

Commerce Band Boosters Minutes
By –Laws

Proposed changes June 2017
Italics-Proposed addition

Article I-Name

The name of this non-profit organization will be **The Commerce Band Boosters**.

Article II-Objectives

The organization shall cooperate with the school to support the improvement of music education in ways that will not interfere with the administration of the school and shall not see to control the school's policies. The particular objectives for which this association of the Commerce Band Boosters is formed are:

1. To create a closer working relationship between students, parents, school, community and band directors.
2. To raise funds in order to provide financial support of the band programs of Commerce Schools.
3. To be an advocate in all matters and thing pertinent to the band, and to remain within the jurisdiction of CISD and the Band Director(s).
4. Support the music and performance program defined by the Band Director(s).
5. Provide encouragement, guidance, emotional support, role modeling and opportunities for positive interaction among parents, teachers and administrators
6. As Boosters, we are the committee to work cooperatively to accomplish these objectives.
7. In the event of the dissolution of the organization, Its assets shall be given to the Commerce Band

Article III-Membership

Membership in this association shall consist of the parents and band members of Commerce schools and interested community members Only parents/guardians of current band members are eligible to hold office and vote at meetings.

Article IV-Officers

The officers of the association shall be President, Vice President, Secretary, and Treasurer:

1. **The President** shall preside at all meeting of the Boosters. He or she shall chair the Band Booster Executive Board. He or she shall be a member ex-officio of all committees. The President is the chairman of the budget committee, which will consist of the President, the treasurer, and the band directors.

2. The Vice President shall perform duties of the President in his or her absence, act in an advisory capacity at all times and shall be in charge of membership.
3. The **Secretary** shall keep the minutes of all Executive Board and Band Booster meetings and make these available to the membership. The minutes will be maintained in accordance with regulatory requirements.
4. The **Treasurer** shall be responsible for:
 - a. Receiving all money collected by directors or officers, issuing of receipts, and depositing funds in the established bank account. All monies shall be deposited in the name of Commerce Band Boosters general fund and/or student accounts.
 - b. Dispersing funds at the recommendation of the Band Director(s), board members, or committee chairs as budgeted and approved by 2/3 vote of the executive board. Funds shall be disbursed according to the Commerce ISD Funds Disbursement/Reimbursement Policy.
 - c. Maintaining the required financial records to comply with state and federal laws and to meet the needs of the organization.
 - d. Providing general financial reports *monthly* to the board members, Band Director(s) and general membership as requested. The scope and detail of financial records shall be determined by the executive board.
 - e. As a member of the Budget Committee, support the preparation of an annual budget based on recommendations of the band directors, board members and committee chairs. The draft annual budget shall be presented to and approved by the Band Board prior to the end of June. The budget will be presented to the general membership for final approval in August.
 - f. Completing and submitting all state and federal forms, reports and tax returns required as a non-profit organization under the laws of the State of Texas and the United States.
 - g. Submitting financial reports, support documentation and assistance as required by the President for audit after each fiscal year ending on June 30th.
 - h. The Treasurer's records shall be open to inspection by the officers, band boosters or band directors at any time
5. Adults of one family may occupy only one office or committee chair at any given time.
6. The Commerce Band Boosters Executive Board shall consist of all elected officers, and Band Director(s).

Article V-Executive Board

1. **Members:** The Executive Board of the Commerce Band Boosters shall be composed of the elected Band Boosters officers and the Commerce Band Director(s).
2. **Authority:** The Executive Board shall have full authority in all matters of the Commerce Band Boosters including the disposition and disbursement of funds. At the beginning of the fiscal year, and at any time thereafter, if deemed necessary, the Executive Board may determine a monetary expenditure threshold above the proposed disbursements but must receive prior

approval by the Executive Board. Members of the Executive Board, excluding Band Director(s) shall be authorized to sign checks and disburse funds. All checks written must be signed by two authorized signatures.

3. Removal: The Executive Board shall have the authority to remove any officer or committee chairperson by a majority affirmative vote of the Executive Board.

Article VI-Committees

Standing committees shall be those deemed necessary for the preservation and well-being of the association. They may include Publicity, Concessions, NETEX Marching Competition, Fund Raising, Equipment and others as determined by the President and Band Director(s).

Article VII-Nominations and Elections

Officers of the Band Booster shall be elected at the regular May meeting and shall assume their duties on June 1st.

In the March Executive Board meeting, a nominating committee of not less than three (3) members including the Band Director(s) shall be named to present a slate of officers at the April Executive Board meeting. Officers shall be elected at the May general meeting. Nominations may also be made from the floor at the April meeting. The term of office shall be one year or until a successor is elected. The officers must have a student in the band program during his or her term in office. In the event that an officer's child terminates his or her membership in the band, that officer will no longer be able to serve, and the President shall appoint a replacement for the remainder of the term.

Article VIII-Meetings

Regular meeting of the general membership shall be held every month during the school year. The Executive Band Board shall meet monthly prior to the general meeting during the school year. A quorum shall consist of members in attendance at a meeting.

- A. The regular meetings of the Commerce Band Boosters shall be held in the Commerce High School Band Hall on the second-*Tuesday* of every month during the school year. The Executive Board has the right to move this date because of school or band director(s) conflict with a minimum of 48 hours notice.
- B. Special meetings of this organization may be called by either the President, or by a 2/3 majority of the Executive Board at such time and place as deemed necessary. At least one Band Director must be present in order to hold a special meeting and Band Director(s) will have full voting privileges.

Article IX-Property

All equipment and supplies, including instruments, uniforms and regalia, purchased by the Commerce Band Boosters shall become the property of the Commerce High School Band.

Article XI-Chaperones

Chaperones will be chosen by the Band Director(s) in a manner of their choosing. All overnight band trips must have at least 1 Official Chaperone per 10 students and there must be a near even mix of male and female Chaperones. The Band Directors are not considered chaperones. Official Chaperones must abide by the rules laid out by CISD and the Band Directors. Other parents may decide to on the trip by separate transportation, but they will not be considered Official Chaperones

Article XII-Fundraisers

All Booster fundraisers will be approved by a majority vote of the membership.

Article XII-Amendments

These by-laws by be amended by a two-thirds vote of the members present at the general meeting provided that a copy of the proposed amendments has been made available to every member thirty (30) days prior to adoption of the proposed amendments.