

Article XV- Certification

We CERTIFY that the foregoing Constitution and By-Laws have been approved by the general membership of the Canyon Band Booster.

Date                      President

The foregoing Constitution and By- Laws have been reviewed in accordance with Comal ISD Booster Club Guidelines, dated October 2017.

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Date                      Principal, Canyon High School

## Constitution and By-Laws of the Canyon Band Boosters

### Article I — Name

This Organization shall be known as the Canyon Band Boosters.

### Article II-Purpose

1. Provide an adult service organization dedicated to the promotion of the welfare of the band organizations and their members. These band organizations include the Canyon High School Band, all band programs in the attendance zone feeder schools and their members.
2. This organization is organized and operated exclusively for charitable and educational purposes within the meaning of 501 (c)(3) of the Internal Revenue Code.
3. Provide supplementary financial and program support in accordance with Comal ISD Booster Club Guidelines, dated July 2016.
4. Strive for close coordination and understanding between music organizations, school, and community.

### Article III- Objective

The Objective of this Organization is to:

1. Create a wider interest in music study and band activities.
2. Assist in band functions when requested by the band director.
3. Assist and support the band organization, band instructors, and school authorities in the furtherance of the school band program and objectives.

### Article IV- Fiscal Year

The fiscal year for the Canyon Band Boosters is June 1<sup>st</sup> — May 31.

### Article V- Membership

Membership in this organization shall be divided into three classes; General, Associate and Life. Membership will not be denied to anyone because of race, creed, religion or national origin; nor will the Canyon Band Boosters sponsor, support, or participate in any activities or with any organization which engages in such practices.

### 1. General Members

- (a) Eligibility- Any person interested in music or music organizations.
- (b) Status- General Members have the right to vote, hold office and participate in the management of Canyon Band Boosters.

### 2. Associate Members

- (a) Eligibility — Faculty members who are part of school music organizations
- (b) Status- Associate members will not pay dues; however, they will enjoy all privileges of general member, except those of voting and holding an elected office.

### 3. Life Members

- (a) Eligibility — Life membership should be tendered to those who, in the opinion of the Nominating Committee, have rendered valuable and distinct service to the organization over an extended period of time. If the committee has nominees, they must be approved by the majority vote at the April general membership meeting.
- (b) Status — Life members will not pay dues. They will enjoy the privileges of general members.

## Article VI — Executive Board

The elected officers of the band booster's organization will be the President, Vice President, Secretary, Treasurer, and the Parent Representatives from the Canyon High School. The officers shall be elected by the majority vote of the members eligible to vote in attendance at the elections. Only active members in good standing shall be permitted to hold office or vote upon any matter of business of the organization. Employees of the district shall not serve in a financial capacity of a booster or other parent organization. Financial capacity includes holding position of treasurer, fund raising chairperson, or serving as a check signer. The elected officers constitute the Executive Board.

#### 1. The President shall:

- a. Preside at all business meetings of the organization
- b. Appoint a Parliamentarian
- c. Call and preside at all meetings of the Executive Board
- d. Appoint a general member to fill a vacancy caused by the resignation or incapacity of any elected officers, in accordance with the Constitution with the approval of the elected officers.
- e. Appoint chairperson of standing and special committees, with the approval of the elected members.

- f. Be an ex-officio member of all committees.
- g. Countersign all minutes of meetings after their reading and approval.
- h. Maintain custody and enforce the provisions of the Constitution and By —Laws.
- i. Coordinate with and assist, as needed, each member of the Executive Board at all times.

Co-sign checks along with the Treasurer for all booster club expenditures.

- j. Select an executive board member as the designee to review bank statements. This individual shall not be a signer on the account. Upon receipt, the designee should review the activity on the bank statement. This provides an independent review by an individual not associated with disbursement activity.
- k. Appoint at least a three-member Audit committee excluding signers on the account. This committee will be appointed in April of each year so that the audit report can be presented during the first fall semester general membership meeting. The President is also responsible for insuring an audit is performed whenever a Treasurer resigns or is terminated and at any other time deemed necessary by the Executive Board.

2. The Vice President shall:

- a. Perform the duties of the President in the absence of the President.
- b. Assist the President as needed.
- c. Maintain a working knowledge of all the boosters' activities.
- d. Supervise all standing and special committees.
- e. Co-sign checks along with the Treasurer in the absence of the President.

3. The Secretary shall:

- a. Record, sign, present, and maintain minutes of the Executive Board, special meetings, and the general membership meetings.
- b. Prepare reports and conduct the general correspondence of the organization.
- c. Have responsibility of bringing a current copy of the Constitution and By-Laws to all meetings, together with a list of the membership and members of all standing and special committees, and prepare and bring voting materials to the election meeting.
- d. Record the attendance at each Executive Board meeting and advise the President if a quorum is present. Record attendance at each General Membership meeting.
- e. Have responsibility for providing a copy of the minutes and Treasurer's report to the Principal of Canyon High School and each of the band directors.
- f. Have responsibility for providing all new members the opportunity to review a copy of the current Constitution and By Laws.
- g. Be responsible for the collection of general membership forms from Canyon Band Boosters.

4. The Treasurer shall:

- a. Receive and disburse all funds belonging to the Canyon Band Boosters, and keep records in accordance with good accounting practices and district guidelines.
- b. Reconcile all bank statements as received and resolve any discrepancies with the bank immediately.
- c. Pay bills upon receipt of itemized statements. Must insure that the President or another officer (whose name is listed on the bank signature card; however, is not a spouse) has cosigned checks prior to issuing payment.
- d. Deposit all monies received on a weekly basis, but prior to holidays and weekends (daily, if receipts on hand exceed \$250.00).
- e. Present a current financial report including bank statements, bank reconciliations, and financial statements to executive committee within thirty days of previous month's end, copies should be available for review by general membership if requested. A signed copy of the report should be presented to the President and to the Secretary for posting of the minutes.
- f. File current financial reports at the end of each semester in accordance with district guidelines.
- g. File sales tax reports as required by the Comptroller's office (monthly, quarterly, or annually) if required.
- h. File all required annual IRS forms including 990 and 1099 by five months after.
- i. The current treasurer will file the 990 form before turning over the books in June.
- j. Present records for audit to the Audit committee in June of each year and at such time as an audit may be requested by the Executive Board and by the Principal of Canyon High School. Records will also be presented for audit in the event the Treasurer resigns or is terminated.
- k. The Treasurer as well as any other individuals required to handle funds belonging to the association should be covered by fidelity bond in the amount based upon the organization's annual income and determined by the Executive Board.

5. The Parent Representatives from the Canyon High School shall represent their organization on the Executive Board. In doing so, they will gather feedback from the students, parents and other board members.

- a) The three Parent Representatives, including the Uniform Coordinator are responsible for developing and implementing morale boosting ideas within the music groups that they represent.

1. Head Chaperone — should assist in acquiring parent chaperones for band events, organizing bus lists and delivering completed background checks in accordance with district policy.
2. Assistant to the Head Chaperone — assists head chaperone in all duties according to district policy.
3. Uniform Coordinator — responsible for maintenance and distribution of band uniforms.

6. The Parliamentarian, appointed by the president, shall advise the presiding officers on parliamentary law and matters of procedures when requested. The parliamentarian should be thoroughly familiar with the by-laws and any standing rules of the group. A copy of Robert Rules of Order Newly Revised should be maintained by the organization and referenced as needed.

#### Article VII- Administration

The Executive Board is a Board composed of the President, Vice President, Secretary, Treasurer, Parliamentarian, the elected Parent Representatives, and the band director.

The Board will:

- 1) Attend all general and special membership meetings and Executive Board meetings. The Board is encouraged to attend CISD Board Meetings and any other meetings, which may impact the band organization.
- 2) Approve the President's appointment of a general member to fill a vacancy caused by the resignation or incapacity of any elected officer.
- 3) Approve allocation of funds for each special project not approved as a part of the overall budget, not to exceed \$200.00. The President may approve emergency expenditures of up to \$50.00 without formal Executive Board approval.
- 4) At the February membership meeting, the Executive Board presents an operating budget and a general outline of activities for the fiscal term to the voting members for their adoption.
  - A) Prior to the February meeting, the Executive Board shall determine the projected allocation of funds to the various bands. This shall be reported to the general membership at the February meeting. During this meeting, the parents from the respective groups shall meet with the appropriate directors and determine the desired use of the funds. If the parents of a particular organization reach a consensus that some funds should be kept in the band boosters' account as the designated funds for their organization for a future major expenditure,

the Executive Board will not distribute that portion of the funds. The designated funds for that organization will be held in the band booster account for exclusive future use of the organization for which they are designated. The appropriate organization representative at the February meeting will report the result of various parent group meetings. All fund not retained as designated will be distributed after February membership meeting in accordance with paragraph 3.

B) Canyon Band boosters will award a set number of scholarships as determined by the Executive Board and approved by membership at large at the February general membership meeting the fiscal year prior, to graduating seniors of Canyon High School enrolled in the Band Program or Color Guard who meet prerequisites on the current Canyon Band Booster Scholarship Application. Scholarships will be awarded in accordance with Comal ISD Booster Club Guidelines July 2016. Recipients of the scholarship must provide proof of enrollment in an institution of higher learning, before the actual awarding of funds.

## 2. Fundraising

The Canyon Band Boosters shall in conjunction with the band director, complete a fund raising application for each event and receive the approval of the Canyon High School Principal. A copy of this application must be forwarded to the Business Services Dept. The Canyon Band Boosters will follow district guidelines on fundraising.

## 3. Allocation of Funds

Those funds determined eligible for distribution to the CHS Band program and middle school band programs after the operating budget has been established shall be divided according to the following criteria:

60% to Canyon High School Band and 40% to be split among the feeder middle school bands.

a. The Canyon High School band director shall control the expenditure of funds at the middle school for their appropriate program to ensure the funds are utilized in a manner which will not only benefit the program at that level but will also enhance the development, growth, and improvement of the respective high school program.

b. If justified and deemed beneficial for the entire band program, the Canyon High School director may use the middle school funds at the high school or for joint high school/middle school expenditures within the Canyon High School attendance zone.

#### 4. Distribution and Presentation of Funds

- a. The funds to be distributed to various programs will be presented by the President of the Band Boosters at the school board meeting. Media coverage should be sought to increase club growth, community support, and enhance the recognition of various music programs.
- b. The district will deposit the funds for the Canyon High School program in an account accessible by the high school band director. The middle school funds for the band program shall also be deposited in an account accessible by the band directors at each respective school.
- c. The CISD Business Manager will be requested to provide to the Band Boosters a list of expenditures from each account at the fall semester general membership meeting.
- d. The Canyon Band Boosters and organizations that they support shall maintain individual integrity of their respective fundraisers until completion. The Canyon Band Boosters shall not enter into loans or advances to the groups that they support.
- e. Direct payments to District employees are not permitted uses of booster funds, nor is the purchase of alcoholic beverages. Canyon Band Boosters shall not contribute funds in an effort to increase the personnel allocation and /or stipends of a particular program.
- f. The Canyon Band Boosters will not participate in the monetary sponsoring of students to participate in other activities nonrelated to Canyon Band.

#### 5. Committees

Committee Chairpersons shall be appointed by the President with the approval of the Executive Board. Band Directors shall be ex-officio members of all committees. The Committee Chairpersons shall be supervised by and report to the Vice President of the Canyon Band Boosters. The Standing Committees consist of the following:

- a. Audit Committee- The Audit Committee consists of a chairperson and 2 members responsible for insuring that the Treasurer's financial records and organizational funds are audited in June of each year so that an Audit report can be presented during the first fall semester general membership meeting. The committee is responsible for performing audits whenever a Treasurer resigns or is terminated, and at any other time deemed



necessary by the Executive Board. The committee will follow district guidelines when completing the audit.

- b. Membership/Publicity Committee — The Membership /Publicity Committee shall consist of a chairperson and three members.
  - 1. The Committee shall contact and encourage the parents of students in music organizations and other interested people to join the Canyon Band boosters.
  - 2. The Committee will have responsibility for notifying the school principals and band directors of the general membership meetings, and all special meetings. They are responsible for notifying appropriate persons for the Executive Board meetings.
  - 3. Ensure that Band Booster meetings and activities are publicized by the local news media.
  - 4. Committee members are urged to attend CISD School Board Meetings and any other meetings, which impact the band organization.
  
- c. Nominating Committee — The Nominating Committee should consist of the President, a chairperson, and a non-associate parent.
  - 1. The members of the Nominating Committee will be appointed by the President at the February general membership meeting.
  - 2. The Nominating committee shall nominate individuals to fill each elected office. Every attempt should be made to obtain two nominees for each office.
  - 3. Nominees for office must give their approval prior to having their name submitted at the general membership meeting in April. Additional nominations may be made from the floor, with the prior consent of the nominees. A written list of the nominees will be included in the meeting notice.
    - 1.) Members of the Nominating Committee shall not be barred from becoming nominees for office.
  
- d. Banquet Committee - The Band Banquet Committee shall consist of a chairperson and at least one parent. The committee is to ensure recognition is given to outgoing officers of the Canyon Band Boosters and any other appropriate persons who have made a contribution to the Canyon Band Boosters organization. The committee will help to recognize the achievements of the CHS band students in coordination with the respective band directors. The committee must operate within the budget set by the approved budget. All expenditures must be turned in within 10 days of the event to the Treasurer.

e. Ways and Means Committee — The Ways and Means Committee shall consist of one chairperson and four members. This committee organizes all fundraisers and shall have the prerogative of asking assistance of the other committees and the President to appoint special committees. The committee must follow all district guidelines.

6. The Voting Membership at—large shall:

a. Approve the budget for the fiscal term.

b. Approve all expenditures for each special project over \$200.00, not approved as a part of the overall budget.

#### Article VIII- Meetings

1. The Executive Board shall meet prior to the general meetings of the membership —at —large and additionally as necessary. A quorum must be present to conduct official business. A quorum is defined as a majority of voting members of the Executive Board.

2. The general meeting of the membership-at-large shall be held a minimum of four times yearly: twice in the fall semester prior to Wurstfest, February, and April. The Executive Board shall determine the meeting date, time, and place for general membership meetings.

3. Notice of all meetings of the Canyon Band Boosters shall be published at the campus 72 hours prior to the meeting date or posted on appropriate web sites.

4. In order to provide an optimum level of communication and teamwork, Canyon Band Boosters will invite the CHS principal or other school sponsor to attend all general meetings.

5. Special activities shall be scheduled with the approval of the Executive Board.

6. Students representing the band organization may attend Executive Board and general membership meetings; however, they cannot vote.

7. The Annual Band Banquet and introduction of officers will be held in May of each year (preferably the first week in May)

#### Article IX- Elections

1. Elections

- a. Names of nominees for each office shall be placed in nomination by the Nominating Committee (as defined in Article VII, 5.c.)
- b. Shall be held at the general membership meeting in April.
- c. Shall be in accordance with the Constitution.
- d. The New Executive Board shall take office at the conclusion of the Annual Band Banquet in May.

## 2. Voting

- a. Voting shall be by secret ballot. Ballots are to be tabulated by the Nominating Committee.
- b. General members in good standing and life members are eligible to vote.
- c. The nominee receiving the majority vote shall be elected.
- d. If there is only one nominee for office, election by acclamation will be permitted upon proper motion.

## Articles X — Dues

1. The yearly all-inclusive membership fee per family shall be determined by the Executive Board each year. Each adult person's name listed on the membership roster, taken from the sign-up forms, shall be considered a voting member, with up to two votes per family.
2. Life members and associate members shall pay no dues.

## Article XI — Amendments and Revisions

### Procedure for Amendments and Revisions:

1. The Constitution and By-Laws may be amended, revised or revoked by two-thirds vote of the membership-at-large present at a general membership meeting.
  2. Any proposed changes to the Constitution and By-Laws shall be presented to the general membership, and will be voted on by the membership —at-large at the following general membership meeting.
  3. All adopted amendments will be submitted in accordance with Comal ISD Booster Club Guidelines, dated July 2016, which requires the approval of the Principal of Canyon High School.
  4. The membership shall be advised of the availability of the Constitution and By-Laws at the first meeting each fiscal year.

## Article XII — Dissolution Terms

Upon dissolution of this organization, its assets shall be disposed of exclusively for the purposes of the corporation or distributed to such organizations organized and operated exclusively for charitable purposes which shall, at the time, qualify as exempt organizations under section 501(c) (3), or shall be distributed to the federal government, or to a state or local government for a public purpose.

## Article XIII — Propaganda

No substantial amount of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation and this organization shall not intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

## Article XIV - Parliamentary Authority

All parliamentary procedure not covered by this constitution shall be governed by Robert's Rules of Order, Revised.