

BY-LAWS

**The Bellaire Band Booster Club
also operating as
The Bellaire Band Parent Organization**

ARTICLE I Name

The organization shall be known as Bellaire Band Booster Club and the Bellaire Band Parent Organization.

ARTICLE II Purpose

The purpose of the organization is to assist in providing financial, logistical, and moral support to the Bellaire High School (of Houston ISD) band program. Members will work together with the directors and students as a whole to pursue excellence within in the band.

ARTICLE III Membership

Member ship in the organization is open to any adult who supports the purpose of the organization. The organization shall have such membership classifications as are designated annually by the Board of Directors. Each membership shall be entitled to one vote . With respect to family memberships, each individual parent or legal guardian is entitled to one vote.

- A. To be a member in good standing, members must have a student in the Bellaire Band program, or pay an Associate Membership fee as noted below.
- B. Any member displaying conduct in total disregard to the purpose of the organization may be suspended, expelled, or reinstated by majority vote of the Board of Directors.
- C. Associate Membership: Associate members (past parents, other interested community members) will be members in good standing by making a donation in the amount determined by the organization at the annual meeting.
- D. Membership in the organization shall be made available without regard to race, color, religion, sex, handicap, national origin or familial status.

ARTICLE IV Basic Policies

- A. The organization shall be noncommercial, nonsectarian, and nonpartisan.
- B. The name of the organization or the 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.
- C. The organization shall not, directly or indirectly, participate or intervene in any way,

including the publishing or distribution of statements, in any political campaign on behalf of or in opposition to any candidate for public office.

- D. The BBPO has no authority to direct the Band Director(s), an employee of Bellaire High School, in any of his or her duties. The schedule of contest, rules of participation, method of earning letters, awards offices and all other criteria dealing with interschool programs under the jurisdiction of the Band Director(s) and the School Administration.

ARTICLE V Meetings

- A. Regular Meetings: The regular meetings of the organization shall be scheduled at least quarterly on dates determined by the Board of Directors at an annual planning meeting. The agendas shall be determined by the Board of Directors.
- B. Annual Meeting: The regular meeting in May shall be designated as the annual meeting of the organization. The time, date, place, and purpose of the annual meeting shall be posted in the media and the general membership shall be notified of said meeting either by personal contact, mail, or electronic mail.
- C. Special Meetings: The President or three Board Members may call a special meeting. A special meeting may also be called upon the request of twenty percent of the general membership. The business at the special meeting must be confined to that business for which said meeting was called.
- D. Parliamentary procedure: "Robert's Rule of Order, Revised" shall govern this association in all cases to which they are applicable in so far as they are not inconsistent with these by-laws.
- E. Quorum: A quorum shall consist of at least five members in attendance at a meeting.
- F. Except for election of officers as noted in Article VI, only members in attendance shall vote at meetings at which there is quorum.

ARTICLE VI Board of Directors

- A. All members of the Board of Directors shall be members in good standing of the organization.
- B. The Board of Directors of the organization shall consist of the Officers of the organization and the Band Director(s) of Bellaire Senior High School. The Officers of the organization are President, Vice President(s), Secretary, Treasurer, Color Guard Liaison, and Volunteer Coordinator.
- C. The Board of Directors shall be allowed to carry on the business of the organization with a quorum of a majority of members of the Board. The Board of Directors may authorize any officer or officers to enter into any contract or agreement on behalf of the organization. The President and Vice President(s) are duly authorized parties to deliver or execute any contract or instrument unless this authority is delegated by the Board of Directors to others.

- D. A Board Member may delegate a subcommittee member to attend board meetings and to vote on his/her behalf.
- E. A Nominating Committee of at least three members in good standing shall be appointed by the President no later than the March regular meeting. The Committee may have more than three members but must consist of an odd number. The President will appoint the Chairman of the Nominating Committee. Said committee will present a slate of Officers, made up of current and/or incoming members of the organization, to the general membership at the meeting in April. The consent of each of the candidates must be obtained before his or her name can be placed in nomination. Nominations from the floor will also be accepted at that time. The officers shall be elected by a majority vote of the active members present and absentee votes.
- F. Absentee votes for Board of Directors: Members may cast their vote by written proxy delivered to one of the members of the Nominating Committee prior to the commencement of the meeting at which the election is held. The proxy shall specify the candidate(s) for whom the vote is to be cast and shall not be subject to the discretion of the holder of the proxy.
- G. A joint meeting of the outgoing and incoming Board of Directors shall be held during June, at which time the incoming Officers' terms will begin.
- H. All resignations must be in writing to the Secretary, and vacancies may be filled by appointment of the President with ratification of two-thirds of the Board of Directors.
- I. General items of business activities will be reported to the Board of Directors by designated committees. These activities will be presented to the membership during regular meetings. A general business activity may be voted on at regular meetings.

ARTICLE VII Officers' Duties

The Officers of the organization will be elected at the April meeting. The duties of these officers are as follows:

A. President

1. Call all meetings and preside over same.
2. Appoint and dismiss all committees.
3. Supervise all business of the organization.
4. Organize the spring band banquet.
5. Serve as an advisor to the next President.

B. Vice President

1. Assist the President and preside in that Officer's absence.
2. Chair the fundraising committee and oversee all fundraising activities planned for the fiscal year. These activities shall be decided at the Board of Directors meeting held in June.

3. Review records of all fundraising activities.
4. Appoint members to chair individual fundraising activities.
5. Notify the media of the location, date, and time of any activity considered to be newsworthy.

C. Secretary

1. Keep the minutes of all meetings.
2. Provide a written agenda for both board and general meetings.
3. Retain copies of all committee reports and officers' reports.
4. Conduct all delegated correspondence.
5. Furnish copies of all minutes to the school office as requested.
6. Publish and mail newsletters electronically on a timely basis to the parents of band students informing them of the activities of the band and of the organization.
7. Maintain an accurate mailing list.
8. Oversee the Booster Club website.
9. Develop and issue the annual booster directory.

D. Treasurer

1. Receive and disburse all monies to the organization.
2. Keep accurate records of all monies of the organization.
3. Present a statement at each regular meeting of the organization's Balance Sheet and a year-to-date Profit and Loss statement against the fiscal year budget.
4. File state sales tax and federal tax returns.
5. Provide an annual financial report to the Board of Directors after March of each year.
6. Present a financial statement at the May meeting bearing the signatures of the Treasurer and the President.
7. The Treasurer shall have responsibility for maintaining band student/parent individual accounts in the "Charms" system or any other system that is selected to track accounts.
8. Ensure that the contract employees get paid in a timely manner.

E. Volunteer Coordinator

1. Organize a crew of parents and students to set up and remove the pit equipment and show props during half-time at football games and marching contests.
2. Oversee the truck loading crew.
3. Secure chaperones for all football games, contests, parties, trips, and whenever requested by the Band Director.
4. Chair the Social committee.

F. Color Guard Liaison

1. Ensure effective communication with Guard activities.
2. Provide information to the Vice President and Secretary for inclusion in media information and the website.

Standing Committees

- A. Fundraising
 - 1. Organize and execute at least one annual fundraiser. Coordinate all activities in relation to the same. Provide an accounting.
- B. Spring Trip
 - 1. Support Spring Trip to maximize band members attendance at same.
- C. Social
 - 1. Support social activities to maximize band members attendance at same.
- D. Uniform Chairman
 - 1. Organize a crew of parents to organize, maintain, and distribute marching uniforms, concert season attire, and all associated accessories.
 - 2. Coordinate the repair of damaged items and make recommendations to the directors regarding needed replacements of damaged or lost parts.
 - 3. Establish and maintain order in the uniform room.

ARTICLE VIII Financial Policy

- A. A petty cash fund of \$100.00 or less shall be maintained by the Treasurer. Properly documented receipts must be presented for reimbursements.
- B. All monies, except the petty cash fund, received by the organization shall be held in a checking account, money market fund, or certificate of deposit in a local bank. All expenditures not included in the proposed budget will be made only with the approval of the majority of the Board. Checks of \$1,000.00 or less require the sole signature of the Treasurer. All checks over \$1,000.00 require two signatures; no invoice may be split into multiple checks to avoid needing two signatures. The Treasurer and President, or a selected member of the Board of Directors, shall be the required signatures.
- C. A majority of the Board of Directors may authorize the expenditure of such funds as are necessary for summer band expenditures, not to exceed 125% of such prior year expenditures, incurred prior to adoption of the approved budget for the fiscal year, which expenditures will be included in the proposed budget submitted by the Board of Directors for approval by a majority vote by the Membership of the organization in attendance at the May annual meeting. After the adoption of an approved budget, a majority of the Board of Directors may vote to expend unbudgeted funds.
- D. A thorough review of the financial records of the organization will be conducted after March of each year and the results presented at the May Annual Meeting. A committee consisting of three qualified members in good standing (none of whom are authorized to sign checks) will be presented to review the books and records of the organization and to approve the annual financial report prepared by the Treasurer.
- E. At the discretion of the Membership, through a majority vote of those present at any scheduled meeting of the organization, an outside auditor shall be retained to perform a

limited review or audit of the books and records of the organization, as determined by the membership.

F. Receipts older than 60 days will not be paid.

ARTICLE IX Fiscal Year

The fiscal year of the organization shall begin on the 1st day of July and shall end on the 30th day of June.

ARTICLE X Disposition of Assets upon Dissolution

Upon the dissolution of the organization, the Board of Directors shall, after paying or making provision for payment of all liabilities of the organization, dispose of all of the assets of the organization exclusively for the purposes of the organization in such manner, or to such organization or organizations operated exclusively for educational purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue law), as the Board of Directors shall determine.

ARTICLE XI Amendments

Amendments or additions to these Bylaws may be adopted by an affirmative vote of the majority of the active voting members present at a regular meeting of the membership, provided that the membership shall be notified that such a vote shall be taken and that a quorum is present.

STANDING RULES

1. The retiring Board of Directors shall leave at least \$3,000.00 in the treasury for the incumbent board. The purpose of this money will be for the initial expenses of the new Board of Directors at the Board's discretion.
2. Surplus monies beyond the above stated \$3,000.00 shall be allocated at the last meeting of the year in May.
3. Properties owned by the Bellaire Band Booster Club organization may be loaned only with the approval of the Board of Directors.
4. Each officer and committee chairperson shall compile a record of duties, expenditures, and accomplishments and shall prepare an annual inventory, along with suggestions, to be given to his or her successor.
5. No parent will promote products or services at general meetings or functions for personal gain, even if a percentage is offered to the Bellaire Band Booster Club. The only exception to this is personal advertisements.
6. A Co-Vice President may be elected to assist the Vice President in all fundraising projects. When this occurs, each will be referred to as "Vice President." He or she may be nominated and elected following the procedures outlined in the Bylaws. This Officer will serve as a member of the Board of Directors.