

# **CONSTITUTION AND BY-LAWS WAXAHACHIE BAND BOOSTER CLUB**

(Adopted as amended March 4, 2013)

## **ARTICLE I – NAME**

The name of the organization shall be "Waxahachie Band Booster Club."

## **ARTICLE II – OBJECTIVES**

1. To arouse and maintain interest of students, parents, and the community of Waxahachie in all phases of Band and Instrumental Music.
2. To lend all support wherever and whenever possible to the Directors, Band, and Band programs in general, and to cooperate with the Directors and the School Administration in any and all phases of Band activities.
3. To enter into and carry on money-making projects necessary to support the financial needs of the Band. The club will operate as a non-profit organization.

## **ARTICLE III – MEMBERSHIP**

Membership in this organization shall be open to parents and/or guardians of students in the Waxahachie Bands and any other interested persons.

## **ARTICLE IV - ELECTION OF OFFICERS**

1. The officers of this organization shall be as follows:

President  
Vice President  
Assistant Vice President of Concessions  
Assistant Vice President of Fund Raising  
Assistant Vice President of Special Projects  
Assistant Vice President of Communications  
Assistant Vice President of Promotions and Advertising  
Assistant Vice President of Uniforms  
Assistant Vice President of Logistics  
Secretary  
Treasurer  
Financial Secretary  
Uniform Coordinator  
Representative – Howard Campus  
Representative – Finley Campus  
Representative - Guard

2. A Nominating Committee (see Article VI) shall nominate at least one eligible person for each elective office and present the names to the April general membership meeting. Nominations

from the floor may be accepted at this time. Only persons who have signified their consent to serve, if elected, shall be nominated.

3. Officers shall be elected by secret written ballot annually at the May general membership meeting. The President shall select two (2) individuals from the general membership totally the votes. If there is only one nominee for an office, election for that office may be by voice vote.
4. Installation of officers shall be held at the May meeting (or the last meeting for the current school year) of the general membership.
5. A person shall not be eligible to serve more than two (2) consecutive terms (a term being a school year) in the same office, with the exception of Assistant Vice President of Concessions. One who has served more than one-half (1/2) of a term shall be considered to have served a full term.
6. A person shall not be eligible to serve in more than one (1) elected office during the same year.
7. Any officer who is absent for more than two (2) consecutive meetings of the general membership, without just cause, shall be considered to vacate his/her office and shall be replaced at the next general membership meeting.
8. Vacancies occurring during the year in any office, except that of the President, shall be filled for the remaining term by a person elected by a majority of the general membership present. If a vacancy in the office of the President, the Vice President shall assume the office for the remainder of the term.

## **ARTICLE V - DUTIES OF OFFICERS**

1. The President shall preside at all meetings of the general membership and the Executive Committee, appoint all committee chairpersons, with the approval of the Executive Committee, and serve as an *ex-officio* member of all committees, with the exception of the Nominating Committee.
2. The Vice President shall, in the absence of the President, assume all duties and responsibilities of the President. The Vice President shall oversee the staffing of activities requiring volunteer help.
3. The Assistant Vice President of Concessions shall be responsible for purchasing stock for all concession stands, managing the concession facilities, and supervising the managers of each concession stand.
4. The Assistant Vice President of Fund Raising shall serve as chairperson of all club-sponsored fund raising.
5. The Assistant Vice President of Special Projects shall serve as chairperson of all club-sponsored special projects or activities with the exception of those specified elsewhere. Club-sponsored activities that are managed by this individual include, but are not limited to, the following: Ice Cream Social, UIL/Area Week Activities, Away Game and Contest Food, High School Social Events and Band Banquet.
6. The Assistant Vice President of Communications shall be responsible for all communications of the boosters. The Chair will supervise and serve as a resource for the booster newsletter editor and webmaster.

7. The Assistant Vice President of Promotions and Advertising shall be responsible for promoting and advertising all club sponsored events and band activities. This person will work closely with the AVP of Fundraising, AVP of Communications and the President with the primary focus on promoting band performances and fundraisers, ensuring that the community is kept informed through newspaper, magazine, radio, chamber of commerce, online calendars, etc. Individual will work on developing partnerships with local business in an effort to promote ticket sales and attendance at concerts, Jazz Café and any other club sponsored event. This person shall be responsible for managing the placement of the Band Student Photo Posters in area business windows during the Fall Marching Season.
8. The Assistant Vice President of Uniforms shall be responsible for maintenance, alterations, distribution, and tracking of all High School marching and concert uniforms. This person must be available to work both Spring and Fall Registrations and be continuously proactive in uniform care and maintenance throughout the year. This person may establish a committee to assist with uniform care and maintenance. Members of the uniform committee would also serve as uniform inspectors on a weekly basis, particularly during marching season to actively identify and correct uniform issues.
9. The Assistant Vice President of Logistics shall be responsible for handling the packing, loading and transportation of booster equipment, coolers, etc. This person must have access to a truck (or similar) and trailer that can be used for transporting coolers and other equipment. This person should have a positive attitude, be able to get off early on Fridays for away games, be available for Saturday competitions and have good navigation skills.
10. The Secretary shall record the proceedings of all meetings of the general membership and of the Executive Committee and attend to matters of general correspondence.
11. The Treasurer shall be responsible for receiving and disbursing funds for the organization, for paying all bills in a timely manner, for maintaining appropriate records of all transactions, and for reporting the current financial condition to all meetings of the general membership and of the Executive Committee.
12. The Financial Secretary shall be responsible for preparing and maintaining spreadsheets for tracking student registration information, tracking accumulative sales totals for fundraiser items, tracking concession net proceeds, tracking away game/contest food expenses, and other relevant information as determine by the Treasurer, Financial Secretary and the President. This data should be reported to the President and Treasurer on a monthly basis. This individual will assist and/or serve as back-up for the Treasurer and will provide additional assistance to CPA as required for making sure Charms database is accurate and up-to-date.
13. The Representatives of Finley and Howard Campuses shall be responsible for the needs and activities of the respective schools.
14. The Uniform Coordinator shall be responsible for assisting the AVP of Uniforms with the maintenance, alterations, distribution and tracking of all High School marching, concert and color guard uniforms. This person shall also be available for Spring and Fall registrations as well as assisting with the coordination of the uniform committee.
15. The Guard Representative shall be responsible for helping color guard members during the marching and winter competitions, communicating with the executive committee any needs or concerns for the guard, helping the color guard during band registration and uniform fittings, coordinating cleaning of uniforms and assisting the treasurer in collecting guard members fees.

## **ARTICLE VI – COMMITTEES**

The following committees shall be established for the purposes outlined:

1. Executive Committee: Composed of the elected officers. The Band Directors shall serve as non-voting *ex-officio* members of the committee. As the Public Relations/Communication Chair deems necessary, the Newsletter Editor and Webmaster shall serve as non-voting *ex-officio* member of the committee. The committee shall transact business as may be referred to it by the club. It shall create standing and/or special committees. It shall supervise the plans and work of all committees. It shall provide for an annual audit of financial records as provided by Article VIII. The Executive Committee shall formulate a detailed budget to provide for anticipated needs of the band program for the following year. The Executive Committee will also recommend the annual fund raising projects required to fund the budget. The detailed budget and supporting funding plan will be presented to the general membership at the first general meeting. It will be the responsibility of all officers-elect to participate in all Executive Committee meetings.
2. Nominating Committee: Composed of four (4) Booster Club members, non-officers appointed by the Executive Committee and the Head Band Director. The Committee shall elect its own chairperson.

## **ARTICLE VII – MEETINGS**

1. The general membership shall meet monthly during the school year, normally on the first (1st) Monday of each month. Rescheduled meetings shall be announced one (1) meeting before being held. The members' present shall constitute a quorum.
2. The Executive Committee shall meet prior to the general membership meeting as deemed necessary. A minimum of twenty-four (24) hours notice must be provided prior to holding a meeting. A majority of the voting members must be present to constitute a quorum.

## **ARTICLE VIII – FINANCES**

1. A checking account shall be maintained in a bank in Waxahachie in the name of the Waxahachie Band Boosters, with the club's Treasurer having primary responsibility for depositing funds, writing checks, and reconciling band statements. Authorized signatures on all bank accounts maintained in the name of the Waxahachie Band Boosters shall be the Treasurer, President, Vice President, Assistant Vice President of Concession, and Financial Secretary.
2. A savings account, certificate of deposit, or other interest bearing account may be utilized to earn interest on accumulated funds during the year. Such deposits will be approved by the Executive Committee upon the recommendation of the Treasurer.
3. The budget, as approved by the general membership, shall govern all expenditures of funds. Funds for budgeted line items may be expended without further approval, providing the expenditure is within the amount allocated for the items. Items not budgeted must be approved by the general membership at its regular meeting upon the recommendation by the Treasurer or the Executive Committee. Miscellaneous items exceeding one hundred dollars (\$100.00) must be approved by the Executive Committee before purchase or commitment. Approval of any such miscellaneous or emergency expenditure may be obtained by

telephone, provided that the member call for authorization shall submit names to approving members to the Treasurer before payment is made.

4. At least two (2) persons shall count cash receipts and initial the deposit slip before depositing funds into the bank. Procedures shall be set by the Treasurer, and every precaution should be taken to provide for the protection of individuals handling cash funds (both physically and from accusation of misappropriation).
5. The outgoing Executive Committee before leaving office shall provide for a review of financial accounts by an individual(s) not having check-signing authority. All financial documents and a copy of the review should be provided to the incoming Treasurer within thirty (30) days after taking office. The fiscal year for the Waxahachie Band Boosters shall begin on June 2 and end May 31 of the following year. The budget will be voted on at the May Booster meeting.
6. In the event the Waxahachie Band Booster Club dissolves, all equipment and properties acquired and designed for use in the Waxahachie Band Program shall become the property of the Waxahachie Independent School District. In addition, all monies remaining, after all outstanding debts are paid shall be placed in the "Band Activity Account of the Waxahachie Independent School District."
7. No refunds will be given to a participant unable to attend an activity for which he/she has paid in advance, unless the band receives a refund from the travel agency or event planner.

## **ARTICLE IX - FUND RAISING**

Fund raising activities of the Waxahachie Band Booster Club shall fall into two major categories.

1. Concession Stands: The club shall operate concession stands at Lumpkins Stadium and T.C. Wilemon Stadium. The Assistant Vice President of Concessions shall provide appropriate guidance in the operation of these activities.
2. General Fund Raising: Other fund raising projects which are recommended with the budget presentation will be voted upon by the general membership at the final spring meeting. Club members are encouraged to bring fund raising ideas to any Executive Committee member at any time. Non-budgeted fund raising projects may be approved by the Executive Committee when deemed appropriate. The Assistant Vice President of Fund Raising shall coordinate and supervise all such additional projects.

## **ARTICLE X - GOVERNING RULES**

1. Roberts Rules of Order shall govern this body in all sessions except as provided herein.
2. The University Interscholastic League Handbook for Booster Clubs shall also be used as an operating guideline.

## **ARTICLE XI – AMENDMENTS**

1. Amendments to these By-laws must be approved at a regular meeting of the general membership by a two-thirds (2/3) majority of those present and voting, provided that notice of such amendment shall have been given to a previous meeting of the general membership at least thirty (30) days prior to the vote.

2. Upon a majority vote of the members present and voting, or a two-thirds (2/3) vote of the Executive Committee, a special committee may be appointed to recommend revised By-laws to replace exiting Bylaws. Such by-laws shall be approved by the general membership as provided in paragraph 1 of this Article.