

BYLAWS of the KELLER HIGH SCHOOL BAND BOOSTERS
Revised April 2010

Article I – Name

The name of this organization shall be Keller High School Band Boosters, Incorporated, hereinafter referred to as “the Keller High School Chapter.”

Article II – Purpose

Section 1

The Keller High School Chapter is organized exclusively for the charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

Section 2

The purposes of the Keller High School Chapter, in accordance with the philosophy of Keller Independent School District, hereinafter referred to as “KISD,” are as follows:

- A. To promote parental understanding of and involvement in the students’ activities, opportunities and objectives in the band program;
- B. To secure closer contact between parents, students, and the band director(s) at all levels of the KISD music program;
- C. To promote music culture in the community by fostering concert attendance and public support of band activities, thereby rendering moral support to the students;
- D. To render financial aid to areas necessary for realizing the objectives of the Keller High School Band.

Article III – Membership

Section 1

Any person with interest in the Keller High School Bands may become a member of the Keller High School Chapter.

Section 2

Commercial memberships may be available to firms that make contributions.

Section 3

Voting memberships shall consist of all parents/guardians of currently enrolled Keller High School Band students and Keller High School Band Directors employed by KISD.

Section 4

The basic annual membership fee shall be \$25 per family on a voluntary basis. Opportunities to participate in graduated financial membership levels may be provided.

Article IV – Policies

Section 1

- A. Executive Committee members must have a currently enrolled student in the Keller High School Band and must forfeit their position should their child/ward cease to be enrolled in the band.
- B. Continuance of standing committee chairpersons in their respective positions shall be subject to approval by a majority vote of the Executive Committee in the next following meeting if participation in the band by their child/ward ceases.

Section 2

- A. Checks drawn on the Keller High School Chapter checking and/or savings account(s)
- B. A concession checking account shall be maintained with a maximum balance of two-thousand dollars (\$2,000) during the marching season of August through November. This account shall be for the sole purpose of purchasing concession supplies and only concession supplies. Only

the Concession Chairperson and the President shall have the authority to sign checks on this account.

Section 3

All fundraising projects undertaken by the Keller High School Chapter shall be subject to the approval of the KISD Administration, directly or indirectly, through the Band Director. All fundraising projects shall be used to meet the yearly budget of the Keller High School Chapter. Any requests for purchases not allocated by the budget shall require approval by the Executive Committee.

Section 4

These Bylaws must be available for observation by all members and a copy kept in the Offices of the Superintendent, High School Principal, Fine Arts Director, and Band Director. Any revision shall be dated and attached to the existing copies of these Bylaws.

Article V – Elected Officers

Section 1

- A. Elected officers of the Keller High School Chapter shall consist of President, First Vice President of Membership and Volunteers, Second Vice President of Fundraising, Secretary, and Treasurer.
- B. The elected officers shall appoint additional chairpersons, committees and officers.

Section 2

- A. Officers, except for the Treasurer, shall take office on May 1 and shall serve one (1) year. If a vacancy occurs in any office, it shall be filled by vote of the Executive Committee. No elected officer shall serve in the same office for more than two years. The Treasurer shall take office on July 1 coinciding with the beginning of the fiscal year of the Keller High School Chapter.
- B. A member shall hold only one office at a time.

Section 3

It shall be the duty of the President to preside at all meetings; to appoint all committees not otherwise provided for; to be an ex officio member in all committees except the nominating committee, and to present the budget for approval at the first meeting of the Keller High School Chapter.

Section 4

The First Vice President shall, in the absence of the President, preside at all meetings of the Executive Committee and the general body; he/she shall act as the President's aide in all activities, and shall serve as Membership and Volunteers Chairperson.

Section 5

The Second Vice President shall act as Chairperson of the Sales and Fundraiser Committee, and shall work with the First Vice President to ensure that all fundraising projects are equipped with volunteers and materials needed.

Section 6

The Secretary shall keep records of all meetings of the general membership and of the Executive Committee, conduct the correspondence of the Keller High School Chapter, and perform other such duties as may be delegated to him/her.

Section 7

The Treasurer shall receive all moneys of the Keller High School Chapter; keep accurate records of receipts and expenditures; pay out funds as authorized by the Keller High School Chapter; and prepare all reports legally required for, but not limited to, tax and auditing purposes. The Treasurer shall present a Statement of Account at every meeting of the Keller High School Chapter, and at other times when requested by the Keller High School Chapter.

Article VI – Appointed Officers and Committee Chairpersons

Sections 1

- A. The Parliamentarian shall interpret to the membership any questions of procedure not specifically stated in the Bylaws, using as his/her authority Robert's Rules of Order Newly Revised.

- B. The Historian shall record and document events, achievements, and activities of the Keller High School Band.

Section 2

There shall be the following standing committees: Hospitality, Communications, Publicity, Concession, and Special Projects.

Section 3

The Hospitality Committee shall provide for the feeding and watering of the Band.

Section 4

The Communications Committee shall be responsible for notifying members of regular and called meetings of the Keller High School Chapter. If there is a newsletter published the Communications Committee shall serve as its editor and ensure that newsletters are mailed to parents and interested parties in a timely manner.

Section 5

The Publicity Committee shall notify the media of band activities and the Keller High School Chapter functions.

Section 6

The Concessions Chairperson shall be responsible for the operations of the concession stand during home athletic events, under guidelines set forth in the Procedural Manual, which will be reviewed on a yearly basis. The manual shall be voted on and approved by the Executive Committee prior to the first meeting. The Chairperson shall keep income, inventory, and expense records. All records shall be audited by January 31. He/she shall transfer all funds over the two thousand (\$2,000) maximum concession account balance, as stated in Article IV, Section 2, Paragraph B, to the Keller High School Chapter regular account.

Section 7

The Special Projects Committee shall consist of Committee Chairpersons for projects including, but not limited to, Small Sales, Chili Supper, Silent Auction, Car Washes, and Band Banquet.

Section 8

There shall be the following special committees: Nominating and Auditing.

Section 9

The president and the Band Director(s) shall serve as ex officio members of all committees.

Section 10

Any Keller High School Chapter member who is also a KISD district-level administrator or School Board Member may not serve as an officer.

Article VII – Election of Officers

Section 1

- A. A Nominating Committee of three (3) members shall be appointed in January or February by the President. Two (2) members shall be from the Executive Committee and one (1) from the general membership. The Band Director or his/her representative shall act as a liaison in helping this committee. The committee shall elect its own chairman.
- B. The Nominating Committee shall nominate an eligible member for each officer position. The Committee shall then report its nominees at the Executive or regular meetings preceding the Spring Concert. Additional nominations shall be accepted from the floor of either meeting.
- C. Only those persons who have signified their consent to serve if elected shall be eligible for nomination or election to such office, whether by committee or from the floor.
- D. Election of the nominees for each office shall take place at the regular April meeting prior to the Spring Concert, subsequent to the Executive meeting and by majority vote of the Keller High School Chapter members.
- E. All officers shall meet in March and April to nominate members for Chairpersons of the outstanding committees. Only those persons who have signified their consent to serve shall be eligible for office. Standing Committees and chairpersons shall be created and deleted by Executive Committee as may be required, without amending the Bylaws. Each Chairperson shall keep a Procedure folder and deliver it to his/her successor by May 1.

Section 2

A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Committee. Notice of such election shall be given by the President. In case of a vacancy occurring in the office of the President, the First Vice President shall serve notice of election.

Article VIII – Executive Committee

Section 1

The Executive Committee shall consist of the elected officers, the appointed officers, the chairpersons of the standing committees, the Band Director, and the high school Principal.

Section 2

Duties of the Executive Committee shall be as follows:

- A. To transact the necessary business in the intervals between regular meetings, and such other business as may be referred to it by the Keller High School Chapter or Band Director.
- B. To create and delete standing and special committees as needed and approve the plans of the standing committee.
- C. To form auditing committees and audit the records of the Treasurer and the Concession Committee Chairperson.
- D. To approve and submit to the Keller High School Chapter for adoption of a budget prepared by the President, Vice Presidents, Treasurer, Band Director and other persons designated by the President.
- E. To approve routine bills within limits of the budget, and approve additional fundraisers and activities not previously approved by the annual budget and calendar.

Article IX – Meetings

At least three (3) regular meetings of this organization shall be held during the school year for the entire Keller High School Chapter. The time will be set by the Executive Committee at its first meeting of the year. At least five (5) members must be present to constitute a quorum. Special meetings of the Executive Committee may be called by the President, the Band Director, or by a majority of the members of the Executive Committee.

Article X – Financial Structure

Section 1

Income may be secured from grants, gifts, donations, and projects.

Section 2

Expenditures shall be based on the budget requested by the Band Director(s), submitted by the Budget Committee, and approved by the general membership. If during the year, the Band Directors' needs change, they may request an amendment to the budget, subject to approval by the general body at a regular meeting. This flexibility clause further provides that funds designated for one purpose may, with the proper approval, be designated for new purposes.

Section 3

All Chapter funds shall be deposited in the General Fund, with the expenditures going toward the fulfillment of the total Keller High School Chapter budget.

Section 4

The financial records shall be audited by the Auditing Committee or by an independent auditor each summer, and at any other time requested.

Section 5

The Keller High School Chapter shall award annual scholarships, based on prior approved budget, to deserving graduating senior(s) who plan to continue his/her education at an accredited college or university. The selection of the student(s) shall be made by a special committee. Payment of the scholarship funds shall be paid to the college or university designated by the recipient.

Section 6

- A. "Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law) or (b) by an organization

contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law).”

- B. No part of the net earnings of the organization shall inure to the benefit of, or be distributed to, its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation and to make payments and distributions in furtherance of the purposes set forth. No substantial part of the activities of the organization shall be the carrying on of propaganda, or participation in or intervention in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.
- C. “Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code (or corresponding section of any further tax code), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the County in which the principal office of the organization is then located, exclusively for such purposes.”

Article XI – Line of Authority

The final authority in controversial policy of decision-making must rest with the head Band Director, Fine Arts Director, and KISD Administration.

Article XII – Affiliation

Section 1

This organization, although not officially affiliated with any other organization of adults in KISD, shall recognize the need for unity in the schools, and through its aid to the bands, support the other activities in the schools.

Section 2

The Keller High School Chapter shall not supersede, nor be subordinate to, any other booster organization.

Article XIII – Amendments

These Bylaws may be amended at any regular meeting of the Keller High School Chapter by two-thirds (2/3) vote of members present and voting, providing that notice of the proposed amendments shall have been given at least thirty (30) days prior to the meeting at which the amendment is voted upon. A committee may be appointed to submit a revised set of Bylaws only by a majority vote at a meeting of the Keller High School Chapter, or by a two-thirds (2/3) vote of the Executive committee. The requirements for adoption of a revised set of Bylaws shall be the same as in the case of an amendment.

Article XIV

Robert’s Rule of Order Newly Revised shall govern this organization in all cases to which they are applicable, and in which they are not in conflict with these Bylaws.