent in the event of any conflict with these bylaws.

**ARTICLE 14 - Special Committees**

Section 1: Audit Committee

1. The Audit Committee must have at least three members.
2. No member of the committee is an authorized signer on the bank account.
3. The Audit Committee shall be appointed to audit the Treasurer's accounts no later than the May Executive Board Meeting.

Section 2: Nominating Committee

1. 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.
2. The Nominating Committee shall be 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.
3. The Nominating Committee shall nominate an eligible person for each office to be filled and provide the President a list of nominees for each committee chair position.
4. 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.
5. Only individuals who have signified their consent to serve if elected shall be nominated for, or elected to, such office.
6. No member shall automatically serve on this committee because of their office in the club or position in the school system.
7. The President does not serve as a member of this committee, nor do they appoint any member of the committee.

Section 3: Scholarship Committee

* 1. Evaluate applications and award up to two college scholarships to graduating seniors.
  2. Band scholarships are designed to recognize above average achievement in the field of music and dedication to the CLHS Band with emphasis on continuing in the music field.
  3. The chairman is appointed by the President and must be a Falcon Band Booster Club member and a non-senior parent.
  4. 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.

**ARTICLE 15 - Fiscal Year**

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

**ARTICLE 16 - Amendments**

The bylaws may be amended by a 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. Bylaws should be reviewed annually and updated as needed to reflect operational changes. Approved bylaws must be signed and dated by the President and one other officer of the club and shall be posted on the official FBBC website.

**ARTICLE 17 - Dissolution**

To dissolve a booster organization, a resolution shall be adopted by the booster organization (or executive board if the organization is inactive) stating that the question of such a dissolution be submitted to a vote at a special meeting of the members having voting rights. At least 30 days prior to the meeting, written or printed notice shall be given to each member entitled to vote stating that the purpose of such meeting is to consider the advisability of dissolving the organization. The booster organization must determine the distribution and usage of treasury monies and other assets before dissolution. In order to comply with Internal Revenue Service guidelines, care should be taken to ensure that excess funds are distributed within the framework of the organization’s original purpose - i.e. band booster funds would remain with the musical program at that particular campus. Any other distribution of funds could void the organization's tax exempt status and force it into a fully taxable situation.