WAKELAND HIGH SCHOOL BAND BOOSTER
ASSOCIATION BYLAWS
Amended June xx, 2017
Effective July 1, 2017

Article I - Definition

"Association" shall mean and refer to the Wakeland High School Band Booster Association (WHSBBA).
"Board" shall mean and refer to the members of the Band Booster Board.
"Officers" shall mean and refer to the members of the executive board.
"Staff" shall mean and refer to the band directors, band instructors, guard director, percussion director, and school administration.
"Band" shall mean and refer to any group assembled by the band director(s) either as a class or school-sponsored activity including but not limited to band and guard students.
"General Meeting" shall mean and refer to any official gathering of the members of the Association.
"Board Meetings" shall mean and refer to any official gathering of the members of the Board.
"Member In Good Standing" shall mean and refer to a parent/legal guardian with a student enrolled in the band/guard program, current on all financial responsibilities.

Article II- Name

The name of the organization shall be Wakeland High School Band Booster Association.

Article III- Objectives

The Association is an independent non-profit organization, organized to support the Band at Wakeland High School in Frisco, Texas, USA, and dedicated to achieve the following objectives:

- To provide a positive environment for students' educational and artistic growth.
- To promote a closer relationship between parents, students, and staff in an atmosphere of mutual cooperation, support, and respect.
- To encourage a high level of achievement for the band and it members.
- To provide resources, both human and financial to band activities.
- To promote and recognize the band and its students accomplishments.

Activities of the Association shall not conflict with University Interscholastic League rules. The organization is organized for charitable purposes within the meaning of Section 501© (3) of the IRS.

Article IV- Methods

Section 1- The Association shall strive to achieve the objectives of the Association by assisting in logistics and providing support through projects and contributions.
Section 2- The organization shall be noncommercial, nonsectarian, and nonpartisan.
Section 3- The organization shall not directly or indirectly participate or intervene in any political campaign on behalf of or in opposition to any candidate for public office.
Section 4- No part of the net earnings of the organization shall be distributed to its members, directors, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for service rendered.

Article V- Membership and Dues

Section 1- Any person who supports the objectives of the Association, currently has a student enrolled in the band program, and is willing to uphold its policies and subscribe to its Bylaws may become a member.
Section 2- Membership in the Association is inherent to the parents and/or guardians of students who participate in the Band/Guard.
Section 3- Membership dues shall be determined by the Board on a yearly basis.
Section 4- The Band Directors, as well as Advisors and Instructors shall be considered honorary (non- voting) members. The director will ensure that activities are conducted in accordance with FISD policies and shall encourage members,

parents, faculty, and staff to support the Wakeland High School Band Boosters by their attendance at meetings and musical events. The Band Directors shall recommend preferred projects and activities to be pursued by the Association.

Article VI- Board of Directors and Their Election

Section 1- The officers of the Board of Directors consist of the following positions (*indicates Executive Board Officer):

President*	Prop Crew Chairperson
Vice President of Operations*	Ways and Means Chairperson
Vice President of Student Affairs*	Uniform Chairperson
Secretary*	Social/Hospitality Chairperson
Treasurer*	Photography/Videography Chairperson
Parliamentarian*	Concessions Chairperson
Volunteer Coordinator*	Food Service Chairperson
Assistant Treasurer	Guard Liaison
Spirit Sales Chairperson	New Member Liaison
Chaperone Chairperson	Percussion Liaison
Field Crew Chairperson	Trip Coordinator

Any individual may occupy multiple positions, but not 2 Executive Board. Only one family member may sit on the Executive Board.

Board members may choose to appoint a co-chair for their position to assist with positional responsibilities. Co-chair positions are non-voting positions as referenced in Article VIII, Section 2. All Co-chairs must be in good standing with the WHSBBA, and presented to the board for approval.

FISD employees may not serve as Treasurer, Ways and Means Chairperson, or have check signing authority, without approval of school Administration.

The Board may include up to 2 non-voting members, the Head Director (or their designee) and the Immediate Past President (if still a member). Any voting member of the Board must be a parent or legal guardian of a student who is a member of the Band/Guard and be in good standing with WHSBBA.

Section 2- Each Officer shall be a member of the Association.

Section 3- All officers of the Board shall be elected annually.

Section 4- A person shall not be eligible to serve more than 2 consecutive terms in the same board position unless approved by the current board.

Section 5- A vacancy occurring in any office (except the President) shall be filled for the unexpired term by a person elected by majority vote of the remaining members of the Board, with due notice of such election having been given to WHSBBA members. In case a vacancy occurs in the office of President, the Vice President of Operations shall serve until a special election can be held. Should a multiple vacancy (e.g. both the President and Vice President of Operations) occur, the Vice President of Student Affairs shall serve as President until the succession of the offices is determined by the Board and a special election can be held.

Section 6- Any officer whose child ceases to be a member of the Band/Guard program shall resign and a new officer shall

be elected in accordance with Article VI, Section 7.
Section 7–Any office who is resigning must notify the Executive Board and the Band Director by email. They must return all materials to the Band Director within 72 hours.
Section 8- The term of office for the Board Members shall extend from July 1 through June 30 of each fiscal year.

Article VII- Responsibility of Officers and Board Members

Section 1- Board members shall not miss two consecutive scheduled Board meetings. Should that occur, the Board shall reserve the right to remove that member from office with a two-thirds majority vote of the Board members in favor of the action. This can be completed via online survey immediately following the second missed meeting. If for any reason you will miss a meeting, you must notify the Board President or Vice President of Operations via email.
Section 2- All Board members and volunteers must conduct themselves with courteous manners and language, exhibit good sportsmanship, serve as a positive role model, treat others with respect while in the presence of, helping or supporting in any capacity the Wakeland Band or WHSBBA.
Section 3- If a Board member consistently fails to comply with the Bylaws and Standing Rules, the Board then reserves the right to remove the member from office based on a majority vote of the full Board, with the exception the failing member.
Section 4- Outgoing Board members should serve as mentors to the incoming Board members. This period will begin after the elections and may last until the beginning term as outlined in Article VI, Section 8
Section 5 – All Board members must disclose any ownership or vested interest that they would benefit from as a vendor to the WHSBBA or band program. This must be done in writing to the Band Director and Executive Board.
Section 6 – All Board members shall give changes in contact information to the Secretary, who will notify the other board members by email.
Section 7 – All Board members are expected to lead by example and agree to be involved with all aspects of the WHSBBA activities, including volunteering for fundraising activities.
Section 8 – Job descriptions are an addendum to the Bylaws.

Article VIII- Meetings and Voting

Section 1- Regular general meetings of the Association shall be held at least three times per year, called by the President and approved by the Director of Bands. The first meeting shall be held close to the beginning of the school year. Members present shall constitute a quorum for the transaction of business at any general meeting of the Association, provided due notice of the meeting has been given. For purposes of this section, due notice shall be defined as a 72 hour notification via email, website, or letter. The privilege of holding office, introducing motions, discussions, and voting shall be limited to members of the Association.
Section 2- Regular Board meetings shall be held at least three times a year prior to general meetings during the school year and at other times as necessary. Six voting members shall constitute a quorum for transactions of Board business. For purposes of the Board voting, each position and/or co-chair shall have one vote. For any board positions which have a named co-chair, the co-chair will not have a vote, ensuring each board positions carries a single weighted vote. Board actions shall be supported by a simple majority of the Board. If necessary, the President may poll the Board to record their vote. All Board voting shall be documented and published in the Board minutes. This will include a record of individual votes cast, total votes, and vote outcome. This universal principle applies to all methods of voting, such as (but not limited to) email, phone, or face to face voting.
Section 3- Special meetings may be called by the President or members of the Board, as necessary, provided all Board members are properly notified. Notification may include email or phone calls. The Director of Bands must be given notice of any special meeting.
Section 4- No proxy voting or absentee voting will be allowed. Special circumstances may allow for voting for an extended time period using online voting measures, such as Survey Monkey. A 72 hour voting period will be set for all requests via online survey, which will include a minimum of 2 business days, or until a majority vote has been reached**.** Results will be presented to the Board at the completion of voting and added as part of the minutes for the next Board meeting.
Section 5- The presiding officer abstains from voting with the exception of breaking a tie.
Section 6 – Executive Committee Meetings shall be held at the discretion of the Booster President and Director of Bands as deemed appropriate and on a timeline they determine. During these meetings, there are legally specified circumstances that call for these meetings to be in Executive Session (closed sessions) for discussion and consideration. These circumstances

include anything that violates the right to privacy, all personnel matters, financial issues necessitating privacy, legal consultation, and anything specific to membership, board members, students and/or boosters (see Texas statutes below) and are in accordance with the FISD School Board procedures. Any action requiring a vote will be presented at the next Regular Board Meeting.

1. All personnel issues must be conducted in an executive session unless specifically required by the Texas Open Meetings Law.
2. Anything that violates right to privacy, i.e., Texas Open Meeting Act, Texas Open Records Act, cannot be placed on the open agenda.
3. Anything falling under the Texas Government Code Section 551.072 which is discussing purchase, exchange, lease or value of real property and Section 551.071 which is private consultation with an attorney if needed.

Article IX- Budgeting and Expenditure Authority

Section 1- The Board shall have authority to allocate assets of the organization in support of the stated objectives that directly benefit the students and/or band program.

Section 2- The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year. Each Board Member shall submit their budget requirements to the Treasurer. The budget shall be approved by the board prior to the last general WHSBBA Booster meeting of the school year, at which the General Membership will approve the budget.

Section 3 – The Treasurer shall deposit payments received within 3 business days, with the exception of special events requiring a Chairperson. Chairpersons collecting money for an event shall turn the money over to the Treasurer within 3 business days of the event and then the Treasurer shall have 3 business days to deposit the payments. The Concessions Chairperson shall deposit the funds directly into the WHSBBA account or forward the funds to the Treasurer the following day after the event.

Section 4- No unbudgeted expenditures shall be made without approval through a majority vote of the Board.

Section 5- Checks written over the amount of $1500.00 per item require written approval from a second authorized signer on the Association's bank account in the form of a signature or email authorization. In case of an unforeseen circumstance, a verbal approval is accepted with a follow up email. Check signers cannot be the person to whom the check is written, their business or related to the individual to whom the check is written. No signed blank check will be distributed to any person unless authorized by the Board in advance.

Section 6 – If 2 NSF checks are received from a specific family/company, future payments for the year must be made in credit/debit card, cashier's check or money order. Any bank fees incurred by the organization shall be reimbursed by the family/company responsible. Details should be clearly noted in the general ledger.

Section 7 – Stop payment fees on lost checks shall be paid by the person/company responsible for losing the check. Details should be clearly noted in the general ledger.

Section 8- The fiscal year of this organization shall begin July 1 and end June 30, outgoing Treasurer will close out all FY (fiscal year) books.

Section 9- The Executive Board shall be responsible to cause the books and record of the Treasurer to be audited at least once a year. Such books and records must be audited at the time a change is made in treasurer personnel irrespective of previous audit. The audit may be made by an auditing committee appointed by the Executive Board, chaired by the Parliamentarian, and no less than 2, no more than 4 other members or the audit may be conducted by a qualified firm or person outside the organization. Both a Federal and State tax return are to be filed at the end of the fiscal year (June 30) pursuant to the IRS code.

Section 10 – The Treasurer must maintain individual student files electronically with student information designated by appropriate registration forms.

Article X- Standing and Special Committees

Section 1 – Such standing and special committees shall be created as may be deemed necessary to promote the objectives and carry on the work of the Association. The Board shall approve the formation of the committee by vote. The Chairperson shall establish the committee and present the committee to the board. Serving on a special committee shall be open to all members in good standing within the WHSBBA organization. All committee work shall be undertaken with the consent of the Board. Special committees created and appointed for a specific program will cease to exist upon the completion of the

assigned program. These include, but are not limited to, Banquet Committee, Band Trip Committee, etc.
Section 2- The Band Director shall be ex-officio members of all committees. The President shall be ex-officio member of all committees except the Nominating Committee.
Section 3- The Executive Board shall appoint a Bylaw Committee as deemed necessary. No family members or members who will not be returning to the WHSBBA shall be on this committee. This committee shall be chaired by the Parliamentarian and consist of no less than 3 and no more than 6 members including the Parliamentarian and President of the WHSBBA. Any bylaw changes shall be approved by the Board prior to being presented to the General Membership. The Bylaw Committee will present the suggested new Bylaws at the next general membership meeting for approval.
Section 4- The Executive Board shall appoint a Nominating Committee no later than the February Board meeting. No family members or members who will not be returning to the WHSBBA shall be on this committee. This committee shall consist of 4 voting members including the Parliamentarian of the WHSBBA, who will chair the committee. The Nominating Committee will present a list of proposed officers prior to the election to the board for approval. The duties of the Nominating Committee shall be to obtain at least one qualified candidate for each office and report their findings at the April Board meeting. The Nominating Committee must obtain the approval of those nominated prior to the vote. Nominations from the floor may also be accepted at that time. The Parliamentarian creates the Board approved nominee list for all Board positions. Officers will be elected and introduced at the May general meeting. They shall assume their duties at the start of the next fiscal year, which starts July 1st. Prior to July 1, no agreements can be signed by the incoming board members.

Article XI- Parliamentary Authority

Section 1- Robert's Rules of Order (Revised) shall govern this Association in all cases when applicable.
Section 2- The Parliamentarian shall act as an advisor to the Presiding Officer in all matters of Parliamentary procedure.

Article XII-Amendments

Section 1- These Bylaws may be amended at any scheduled general meeting of this organization by a majority vote of the members present and voting, providing a 72 hour notice of proposed amendment(s) have been given. For the purposes of this section, due notice shall be defined as notification via email, phone call, website, written letter, or discussion at a scheduled general meeting. A committee may be appointed to submit a revised set of bylaws which may replace these only by a majority vote at a meeting of the Association.