

CLEAR SPRINGS BAND BOOSTER Bylaws
June 2007

ARTICLE I
NAME

The name of this club will be Clear Springs Band Boosters, hereinafter referred to as the Band Boosters or CSBB.

ARTICLE II
OBJECTIVES AND PURPOSES

1. The objective of this club will be to cooperate fully with the Clear Creek Independent School District Board of Trustees, Clear Springs High School's administration, and the directors in furthering the interests and activities of the organization.
2. The Booster Club will provide a means of adult support for all band activities.
3. The Booster Club will strive to foster a spirit of success and achievement for each student and to assure that each band member feels as important as all the others to the whole organization.
4. The Booster Club will create and provide a communication network concerning band activities for parents, students, directors, and the public.
5. The Booster Club will strive to provide a channel through which band members can grow with confidence musically, emphasizing and promoting character development at all times.
6. The Booster Club is organized exclusively for educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code.

ARTICLE III
BASIC POLICIES

1. No part of the net earnings of the Booster Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the 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 Article II above..
2. The Booster Club shall not engage in political activities or otherwise attempt to influence legislation. The Booster Club shall not participate in any political campaign on behalf of any candidate for public office. However, the Booster Club does have the right and the obligation, in concurrence with the Clear Springs High School band director, to speak to the Clear Creek Independent School District Board of Trustees on matters which directly pertain to the band and Booster Club activities.
3. Notwithstanding any other provision of this Constitution, the Booster Club shall not carry on any other activities not permitted (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.
4. Upon dissolution of the club, 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 future federal tax code, or be distributed to the federal government or to a state or local government , for a public purpose.

ARTICLE IV MEMBERSHIP, DONORS AND SPONSORSHIP

1. **ACTIVE MEMBERS:** Membership in CSBB will be open to parents and legal guardians of all band participants. Active membership will commence upon payment of annual dues and will remain active until October 1 of the following school year. A member must have paid his/her dues by October 1 of the current school year to meet the requirement of one year's active membership before being considered for elected office. There shall be no proxy voting.
2. **DONORS:** Donors may be local businesses and other friends of the band who wish to make financial or service contributions to the band. There is no minimum contribution required of donors. Donors may be recognized for their contribution in a manner to be determined by the executive board.
3. **SPONSORSHIPS:** Sponsorships will be open to local businesses and other friends of the band who wish to contribute financial support to the band. Sponsors cannot be officers or voting members in the club. A sponsorship consists of a contribution of \$500 or more. Sponsorships will be acknowledged publicly in a manner to be determined by the executive board.

ARTICLE V MEETINGS

1. CSBB meetings will take place on the first Tuesday of the month during the school year and start promptly at 7 p.m. As necessary, the Executive Committee can reschedule meetings.
2. Additional CSBB meetings may be called at the discretion of the executive board with reasonable efforts made to notify the Booster Club membership with not less than five days notice.
3. All regular meetings will be in the Clear Springs High School band hall unless otherwise specified with appropriate notification.
4. A quorum will consist of the active members present.
5. All meetings will operate under Robert's Rules of Order.

ARTICLE VI ORDER OF BUSINESS

Meetings will be conducted using the following meeting layouts

- Call to order
- Reading of the minutes
- Treasurer's report
- Report of band directors
- Committee reports
- Unfinished business
- New business
- Adjournment.

ARTICLE VII DUES

Annual dues for all members are to be set at the May meeting as recommended by the executive board and approved by a vote of the Booster Club membership. Dues must be paid before a member is eligible to vote.

ARTICLE VIII FINANCES

1. Money raised by the Booster Club shall be used only to support and further the activities of the Clear Springs High School Band or its students.
2. The President and Treasurer are authorized to discharge any financial obligation of the organization in carrying out a project approved by the membership. The President and the Treasurer, with the approval of the executive board, are also authorized to make any decisions regarding emergency situations that might arise in conducting the affairs of the organization. The executive board may obligate any amount up to but not to exceed \$1000 of the Booster Club's funds without a membership vote to approve it. Upon such actions, the President or Treasurer will make a full report to the membership at the next scheduled Booster Club meeting. Any amount exceeding \$1000 must be voted on by the Booster Club's membership in a regularly scheduled or specially called Booster Club meeting.
3. Disbursements from the CSBB bank account will require the signature of two elected officers.
4. The Booster Club books will be audited annually by a committee comprised of at least three members. The executive board at the April Booster Club meeting will appoint the audit committee, which will give a report of its findings at the first meeting of the new fiscal year.

ARTICLE IX FISCAL YEAR

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

ARTICLE X EXECUTIVE BOARD

1. The executive board will consist of the officers of the Clear Springs Band Booster Club and the band directors employed full time by the school district. The Booster Club officers are President, First Vice President, Second Vice President, Secretary, and Treasurer.
2. The executive board will meet prior to the monthly Booster Club meetings and at special meetings as called by the President. The executive board will transact necessary business of the organization at the executive board meetings.
3. When a vote is required at the executive board meeting, only the elected officers and the directors are eligible to vote.
4. The elected officers will appoint committee chairpersons.
5. The executive board may remove or replace a committee chairperson for failure to comply with the Bylaws of the Booster Club.
6. In the event that any of the offices on the Executive Board are vacated for any cause, the remaining members of the Executive Board shall elect a replacement for that office for the balance of the term. The new officer shall promptly assume said title and all duties and there shall be no necessity for action on the part of the membership other than the recording of such occurrence in the minutes of the next General meeting.

**ARTICLE XI
ELECTION OF OFFICERS**

1. The election of officers will be held at the April meeting of each school year. Only Booster Club members with a minimum of one year's active membership in the Clear Springs High School Band Booster Club shall be eligible to run for Executive Board office.
2. Officers elected for the ensuing school year will assume all responsibilities delegated to that office immediately after the last regular meeting, except for the transfer of the Treasurer's books, which is described in Article I under the Treasurer's duties.
3. Officers shall be elected by a majority of the active members present at the election meeting.
4. Elected officers will serve for a term of one year. Officers may be re-elected for one consecutive term in the same office as specified in Article VII of the Constitution.
5. The nominating committee will present active members to be considered for election to hold offices at the March Booster Club meeting.
6. Other nominations may be made from the floor.

**ARTICLE XII
DUTIES OF OFFICERS**

PRESIDENT

1. The President will preside at all meetings of the Clear Springs Band Booster Club.
2. The President will enforce the Constitution and Bylaws of the Clear Springs Band Booster Club at all meetings.
3. The President will have the power to fill any and all vacancies of any elected officer if the need arises. That person will immediately assume the title and duties of said office and will remain in office until the next scheduled election. Such action shall be read into the minutes of the next regular Booster Club meeting.
4. The President will serve as an ex-officio member of all committees, except the nominating committee, or the scholarship committee, if the President's child is a senior.

FIRST VICE PRESIDENT

1. The First Vice President will be responsible for overseeing the following club activities and committee chairs: Fundraising, Chaperone, Hospitality, Spirit, and Nominating committees. Committees may be added, deleted or changed by the President, in consultation with the executive board.
2. The First Vice President shall perform all duties of the President in his or her absence or at the request of the President.
3. In the event that the office of President is vacated for any reason, the First Vice President shall automatically become President of the CSBB for the remainder of the term in which such vacancy occurs and shall immediately assume the title and all duties delegated to the office of President, without any action on the part of the membership.
4. The First Vice President will serve as the chairperson of the nominating committee.

5. Some committees and job duties between the first Vice President and the Second Vice President may overlap.

SECOND VICE PRESIDENT

1. The Second Vice President will be responsible for overseeing the following committees: Communications, Uniform, Membership, and Roadie Crew committees. Committees may be added or changed by the President, in consultation with the executive board.
2. The Second Vice President shall perform all duties of the President in his or her absence and in the absence of the First Vice President.
3. The Second Vice President shall assume the duties of the First Vice President in the event that a vacancy occurs for any reason. This will last until either the President appoints a new First Vice President or the next scheduled election.
4. Some committees and job duties between the First Vice President and the Second Vice President may overlap.
5. The Second Vice President will serve as parliamentarian during official meetings to ensure compliance with Roberts Rules of Order.

SECRETARY

1. The Secretary will accurately record all minutes of each meeting of the executive board and the Clear Springs Band Booster Club. These records shall document who was in attendance.
2. The Secretary will be responsible for all correspondence of the Booster Club.
3. The Secretary will maintain all records for the organization including minutes, approved bylaws, current membership and committee listing.

TREASURER

1. The Treasurer shall keep an accurate record of all money collected by the Booster Club through dues and fundraising projects and shall deposit all moneys into the Booster Club's bank account.
2. The Treasurer shall make an itemized financial report at each meeting of the executive board and the Booster Club.
3. The Treasurer working in conjunction with the executive team will prepare a budget for each year to be approved by the membership at a general meeting.
4. The Treasurer's books shall be turned over to the newly elected Treasurer immediately following the annual audit report at the June meeting.
5. Disbursements from the CSBB bank account will require the signatures of two Booster Club officers. An officer shall not sign a check that is written to himself or herself.
6. The Treasurer shall file current financial reports at the end of each semester (December and June) with the campus principal, campus bookkeeper, and the District Internal Auditor if requested.
7. The Treasurer shall file sales tax reports as required by the comptroller's office

8. The Treasurer shall file annual IRS form 990 in a timely manner.
9. The Treasurer shall submit records to audit committee appointed by the organization upon request or at the end of the year.

ARTICLE XIII CHAIRPERSONS AND COMMITTEES

The executive board will appoint CSBB committee chairpersons. The Booster Club committees will be:

1. Fundraising - : This committee will be responsible for coordinating all fundraising activities of the Booster Club in coordination with other committee chairpersons and the executive board. As time permits this committee will also look into any local grant opportunities that may be available.
2. Communications – This committee shall be responsible for a Band Booster newsletter, shall submit photos and articles to local newspapers regarding band activities, shall maintain band booster website, and shall coordinate either email or phone tree communications with membership.
3. Chaperone – This committee will keep a list of eligible chaperones and provide them as required. An accurate record of all chaperones of each trip will be provided to the band director. The chairperson will supply chaperones to football games, contests, parties, trips and all other band functions as required. The chaperone list will also include necessary EMT, RN, or LVNs for each football game.
4. Uniform - The committee will issue properly fitted uniforms to students, alter the uniforms as needed, clean uniforms, collect uniforms at the end of the year and take inventory for the directors.
5. Hospitality – This committee provides treats at various functions such as concerts, trips, band camps, band socials, and meetings as necessary. This team will also provide drinks for the band students after half-time performances at football games and at other activities as needed.
6. Membership – This committee shall collect dues and keep an accurate record of all members. The committee shall make all necessary arrangements for the annual membership drive. This committee will prepare and publish a directory of membership.
7. Spirit Team – This committee promotes spirit by offering parents/students opportunities to purchase items such as decals, yard signs, chaperone shirts, hats, and other appropriate items for display.
8. Roadie Crew – This committee shall be responsible for hauling, lifting, loading, and unloading equipment and props as necessary at football games and various competitions throughout the year. This team will also assist with construction of props as needed.

The executive board may form additional committees and appoint chairpersons as needed. The executive board may also remove any committees that are no longer deemed necessary.

ARTICLE XIV SPECIAL COMMITTEES

These committees are formed on an as needed basis to handle special issues throughout the year. The committees are

1. Nominating Committee: The executive board will appoint members of the nominating committee (except for the First Vice President who serves as chairperson) at the February Booster Club meeting. The committee will consist of three members and will present a recommended slate of officers for the subsequent year at the executive board meeting preceding the April Booster Club meeting and the April Booster Club meeting.
2. Scholarship Committee: The scholarship committee will consist of five (5) "non-senior parent" Booster Club members appointed by the executive board. The committee will select the Booster Club scholarship recipients and present the scholarship awards at the spring band concert.
3. Audit Committee: The executive board will appoint members of the audit committee at the May Booster Club meeting. The committee will consist of three members and will be responsible for verifying the accuracy of the Treasurer's financial reports, ensuring the club's cash balances are accurate; determine that established procedures for handling booster funds have been followed, ensure that expenditures occurred in a manner consistent with the organization's bylaws and ensure that all revenues have been appropriately received and recorded. The audit committee shall make a report to the general membership at the first meeting on the new fiscal year upon completion of the audit. Any discrepancies noted shall be brought to the attention of the president and a resolution reached prior to the meeting. No Executive Board Members or Spouses will be part of the audit committee.

ARTICLE XV AMENDMENTS

This Constitution and the following Bylaws may be amended by a simple majority of active members present at any regular meeting providing all members have been notified of said amendment five days prior to the meeting and providing that this majority represents at least 5 percent of the dues-paying membership.