

# **CONSTITUTION**

## **McKINNEY NORTH HIGH SCHOOL BAND BOOSTERS**

**(A Non-Profit Organization)**

**(Adopted May, 2002)**

**(Amended, March 2008)**

### **Article I. Name**

This organization shall be known as the McKinney North High School Band Boosters.

### **Article II. Purpose**

The Purposes for which the organization is organized are exclusively charitable and educational within the meaning of Section 501 § 3 of the Internal Revenue Code of 1954 or corresponding provisions of any future United States Internal Revenue law. The purpose of the organization is also to promote and create a greater level of musical interest for all concerned.

### **Article III. Membership**

#### Section 1.

Officers will consist of the:

- President,
- Three (3) Vice Presidents,
- Secretary,
- Treasurer,
- Volunteer Coordinator,
- Trip Coordinator,
- Hospitality Coordinator,
- Publicist,
- Webmaster,
- Facilities/Logistics Coordinator and
- Immediate past President.

The Executive Committee will consist of the:

- President,

- Vice-Presidents,
- Head Band Director,
- Secretary, and
- Treasurer.

Section 2.

Officers will hold office for one (1) year beginning June 1<sup>st</sup> and continuing through May 31<sup>st</sup>.

Section 3.

An audit committee of three members shall be appointed by the Executive Committee no later than March 1 to conduct an audit of the financial records as well as the general account, and to prepare a signed audit report for submission to the organization at the May meeting.

## **Article V. Meetings**

Section 1.

Meetings of the organization will be held at dates determined by the officers of the association. Meeting dates for the year will be announced no later than September 1 and will be placed on a district-wide calendar.

Section 2.

The Executive Committee may call special meetings.

Section 3.

Ten (10%) percent of the membership present and voting at a meeting, shall constitute a quorum for the transaction of business, provided the ten (10%) percent includes a minimum of two (2) officers of that organization and one (1) member of the Executive Committee.

Section 4.

The Rules contained in Robert's Rules of Order Newly Revised (or latest revision) shall apply in the conduct of the organization's business in all instances where applicable and where not covered by this document.

Section 5.

Officers will meet in June, August, November and February on dates determined by mutual arrangement. Other meetings may be scheduled and announced as needed.

## **Article VI. Operational Limitations**

### Section 1.

No part of the net earnings of the organization shall inure to the benefit of its members, officers, or other private persons except that duly authorized officers are empowered to pay reasonable compensation for services rendered in furtherance of the purposes of the organization.

### Section 2.

No part of the activities of the organization shall endeavor to influence legislation or involve participation in any political campaign on behalf of any candidate for public use.

### Section 3.

Notwithstanding any other provisions of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 § 3 of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

### Section 4.

Monies from fund-raising activities of the organization shall be limited in use to projects not normally funded by the McKinney Independent School District.

### Section 5.

All Activities of the organization shall be compatible with the policies and the program objective established by the appropriate official and employees of the school district.

## **Article VII. Dissolution Procedures**

### Section 1.

Upon the dissolution of the organization, the officers shall make provision for the payment of all the liabilities of the organization and for the disposal of all of the assets of the organization.

### Section 2.

In the Event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Section 501 § 3 and 170 § 2 of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code or the Federal, State, or Local Government for exclusive public purposes.

### Section 3.

Should any assets not be disposed of by the officers of the organization, the state court of appropriate jurisdiction shall provide for the disposition of such assets to a qualifying organization or organizations.

## **Article VIII. Method of Amendment**

### Section 1.

Proposed amendments to the Constitution may be presented by any voting member of the Executive Committee. Proposed amendments approved by a two-third majority vote of the Executive Committee shall be read at a regular meeting of the organization. Amendments become effective when approved by a two-thirds vote of those present, at the next regular meeting following the reading of the proposed amendments.

### Section 2.

A voting member whose proposed amendment has been duly rejected by the Executive Committee may present the proposed amendment to the organization at a regular General meeting, after notifying the Executive Committee of this intention, so that time for presentation, discussion, and rebuttal may be included on the agenda. Written copies of the proposed amendment shall be provided by the presenter, to be distributed at the meeting, to the attending membership, at the appropriate time as determined by the presiding officer. An amendment would become effective when approved by a two-thirds majority vote of those present and voting, providing a quorum is present, at the next regular meeting following the reading and acceptance of the proposed amendment.

# **BYLAWS**

## **McKinney North High School Band Boosters**

### **Article I. Meetings**

Meetings of the organization will be held at dates determined by the officers of that association, including but not limited to the months of September, April and May.

### **Article II. Membership Dues and Privileges**

#### Section 1.

Eligibility to hold office is restricted to any parent or guardian of a student who will be enrolled in the band program for the duration of the term of officer, or any other adult who has been a member of the McKinney North Band Boosters organization.

#### Section 2.

Voting at all meetings is limited to parents of students presently enrolled in the band program or other adults who are members.

### **Article III. Officers and Committees**

#### Section 1.

Officers shall be elected by a majority vote of members present and voting at the organization's May meeting.

#### Section 2.

A Nominating Committee consisting of three (3) members shall be appointed by the President in March for the purpose of placing officer candidates before the organization at the April meeting. Nominations may also be made from the floor with prior consent of the nominee.

### **Article IV. Duties of Officers**

#### Section 1.

The president shall preside at meetings and perform the other duties usually pertaining to the office.

#### Section 2.

The first or second vice-president shall preside in the absence of the president and serve as chairperson of the fundraising committee.

The third vice-president shall serve as the chairperson of the social committee.

#### Section 3.

The secretary shall prepare a report of the minutes of each meeting to be reported by the secretary or designated person at the following meeting for approval by the membership.

#### Section 4.

The treasurer shall receive all monies of the organization, keep accurate records of receipts and expenditures, and pay out funds only as authorized by the Executive Committee. The president, first vice-president or the treasurer may sign all checks. The treasurer shall present a statement of account at every meeting of the organization and at other times upon request by the Executive Committee.

#### Section 5.

The immediate past president shall serve in an advisory capacity to the Board.

#### Section 6.

In the event an officer cannot fulfill his term of office, the remaining officers of the Band Boosters Organization, shall appoint a member to fill the unexpired term.

### **Article V. Executive Committee**

#### Section 1.

The members of the Executive Committee shall serve from June 1 through May 31.

#### Section 2.

The duties of the Executive Committee shall be”

- a) To transact necessary business as it pertains to the interest of the organization.
- b) To present a report at the meeting of the organization.
- c) To appoint an auditing committee not later than June 1 to audit the records of the treasurer.

- d) To prepare and submit to the organization a budget for the fiscal year.
- e) To approve expenditures within the limits of the budget.
- f) To appoint committee chairpersons as required.

### Section 3.

Appointed Committee Chairpersons of programs implemented by the Executive Committee shall be ex officio members of the Executive Committee, but shall not have voting rights as members of the Executive Committee.

## **Article VI. Standing Committees**

### Fundraising Committee:

The committee shall seek and plan fundraising activities for the organization. Funds raised by the corporation are to be used for: entry fees for the band(s) in contests, pay out of pocket expenses, transportation and room and board for the students and director and his assistant(s), pay for all awards given at band events, pay for all necessary materials for the Awards Banquet, pay out of pocket expenses, transportation and room and board for chaperones to be selected on a rotating basis from the band, purchase and maintain such equipment necessary for the operation of the band(s), not otherwise provided for, and to maintain the next fiscal year's beginning capital.

### Social Committee:

The committee shall plan and organize social events for the organization.

### Concession Stand Committee:

The committee shall manage the concession stand program for the Organization. The committee shall consist of no fewer than two (2) members, and the chairman of the committee shall report to the Executive Committee. The committee will maintain accurate records of the receipts and expenditures for the concession stand.

### Phone Committee:

The committee shall establish and execute a telephone network for the Organization and the chairman of the committee shall report to the Executive Committee.

## **Article VII. Method of Amendment**

These by-laws may be amended at any regular meeting of the organization a two-thirds (2/3) majority vote of those present and voting providing that notice of the proposed amendment shall have been given and read at the previous regular meeting.

## **Article VIII. Campus Level Organizations**

The McKinney North High School Band Boosters will operate under the guidelines of this constitution and by-laws.

### **Policies and Procedures**

#### **Policy 1**

Beginning for the 99/00 school year, provide a statement estimating costs of participating in band for the upcoming year to:

- a. Current band parents at final booster meetings
- b. 8<sup>th</sup> grade parents during Middle School Spring Concert
- c. New participants requesting band information
- d. Parents at the first several gatherings/meetings of the year

#### **Policy 2**

To better communicate with school officials beginning in the 99/00 school year, include the following in the responsibilities of the Band Boosters Vice President:

- a. Act as liaison to superintendent and principal on band issues
- b. Provide booster minutes to superintendent and principal
- c. Include as part of the Booster meeting agenda Vice President report

#### **Purpose**

It is the intent of the Boosters to provide parents of band students a vehicle to support their students through the support of the MNHS's band program.

The Boosters recognize that a quality band program will assist in the musical, social and intellectual development of the students attending McKinney North High School.

The Boosters, therefore, shall actively encourage the growth and development of such a program by assisting the band director(s) in developing and implementing creative avenues to afford our students opportunities to excel in high school, both collective as a band, and as individuals.

#### **Method**

The Boosters shall strive to provide financial support for band project programs. Funding efforts shall comport with the aforementioned Purpose statement and are:

1. Outside the domain and purpose of McKinney Independent School District (MISD) allowed budget standards; and,
2. Within the University Interscholastic League (UIL) and MISD guidelines.

The Boosters are dedicated, exclusively, to the promotion of educational purposes related to band activities, and the organization is authorized to operate as a part of the MISD system. The Boosters shall strive to abide by current and future MISD fund raising constraints.

As of the date of adoption of these By-laws, the Boosters seek the status of a not-for-profit organization under section 501 § 3 of the Internal Revenue Code. In the event of amendment, these By-laws shall remain in compliance with the requisites set forth under said code, or any future amended code, as to the establishment and/or operation of a not-for-profit organization.

The Boosters shall not promote sectarian, commercial, or politically partisan pursuits.

No part of the net earnings of the Boosters shall be used to inure to the benefit of, or be distributed to, its members, officers, or other private persons. Notwithstanding the aforesaid, the Boosters are empowered and authorized to make reasonable reimbursement for expenses rendered on behalf of the organization, and to make payment in furtherance of the aforesaid Purpose statement.

In order to achieve the Booster's goals and to further the objectives of the band program, the Boosters shall strive to maintain clear communications and cooperation among band members, their parents, the band directors, and MISD Administration.

### **Membership**

Membership shall be automatic for the parents, step-parents, and legal guardian or custodians of all students enrolled in the band program at MNHS. Any other person "related" to a student in the band program, if approved by the Executive Board, may have membership in the Boosters' organization. The term "related", in this context, includes any person of significant importance to the student (as determined by the student).

Fees shall not be charged for membership privileges.

Each member is entitled to vote on issues presented at regular or special Booster general meetings.

Each member is entitled to request placement of a discussion item or an action item on the general meeting agenda. This request is to be submitted to the Executive Board in advance of the Executive Board meeting immediately preceding the subject general meeting. This time period may be waived in the event that the organization's lack of immediate action on the issue would, reasonable, result in deleterious affect to the band. The Executive Board shall have the authority to deny the request if the request is deemed to be inappropriate (e.g., not related to band business, already addressed and resolved through normal processes).

## Officers (Executive Board)

The McKinney North High School Band Boosters Executive Board shall be comprised of:

- President
- Vice-President – General Fundraising
- Vice-President – Student Fundraising
- Vice-President – Social
- Secretary
- Treasurer

The McKinney North High School Band Boosters Extended Board shall be comprised of:

- Volunteer Coordinator
- Facilities / Logistics Coordinator
- Trip Coordinator
- Hospitality Coordinator
- Publicist
- Webmaster

## Duties

### **EXECUTIVE (CORE) BOARD**

#### ❖ **PRESIDENT**

- Facilitate over board meetings and parent booster meetings
- Be an ex-officio member of all committees
- Arrange nominating committee for annual Board election

#### ❖ **VICE PRESIDENT / GENERAL FUNDRAISER**

- Arrange the Spaghetti Dinner's Silent Auction
- Spirit Wear Sales
- 'Empties4Cash' Recycling Program Coordinator
- Raising funds through outside corporate sponsorship and donations; through yearly sales; through the sale of refreshments, programs, etc. at events hosted by the band.
- Any other general fundraising

#### ❖ **VICE PRESIDENT / STUDENT FUNDRAISING**

- Communicate with school officials as per Article VIII, Policy 2, et al.
- Student Fundraiser:
  - Responsible for organizing and overseeing any fundraisers that primarily involve children or in-school activities, such as bake sales, taste tests, and car washes
- Parent Fundraiser:
  - Responsible for organizing and overseeing any fundraisers that primarily involve out-of-school activities, where items are taken home to be sold
  - Responsible for concession stand events, TMS, Roughriders, etc.
- Any other student fundraising

❖ **VP / SOCIAL**

- Spaghetti Dinner Chair
- Band Banquet Chair, including
  - Decorations Chair
  - Video Team Chair
- Student social gatherings, including picnics, watermelon bust, beach parties, etc.

❖ **SECRETARY**

- Taking minutes during every board and parent booster meeting, then transcribing for board record
- Deliver notices to board members as required or necessary
- Band Directory Coordinator –
  - Collecting information for, creating and distribution of Band Student Directory
  - Maintain updated information for each student throughout the year
- Registration Forms –
  - Responsible for updating and having all registration forms available for parents prior to registration
  - Compile list of items ordered to forward to Treasurer and Band Directors for order placement
  - Cataloging all forms received at registration for recordkeeping

❖ **TREASURER**

- Oversee budget
- Tracking all monies in individual accounts, general account, etc. from fundraising, payments, dues, etc.
- Reconciliation of booster fund account
- Report to board and parents with financial reports on a monthly basis

**EXTENDED BOARD**

❖ **VOLUNTEER COORDINATOR**

- Band Registration –
  - Organize and get help from the Board & volunteers
- Chaperone & Volunteer activities, including:
  - McKinney ISD background check for all volunteers and chaperones
  - 10 games, and any playoff games
  - 3 Competitions
  - Christmas Parade
  - Spaghetti Dinner
  - Band Banquet
  - Trip
- Oversee the following volunteer positions and follow up with them throughout the year:
  - Uniform Coordinator

- Uniform fittings either during registration or another date with directors, board, students and parents
- Sewing coordinator
  - Event Nurse
  - Percussion Parent
- Encourage parent involvement

❖ **FACILITIES / LOGISTICS COORDINATOR**

- Repair of facilities equipment
- Band hall maintenance and repair
- Supervise loading crew
- Frames and Trophy Maintenance
- Moving equipment on and off the field for games and competitions

❖ **TRIP COORDINATOR**

- Coordinate logistics for annual student band trip
- Attends annual student trip in an ambassador/chaperone roll

❖ **HOSPITALITY COORDINATOR**

- Football game and band camp meals
- Water for all games, competitions, etc.
- Snacks for band functions, competitions, etc.
- Senior flowers
- Yard signs
- Band T-shirts

❖ **PUBLICIST**

- Organizing announcements and forwarding to appropriate parties (newspaper, radio, NTV, etc.)
- Phone Tree
- Email lists

❖ **WEBMASTER**

- Website Design and Maintenance
- Gathering pictures from
  - Event photographer
- Sorting pictures and ripping for upload to website

Officers shall be elected by a majority vote of the members present and voting at the organization's May general meeting.

A Nominating Committee consisting of three members shall be appointed by the President in March for the purpose of placing officer candidates before the organization at the April general meeting. Nominations may also be made from the floor at the April and May meetings with the prior consent of the nominee.

In the event an officer cannot fulfill the term of office, the remaining officers of the Band Boosters shall appoint a member to fill the unexpired term.

All officers shall be entitled to vote on issues presented at regular or special Executive Board meetings, with the following exception: the president may vote only in the event of a tied vote.

Band directors and immediate past Booster presidents may serve in an advisory capacity and are not entitled to a vote in the Executive Board meeting.

### **Meetings**

The General meeting and the Executive Board meeting shall each be held at least one time per calendar month during the regular school year.

Special meetings and workshops may be called by the Executive Board.

The schedule for the regular General meetings held from the beginning of the school year through the end of the calendar year shall be announced at the first regular General meeting of the school year. The regular General meeting schedule for the remainder of the school year shall be announced during the November General meeting.

Any variance from the announced schedules (special meetings, inclement weather, committee workshops, etc.) shall be posted on the band hall bulletin board as soon as practical.

Agenda for any regular or special meeting shall be posted on the band hall bulletin board at least 72 hours prior to the event.

### **Quorum**

Ten percent (10%) of the voting membership would comprise a quorum.

A budget committee shall be appointed at the February General meeting and the committee shall work with the Executive Board to prepare the upcoming year's budget. A budget workshop shall be held on a date in March and input from all Booster members shall be encouraged. A proposed budget shall be presented at the April General meeting for discussion and consideration. The finalized budget shall be presented as an action item on the May agenda of the General meeting. Should the proposal fail, further special meeting dates shall be announced at the May General meeting. This budget procedure shall include consideration of the next school year's student registration costs. The budget committee is authorized to implement a procedure to distribute the anticipated registration costs information to the potentially effected band households.

### **By-law Amendment**

Proposed amendments to the by-laws may be presented by any voting member of the Executive Board. Proposed amendments approved by a two-thirds majority vote of the Executive Board shall be read at a regular meeting of the Boosters. Amendments become effective when approved by a two-thirds vote of those present, at the next regular General meeting following the reading of the proposed amendments.

A voting member who proposed amendment has been duly rejected by the Executive Board may present the proposed amendment to the Boosters at a regular General meeting, after notifying the Executive Board of this intention, so that time for presentation, discussion, and rebuttal may be included on the agenda. Written copies of the proposed amendment shall be provided by the presenter, to be distributed at the meeting, to the attending membership, at the appropriate time as determined by the presiding officer. An amendment would become effective when approved by a two-thirds majority vote of those present and voting, providing a quorum is present, at the next regular meeting following the reading and acceptance of the proposed amendment.

These by-laws represent the will of the McKinney North High School Band Boosters in their efforts to support our band students in their pursuit of excellence in their music, scholastics, athletics, and community support.

Adopted this the 18<sup>th</sup> day of May, 2004.

Amended this 22<sup>nd</sup> day of May, 2007.

Amended this 13<sup>th</sup> day of March, 2008