

## **EDCOUCH-ELSA ISD MARIACHI BOOSTER CLUB BY-LAWS**

### **ARTICLE I: NAME AND OBJECTIVES**

**Section 1** The name of this organization shall be Edcouch-Elsa ISD Mariachi Boosters, Inc. (EEISDMB).

**Section 2** The purpose and objectives of the organization shall be:

- a. To promote interest and participation, and the continued growth and development of the Edcouch-Elsa ISD Mariachi Program.
- b. To assist the Mariachi program with various fundraising events so the needs of the program are met.
- c. To provide for a closer liaison between the parents and directors in their cooperative efforts to promote sportsmanship, teamwork, good work ethic, leadership and character development among participants in the mariachi program.

### **ARTICLE II: MEMBERSHIP AND CONTRIBUTIONS**

**Section 1** The membership of the organization are the mariachi directors, parents, guardians, or an active family member of the mariachi students currently participating in the mariachi program at Edcouch-Elsa ISD and are entitled to vote on club issues.

**Section 2** Supporting members are other individuals, including extended family members, community members, EEISD personnel, and alumni who are dedicated to supporting the Mariachi program. The supporting members shall not have the opportunity to vote.

**Section 3** Contribution goals will be set by the Executive Board for each school year. The membership year will commence at the first scheduled booster meeting in September and will conclude on the last day of August.

### **ARTICLE III: MEETING OF MEMBERS**

**Section 1** General membership meetings shall be held regularly and open to all interested members of the community.

**Section 2** Reasonable advanced reminders of meetings will be given via written notice, email, text, face book or upon general announcement.

**Section 3** A meeting can be held at the Edcouch-Elsa High School campus or in a predetermined location, when special circumstances arise.

**Section 4** A quorum for a Booster Club meeting shall consist of those in attendance. A quorum for the Executive Board's meeting shall be defined as having three (3) Board members in attendance.

**Section 5** Voting may be done by a show of hands, secret ballot or voice vote. A simple majority will pass a motion. In the case of a tie, the President shall act as tiebreaker.

**Section 6** The Executive Board shall meet as often as necessary to discuss issues in preparation for general membership meetings. The Head Mariachi Director will participate in these meetings to provide input on decisions that affect the program.

## **ARTICLE IV: OFFICERS AND THEIR DUTIES**

**Section 1** The officers of this organization shall include a President, Vice-President, Treasurer and a Secretary. Collectively the officers shall be referred to as the Executive Board.

**Section 2** The President shall preside at all meetings, functions, activities of the organization, shall appoint committees and shall serve as ex-official member of all committees. In case of a tie at any meeting, the President shall cast the deciding vote. The President shall be a parent or guardian of a student in a Mariachi Contest Group at the time of election and during the entire school year thereafter.

**Section 3** The Vice President shall assume the duties of the President in the President's absence and shall oversee compliance with these By-Laws. The Vice-President shall be a parent or guardian of a student in a Mariachi Performing Group at the time of election and during the entire school year thereafter.

**Section 4** The treasurer shall receive all funds due to the organization, maintain all bank accounts in the name of the organization, keep full and accurate records of all receipts and initiate payment of bills and reimbursements authorized by the Executive board and/or general membership. He/she will also prepare an annual and updated budget with input from the directors, advisors and the Executive Board detailing forecasted income and expenses. He/she will prepare a financial report to be given at each meeting and make a copy available upon request. He/she will prepare a year-end financial statement and oversee preparation of required tax related documents. The Treasurer shall be a parent, guardian or active family member of a student in a Mariachi Performing Group at the time of election and during the entire school year thereafter.

**Section 5** The Secretary shall handle all internal and external correspondence and communications for the organization, including sending notices of meetings and other club announcements to the membership. He/she shall keep records and minutes of all meetings of the organization and present typed copies of said minutes to the membership at the following meeting for their approval. He/she shall also keep a database of all members, including current home address, email address, face book address and phone numbers. The Secretary shall be a parent, guardian or active family member of a student in a Mariachi Performing Group at the time of election and during the entire school year thereafter.

**Section 6** The business affairs of the organization shall be managed under the recommendation of the Executive Board, except as may be otherwise provided in these By-Laws. The Executive Board shall have the duty and power to prepare and propose a budget of income and expense, based on input from directors or advisors. The Executive Board will oversee and approve budget expenditures. Any subsequent proposed expenditure shall be submitted to the Executive Board for approval. The Executive Board shall have the power to make any expenditure. Financial responsibility (if any) shall be set by the Executive Board.

**Section 7** At the end of the fiscal year, existing officers shall be held harmless.

**Section 8** The offices of President and Vice-President shall have term limitations. These offices shall be held for no more than three (3) total.

## **ARTICLE V: BOARD ELECTION PROCEDURES**

**Section 1** The Executive Board will request nominations from the booster club for each of the officer positions. Officers will be elected by the membership at the September meeting. In the event of more than one candidate receiving nomination for any position, a secret paper ballot will be conducted.

**Section 2** In the event of a vacancy occurring in an office other than the President before the end of the term, a replacement will be appointed by the Executive Board to complete the term. In the event that the office of President becomes vacant before the end of the term, the Vice President will assume the office of President and the Executive Board will appoint a new Vice President to complete the term of the office.

**Section 3** The term of office for all officer positions will be for one year, beginning July and terminating the last day in June of each year.

**Section 4** In order to insure a smooth transition to the new Executive Board, outgoing officers will meet with incoming officers to turn over bank accounts, and financial records, as well as other files and information the beginning of July.

## **ARTICLE VI: COMMITTEES**

**Section 1** Committees may be formed by the Executive Board as needed for the benefit of the organization.

**Section 2** Each mariachi program PFC David Ybarra Middle School, Carlos F. Truan Jr. High School (2 periods), Junior Varsity High School and Varsity High School shall be represented at all booster club meetings. Five (5) representatives of the mentioned programs shall be appointed by the Executive Board and will be referred to as Chairpersons. Each Chairperson shall oversee a 3-member committee comprised of booster members from their individual programs. Each Chairperson shall name the three (3) members of their respective committees, and shall be approved by the Executive Board.

**Section 3** Other committees shall be formed at the discretion of the Executive Board.

**Section 4** The Chairpersons shall report to the Executive Board at each booster meeting. In case of an impending absence, the Chairperson must send an alternate to the booster meeting.

## **ARTICLE VII: FISCAL AUTHORITY AND INTEGRITY**

**Section 1** The Edcouch-Elsa ISD Mariachi Booster Club fiscal year shall be the beginning of July through the last day of June.

**Section 2** All checks disbursed by the organization shall bear the signature of the Treasurer and any one of the following, either co-treasurer, the President or the Vice President.

**Section 3** The Treasurer shall have the authority to write and release checks in payment of expenditures as approved by the Executive Board.

**Section 4** The suggested amount of carryover in the General Fund at the end of any given fiscal year should be at least \$500.00 to cover continuing operating expenses.

**Section 5** Disbursements, including Directors compensation, shall be limited to fiscal year budgeted funding for music and related expenses unless voted upon and approved by the Executive Board.

**Section 6** Original receipts and documentation must be submitted with the completed Authorization for Purchase and Warrant (Expense Verification) form when requesting reimbursement from the EEISDMB.

**Section 7** Bank fees resulting from any transaction will be paid by the offending party. Under such circumstances, from the date of the incident the Executive Board may require cash or money order forms of payment.

**Section 8** To maintain the integrity of the club as a non-profit organization financially supported by the goodwill of our donors, the officers shall be prudent in their spending practices to insure that all expenditures are related to the purpose and objectives of the organization as outlined in Article 1, Section 2 of these By-Laws.

**ARTICLE VIII: BUSINESS PROCEDURE AT MEETING**

**Section 1** Call to Order:

- A. Attendance
- B. Approval of Minutes
- C. Correspondence
- D. Treasurer’s Report
- E. Committee Reports
- F. Unfinished Business
- G. New Business
- H. Open Forum
- I. Adjourn

**ARTICLE IX: EXPULSION & SUSPENSION OF OFFICERS/MEMBERS**

**Section 1** Any officer or member of the EEISDMB may be expelled or suspended from membership for conduct detrimental to the name or welfare of the club. Written charges shall be filed with the Board of Directors and signed by a member or members of the Board of Directors. The accused person shall have the opportunity to be heard in person and must be voted in favor of expulsion or suspension by a 2/3 vote of the members there of to make such action effective. The expelled or suspended member or officer shall have the right to appeal such decision to the EEISDMB within ten days after notice of the vote of the Board of Directors. If the action of the Board of Directors is not sustained the accused shall be reinstated to all rights and privileges of membership.

**Section 2** Any officer of the EEISDMB may be suspended or expelled from the office for any of the following reasons: neglect of duties pertaining to the office or for conduct detrimental to the name or welfare of the EEISDMB. The suspension or expulsion will work a vacancy in any such office. The procedures for suspension or expulsion are identical to those set forth in Section 1.

**ARTICLE X: SCHOLARSHIPS**

**Section 1** Scholarships: A minimum of twenty percent (20%) of the yearly (school year) booster club profits will be allocated for the scholarship fund when monies are available. The total amount allocated to the fund as well as the standard scholarship award will be determined annually by the officers of EEISDMB. The awards shall not exceed \$200.00 per recipient. For a senior to be considered for a scholarship award he/she must have demonstrated compliance with all mariachi policies related to behavior, ethics, academics and attendance communicated to the team by the Head Director. The Head Director shall be responsible for the final selection of qualified recipients (s) of scholarships awarded at the EEISDMB Awards Assembly. Upon approval of any scholarship award, the recipient must show proof of enrollment at a college/university she has chosen to attend. At the end of the school year, any unused scholarship money shall remain in the scholarship fund.

**ARTICLE XI: BY-LAW AMENDMENTS**

**Section 1** Amendments to these By-Laws may be proposed, in writing, by any member of the organization, and will be presented for a vote at the next monthly meeting following the meeting at which the amendment(s) are presented for review by the membership.

We the undersigned officers of the Board, do hereby certify that the foregoing is the true and legal By-Laws of the Edcouch-Elsa ISD Mariachi Boosters, Inc. (EEISDMB) and that the same were adopted and reinstated on the 10<sup>th</sup> day of October, 2023.

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**Head Mariachi Director**

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**President**

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**Vice President**

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**Secretary**

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**Treasurer**

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**Treasurer #2**