

**BY LAWS
COPPELL HIGH SCHOOL
BAND BOOSTER CLUB**

Revised May, 2004
Adopted May 11, 2004
Revised February, 2015
Revised March, 2017

ARTICLE I

NAME

- 1.1 The name of this organization shall be COPPELL HIGH SCHOOL BAND BOOSTER CLUB, hereafter referred to as the “organization”.

ARTICLE II

MISSION AND OBJECTIVES

- 2.1 To encourage an enthusiastic interest in various phases of the Band Program at Coppell High School (CHS).
- 2.2 To support the general Band Program of CHS, including fundraising activities.
- 2.3 To cooperate and communicate with the Directors of the Band, the CHS Administration, the Coppell ISD Board of Trustees, the CHS Band members and their parents and guardians.
- 2.4 To encourage and sustain an enthusiastic interest in the Band Program among parents, Band members, student body, and members of the community.
- 2.5 To conduct its business exclusively as a charitable and educational nonprofit organization consistent with the provisions of Section 501(c)(3) of the Internal Revenue Code of 1986 and corresponding provisions of future laws.

ARTICLE III

MEMBERSHIP

- 3.1 Any person interested in the progress and development of the CHS Band is eligible for membership and will become a member upon the completion of the CISD background check form.
- 3.2 In addition to general membership, the organization may offer a business sponsorship at levels to be determined annually by the Executive Board.
- 3.3 Parents or legal guardians who have children in the CHS Band are eligible to vote. All other members are eligible to participate in organization activities but are not eligible to vote.
- 3.4 No member of this organization will be personally liable for any of its debts, liabilities, or obligations, nor will any member be subject to any assessment.

ARTICLE IV

EXECUTIVE BOARD

- 4.1 The Executive Board comprises the elected officers of this organization as follows: President, Vice President, Secretary, Treasurer, and Parliamentarian. In addition, the Past President shall serve as an officer of this organization for a one-year period immediately following the conclusion of his or her term as President. The Band Director shall serve as an ex-officio member of the organization with no voting privileges.
- 4.2 The election and general responsibilities of the officers are described further in Articles VII and VIII of these bylaws.
- 4.3 Any vacancies in an office will be filled by the Vice President until the Board appoints a successor to fill the unexpired term of that office.
- 4.4 To be a CHS Band Booster Executive Board member, you must have a student who is currently active in the CHS Band Program. The exception to this would be the board position of Past President. If, for any reason, a Board member does not have a student active in the CHS Band (other than Past President), but would like to remain on the Board, a two-thirds vote of approval by the active CHS Band Booster Board would be required.

ARTICLE V

PARLIAMENTARY AUTHORITY

- 5.1 The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these bylaws, or the articles of incorporation.
- 5.2 Multiple people may share a position on the board as defined in Article VIII; however, each position shall have one vote.
- 5.3 A quorum shall consist of 50% of the voting board positions plus one.

ARTICLE VI

MEETINGS

- 6.1 Notice of all meetings will be posted on the band website and sent by email.
- 6.2 The date and time of the general membership meetings of this organization shall be determined by the Executive Board.
- 6.3 The privilege of introducing motions, generating discussion, or conducting any other booster business shall be limited to voting members of the organization.
- 6.4 The Executive Board shall meet prior to each scheduled general membership meeting to determine the agenda of the general membership meetings.
- 6.5 Special meetings may be called by the President.

ARTICLE VII

ELECTIONS

- 7.1 A Nominating Committee, consisting of the President, Vice President, one other Executive Board member (preferably the Parliamentarian), and two general members (as determined by the Executive Board) shall prepare a slate of Executive Board candidates and prospective Committee Chair appointees.
- 7.2 The procedures to be followed once the nominees have been selected:
- The Nominating Committee chairperson shall present the slate of nominees for approval to the director of the CHS Band program.
 - The Nominating Committee will contact nominees for their acceptance of the nomination for office.
 - The slate should be presented at the April Board meeting for approval. A special meeting may be called by the President, if necessary, to approve the slate of nominees.
 - The slate of candidates is then presented at the general membership meeting in April; and it will be announced that nominations will be taken from the floor at the May general membership meeting.
 - At the May general membership meeting, the CHS Band Booster President shall ask for the Nominating Committee Chairperson to announce the slate of nominees and ask for nominations from the floor. The Nominating Committee Chairperson shall conduct the election for the Executive Board positions in accordance with Robert's Rules of Order. There shall be no proxy voting.
- 7.3 Nominees for Executive Board positions can be elected for up to two consecutive one-year terms. The Executive Board may make exceptions as needed.
- 7.4 There shall be a joint Board meeting between all new and outgoing officers following the election. The terms of office shall begin on June 1st and end on May 31st.
- 7.5 Should a vacancy occur during the elected office term, the vacancy shall be filled for the unexpired portion of the term by majority vote of the Executive Board. Notice of such election shall be given by the President. In case of a vacancy occurring in the office of the President, the Vice President shall serve notice of election.
- 7.6 Any officer or appointed chairperson may be removed from office for failure to perform the duties of his/her position or for misconduct, by two-thirds majority vote of the Executive Board.

ARTICLE VIII

BOARD DUTIES

8.1 The Board consists of the elected Executive Board officers and the appointed Committee Chairs.

EXECUTIVE BOARD

A. President:

- Call and preside at all meetings of the general membership and the Board.
- Oversee all aspects of the CHS Band Booster program.
- Appoint Chairperson of all committees.
- Assemble nominating committee and audit committee.
- Establish ad-hoc committees as needed.
- Authorized to sign on all CHS Band Booster bank accounts.
- Work with the Treasurer and Director to establish a budget for the upcoming year.

B. Vice-President:

- Preside at any meeting where the President would normally preside, in the absence of the President.
- Carry out duties assigned by the President.
- Notify all Executive Board members monthly to remind them about the meetings.
- Serve as President-elect and succeeds to the Presidency the following year.
- Reserve facilities for events as identified by the calendar.

C. Secretary:

- Take minutes of the Executive Board / Board and general membership meetings and provide to the President for distribution to the membership.
- Prepare correspondence for the organization.

D. Treasurer:

- Work with the President and Director to establish a budget for the upcoming year.
- Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds in all checking and CHARMS.
- Prepare and file documents required by the IRS and the state.
- Ensure that all checking accounts have authorized signature cards from only the President and Treasurer.
- Treasurer's records shall be audited on an annual basis as determined by the Audit Committee (described further in Article IX).
- Provide an annual report at the May general meeting, reflecting business as of April 30.

E. Parliamentarian:

- Advise the President on all matters of parliamentary procedure.
- Lead a training session at the August Board Meeting on the contents of the Bylaws and an overview of Robert's Rules of Order.

NON-ELECTED OFFICERS AND COMMITTEE CHAIRS

F. Past President:

- Serve as an advisor and provide support to the current Board.

G. Color Guard Liaison:

- Liaise between the Color Guard director, the Band Booster Board, and the Color Guard section. Provide support as necessary.
- Coordinate requirements at contests for Color Guard and Winter Guard.

H. Percussion Liaison:

- Liaise between the Percussion Director, the Band Booster Board, and the Percussion section. Provide support as necessary.
- Coordinate requirements at contests for the Percussion section.

I. Freshman Liaison:

- Liaise between the Band Directors, the Band Booster Board and the freshman students and parents. Provide support as necessary.
- Create and present information for incoming middle school families.
- Compile a Freshman newsletter with topics of interest to new band parents and students.

J. Care Team Chairperson:

- Coordinate support for the band families in any time of crisis.
- Be involved with other special projects as available.

K. Volunteer Coordinator:

- Ensure that all volunteers complete and file the CISD background check for the current school year.
- Maintain a current list of parent volunteers and track volunteer hours.
- Work with other committees to determine their volunteer requirements.
- Maintain an online list of volunteer activities and requirements
- Contact members by email, phone and other means to ensure volunteer openings are filled.
- Determine suitable volunteers for particular tasks, and ensure all members are provided opportunities to meet volunteering commitments.
- Respond to questions regarding areas of volunteering and job descriptions.
- Promote volunteer involvement, recognition and appreciation.
- Encourage student volunteering and verify completed volunteer hours for school and external volunteer requirements.

L. Merchandising Chairperson:

- Coordinate ordering and merchandising of shirts, yard signs, bumper stickers, etc.

M. Concessions Chairperson:

- Coordinate the operation of concession stands, including:
 - Food and supplies inventory.
 - Equipment maintenance.
 - Set up and clean up.
 - Ensuring that correct food handling and safety certifications and requirements are met.

N. Fundraising Chairperson:

- Coordinate with Band Directors and the Band Booster Board on fundraising activities.
- Oversee all fundraising activities of the organization, in order to avoid conflict or duplication of efforts.

O. Hospitality Chairperson:

- Host Band Booster activities, including:
 - Welcome Back Concert and party in August.
 - Responsible for ensuring that all guests (judges/directors/volunteers) have a room designated to meet their needs/requirements.
 - Band Banquet.
 - Band Parties.

P. Lead Chaperone Chairperson:

- Determine chaperone requirements for football games, contests and other trips.
- Maintain proper student/chaperone ratio according to the school's needs.
- Assist with travel planning for trips, including accommodation, transportation and meals.
- Instruct chaperones before each trip.
- Coordinate food and refreshments when necessary for each trip.
- Ensure first aid kits are stocked and available for each trip.
- Ensure that chaperones have contact numbers of Head Chaperones prior to each trip.

Q. Spirit Chairperson:

- Promote spirit among the organization by increasing awareness of upcoming events, for example:
 - Make posters
 - Hand out flyers
 - Provide decorations as needed;
 - Development of themes that encourage the students.

R. Website Chairperson:

- Maintain a Band Booster website with current information.
 - All Band program information must be approved by the Band Director.
 - All Band Booster information must be approved by the President.

S. Meal Deal Chairperson:

- Coordinate Meal Deal for band members and directors for games and contests.

T. Publicity/Public Relations Chairperson:

- Responsible for the publicity of the organization and Band program (specifically band events, fundraisers, Color Guard, Percussion and individual band students).
 - Obtain ad in Sport Program as directed by the Executive Board.
 - Newspaper articles.
 - Community bulletin boards.
 - Coordinate with year book staff to ensure adequate coverage.

U. Uniforms Chairperson:

- Responsible for all elements of the band performance uniforms:
 - Maintain records of uniform distribution system.
 - Issue and collect uniforms.
 - Assign and collect uniform fees as agreed by the Band Director.
 - Check in/out uniforms for regular cleaning with dry cleaner selected to fulfill the marching uniform cleaning contract.
 - Arrange for the cleaning of uniforms at end of year as necessary.
 - Report needed replacement items to the Band Director.

V. Logistics Chairperson:

- Coordinate and instruct volunteers to load and unload trucks with equipment, instruments, props and ice chests for football games, contests and other trips.
- Coordinate minor repairs of equipment as needed.

W. Field Crew Chairperson:

- Coordinate and instruct volunteers to move front ensemble, podiums and props on and off the field and to assist with placement of these items for football games, contests, trips, and performances.

X. Props Chairperson:

- Work with the Band Staff to determine prop designs and requirements for Marching Band and Color Guard / Winter Guard.
- Coordinate materials and volunteers to assist with construction, assembly, maintenance and repairs of props.
- Work with Logistics Chairperson and Field Crew Chairperson to streamline transportation, moving and placement of props for football games, contests and trips and performances.

ARTICLE IX

FINANCES

- 9.1 The President, after consultation with the Band Director and Treasurer, will submit a budget to the Executive Board for approval prior to the August General Membership meeting.
- 9.2 The budget will be presented to the general membership for approval at the August meeting.
- 9.3 Expenditures during the year shall be based on the amounts approved in the budget. If, during the year, there is a need to make changes to any of the budgeted amounts, these changes may be approved by majority vote of the board.
- 9.4 Existing committee chairs will submit recommendations for their committee's budget for the upcoming year to the President by the May Board meeting.
- 9.5 The fiscal year of the booster organization begins June 1st and ends May 31st.
- 9.6 Each year, the President shall form an Audit Committee. The committee should contain between three and five members, none of whom have check signing authority. If possible, one of these members should have served on the Audit Committee the prior year.
The Audit Committee will inspect the bank statements and financial records for accuracy, ensure that the organization complies with all rules and regulations and files all required reports with any governmental agency necessary to comply with all applicable sections of the Internal Revenue Code necessary to retain its tax exempt status. Any concerns or discrepancies should be checked with the Treasurer for explanation, and recorded.
The Audit Committee will report the audit findings at the August Board meeting.

ARTICLE X

AMENDMENTS

- 10.1 These Bylaws may be amended by a two-thirds majority vote of the members present at any general membership meeting. The amendments must have been presented at the preceding general membership meeting of the organization or at least 20 days prior to the meeting at which the amendment is voted upon.

ARTICLE XI

INDEMNIFICATION

- 11.1 The organization shall indemnify officers, members, and other persons who participated in activities of the organization and acted in good faith.
- 11.2 Indemnification shall be against all expenses including attorney fees and reasonable expenses actually incurred by the person in connection with the proceeding.

ARTICLE XII

AFFILIATIONS

- 12.1 The organization may enter into affiliations with associations with common interests and purposes by recommendation of the Executive Board and vote of the general membership.

ARTICLE XIII

DISSOLUTION

- 13.1 In the event of the dissolution of the CHS Band Booster Club, a majority of the Executive Board then in office shall, after providing for the payment of all liabilities of the organization, dispose of the assets of the CHS Band Booster Club in accordance with section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Approved by the Executive Board on March 7, 2017 and approved by general consent of the membership on April 11, 2017.