

CONSTITUTION AND BI- LAWS OF THE HIGHTOWER HIGH SCHOOL BAND BOOSTER ORGANIZATION

SECTION I - CONSTITUTION

ARTICLE I – NAME

The name of this organization shall be the Hightower High School Band Booster Organization.

ARTICLE II - PURPOSE

SECTION 1- The purpose of this organization is to promote and encourage the support of all functions of the Hightower High School Band (hereinafter referred to as “Band”)

SECTION 2 – This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code. The fiscal year of the organization shall be from June 1st to May 31st of each year.

SECTION 3 – The activities of the organization shall not conflict with the policies of the Fort Bend Independent School District and shall be sanctioned by school authorities.

SECTION 4 – The organization shall furnish personnel to assist in functions of the band at the request of the Band Director.

SECTION 5 – The members of the organization will assist in the raising of the necessary funds for the Band for their various activities.

ARTICLE III - MEMBERSHIP AND DUES

SECTION 1 – The voting membership of this organization shall consist of dues paid parents and legal guardians of students participating in the Hightower Band program for the current school year (excluding currently enrolled high school students).

The organization shall conduct an annual enrollment of members, but may admit new members at any time.

Each member of the organization shall pay such annual dues to said organization as may be prescribed by the organization.

SECTION 2 – The Band Director, Assistant Band Director (s), and School Principal shall be members of the organization, but shall be exempt from paying dues. They shall have rights and privileges of voting members.

ARTICLE IV – OFFICERS

SECTION 1 – Each officer shall be a member of the organization whose child's dues are fully paid.

SECTION 2 – The elected officers of this organization shall be President, 1st Vice- President, 2nd Vice President, Treasurer, Assistant Treasurer, Secretary, Historian, and Parliamentarian. Term of office will be from June 1st through May 31st, the following calendar year. All officers are volunteers and none are paid any compensation for services performed. As such, no officer shall incur any personal liability as a result of serving as an officer.

ARTICLE V – MEETINGS

SECTION 1 – Regular meetings shall be held monthly during the academic school year.

SECTION 2 – Additional meetings may be held at the discretion of the Band Director to be called officially by the President.

SECTION 3- Each officer will be responsible for attending monthly meetings. Should any officer miss three consecutive meetings; they will be removed from the board and replaced at the discretion of the President.

ARTICLE VI – DISSOLUTION

SECTION 1 – A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Band Director to a special meeting of membership provided that a notice in writing be sent to each member at least two weeks prior to such meeting. A majority vote of those present shall be required to approve the resolution.

SECTION 2 – Upon dissolution of the organization, the Executive Board shall, after making provision for the payment of all liabilities of the organization, dispose of all non-cash assets and transfer the net cash assets to the Hightower High School Band Activities Fund.

ARTICLE VII – AMENDMENTS

SECTION 1 – This constitution may be amended by vote by the members present provided that any amendment is presented in writing and read at the previous regular meeting. All members must be notified of the amendment at least two weeks prior to the date of the meeting in which the vote to amend is to be taken.

SECTION II BY-LAWS

ARTICLE I - MEMBERSHIP

SECTION 1 – Active membership of the organization shall consist of dues paid parents and legal guardians of students participating in the Hightower High School Band Program for the current school year.

SECTION 2 – The term of membership shall be from July 1st to June 30th of each year.

SECTION 3 – There shall be one (1) vote per member parent, or legal guardian. There shall be two (2) votes per family membership. Non active members shall have no vote. The Band Director and Assistant Band Director (s) establish the right to have veto voting held on matters that go against district policy and those supporting efforts not in reasonable accordance to promote the functioning of the band. Members present may cast votes. There shall be no proxy voting.

ARTICLE II – MEETINGS

SECTION 1- The organization shall meet monthly during the school year in regular meetings. Other meetings may be called as needed by agreement of the President and Band Director.

ARTICLE III – DUTIES OF OFFICERS

SECTION 1 – The President shall preside at all meetings of the organization and of the Executive Board. The President shall be an ex-officio member of all committees and shall perform other duties usually pertaining to the office, including co-signing checks of the organization as needed, reviewing and authorizing all band orders, invoices and overseeing all non FBISD band functions.

SECTION 2 – The 1st and 2nd Vice Presidents shall act as aid to the President and shall perform duties of the President in the absence of that officer, including co-signing of checks as needed, as well as assist as needed. They shall oversee and assist as needed on any and all participation of events and shall oversee the progress of assigned Team Coordinators and to report such progress at the monthly Board meetings.

SECTION 3- The secretary shall keep an accurate record of the minutes of all meetings and submit these minutes for approval at each meeting. All corrections to the minutes must be made in red. The Secretary shall sign the minutes of each meeting using their given name and in the absence from the meeting, the name of the person taking the minutes must be recorded in the minutes. The President must sign all approved minutes. The Secretary shall keep a complete set of the current By-Laws and Constitution and minutes. They shall relay information of the meeting dates to the team members as needed. They shall conduct all

correspondence of the organization (i.e. cards, thank you notes, invitations, flowers), and order flowers/plants or send cards in the event of death of family members of the organization.

SECTION 4 – The Treasurer shall be custodian of all organization funds. All disbursements of these funds must be verified by written receipts to the Treasurer. The Treasurer shall make a financial report at all regular meetings and at the Executive Board Meetings. All complete financial records shall be presented to the Audit Committee as described in Article IX. They shall maintain an updated band student roster and assist with Parent/Student Handbooks as necessary. They will coordinate with the Band Director for ordering band student supplies. They will also be responsible for coordinating finances for all band road trips that take place outside the Greater Houston Area, including the Spring trip. They shall also track all fundraiser information. They will report all profit/losses at regular and Executive Board Meetings for the inclusion in monthly reports.

SECTION 5 – The Assistant Treasurer shall assist the Treasurer as needed. They shall assist in preparing the financial records for the annual audit. They will also be responsible to aid the Treasurer in coordinating finances for all band road trips that take place outside the Greater Houston Area, including the Spring Trip. They will also aid in tracking all fundraiser information. They shall aid in reporting all profit/losses at regular and Executive Board Meetings for the inclusion in monthly reports.

SECTION 6 – The Historian shall document through photography or video the events of the Hightower Band Program and Booster Organization. They shall take care of all advertisements for fundraising events and report contest results and accomplishments to the newspaper. The Historian shall take care of the appreciation ad for sustaining membership drive and coordinate the band homecoming activities. They shall oversee the progress of assigned Team Coordinators and to report such progress at the monthly Board meetings.

SECTION 7 – The Parliamentarian shall keep order during all Board and regular meetings. The Parliamentarian shall oversee the progress of assigned Team Coordinators and to report such progress at the monthly Board meetings.

SECTION 8 – The Color Guard Liaison shall act as an at – large, voting member of the executive board, while supporting the Color Guard instructor on behalf of the executive board. The Color Guard Liaison shall represent the needs of the Color Guard and to report progress at the monthly Board meetings.

ARTICLE IV – BOOSTER ORGANIZATION FUNDS

SECTION 1 – All Booster Organization Funds will be held in the organizations name in an account, or accounts, at a qualified institution in the name of the Organization. All voting Executive Board Members, excluding the Band Director and Assistant Band Director (s), will be signatories on all Booster Organization Accounts. Every disbursement from a Booster

Organization Account will be signed by the Treasurer and one other Executive Board Member excluding the 2nd Treasurer.

SECTION 2 – The Treasurer shall present the complete financial records to an Audit Committee appointed by the Executive Board no later than June 20th of each year. The Audit Committee shall consist of one Executive Board Member and two members who did not serve on the Executive Board from the current fiscal year. The Audit Committee should complete their work no later than the required Fort Bend ISD reporting date.

ARTICLE V – EXECUTIVE BOARD

SECTION 1 – The Executive Board shall consist of dues paid parents who were elected officers of the organization, the Band Director, Assistant Band Director (s), and the immediate past President, who will be a non-voting member. Its duties shall be to transact necessary business between organizational meetings and such other business as may be referred to it by the organization, and to present reports at their regular meetings. The Executive Board members may only hold the same office position for two (2) consecutive years when possible. In the event of a vacant position other board members may assume the other duties as assigned.

ARTICLE VI – ELECTION OF OFFICERS

SECTION 1 – All nominees must be dues paid parents/guardians. The officers shall be elected by ballot during the April regular monthly meeting. However, if there is but one nominee for an office, election for that office shall be by voice vote. Officers shall server a term of one year and shall remain in office until their successors are elected and qualified.

SECTION 2 – The Executive Board shall present for ratification by the membership the names of four members as the Nominating Committee at the February regular monthly meeting. This Nominating Committee shall consist of two members of the Executive Board, two members from the membership at large, and the Band Director. The Nominating Committee, at the regular March meetings, shall report at the meeting the name of the candidate for each office to be filled. Additional nomination from the floor shall be permitted before the election is conducted. Elections will take place at the April meetings. The newly elected officers will be installed at the May Transitional Board Meetings and take over their positions at that time. The offices of the President and 1st Vice President shall be filled by a member of the Executive Board when possible.

SECTION 3 – In the event of a vacancy in the office of President, the 1st Vice President shall become President, with proper title and all duties of the office for the remainder of the term in which the vacancy occurs.

SECTION 4 – Should a vacancy occur in any other office the President shall have the power to forthwith fill the vacancy by appointment and the person appointed should assume the title and duties of said office for the remainder of the term in which the vacancy occurs. Such action shall be read into the minutes of the regular meeting.

SECTION 5 – By two-thirds votes of the Executive Board, an officer or chairperson may be removed from office for failure to perform duties.

SECTION 6 – If either the position of President, 1st Vice President, Treasurer or Recording Secretary cannot be filled by the election process, the two-year term limit may be lifted by a two thirds vote of those present, allowing the officer to serve a third consecutive term.

ARTICLE VII – AMENDMENT

SECTION 1 – These Bylaws may be amended at any regular meeting of the organization by a two thirds vote of those present provided that the amendment has been submitted in writing and read at the previous regular meeting.

ARTICLE VII – STANDING AND SPECIAL COMMITTEES

SECTION 1 – Only members of the organization shall be eligible to serve in any elective or appointive position.

SECTION 2 – The Executive Board may create such standing committees as it deems necessary to promote the purposes and carry on the work of the organization.

SECTION 3 – Each committee shall consist of a Chairperson and at least two other members selected by the Chairperson. The term of each Chairperson shall be one year or until the selection of a successor.

SECTION 4 – The Chairperson of each standing Committee shall present a plan of work to the Executive Board for approval. No Committee work shall be undertaken without the consent of the Executive Board.

SECTION 5 – The president shall have the power to appoint special committees subject to the approval of the Executive Board.

SECTION 6- The President shall be a member ex-officio of all committees except the Nominating Committee.

SECTION 7 – Each officer and chairperson must maintain a log of their functions, to be presented to the President at the April monthly meeting.

SECTION 8 – One established and ongoing committee shall be the Scholarship Committee by which criteria for awarding of senior band student scholarships shall be determined by the Band Director and Executive board. As funds are available, there shall be awarded one

scholarship per ten (10) enrolled senior band students, as of the first Board meeting of the new school year rounded up for numbers less than ten. The committee shall be composed of the Band Director (s) and at least three Executive Board members who are not senior parents. In the event a membership of this committee cannot be comprised by such membership the President is able to appoint other members.

Signed by:

President

Date

Secretary

Date