

ALEDO BAND BOOSTERS' CLUB BY-LAWS

ARTICLE I – NAME

The name of this group shall be – “Aledo Band Boosters’ Club”.

ARTICLE II – OBJECTIVES

To function as a friendly, creative contact between the band programs, its directors, and the community.

To promote the interest of the whole group without losing consideration for the personal relationship of each band member and his or her contact with moral, social, home, and spiritual values.

To promote an atmosphere of positive thinking and morale building with activities related to the band program, the school, and this sponsoring organization.

To be democratic in considering all matters, courteous in hearing all proposals, and cautious in each vote, toward the accomplishment of our goals

To avoid controversial issues, particularly those political, moral, or religious, which through discussion of, or participation in, could be detrimental to harmonious and functioning growth

To be ever conscious that the only valid reason for the existence of this group and its sole and final purpose is to promote the welfare and best interests of our students in their relationship to the Aledo ISD Band Program.

ARTICLE III – POLICIES

SECTION I – The purpose of this organization shall be for the benefit of the band program members of Aledo Independent School District and shall be developed through conferences, projects, and committees.

SECTION II – The organization shall be noncommercial, nonsectarian, and nonpartisan. No commercial enterprise and no candidate shall be endorsed by it. Neither the name of the organization nor the name of its officers in their official capacity shall be used in any connection with a commercial concern or with any partisan interest or for any purpose other than the regular policy of the club.

SECTION III – This organization shall not seek to direct the administrative activities of the Band Program or to control its policies.

SECTION IV – This organization may cooperate with other school or community groups active in promoting the best interests and welfare of the students of Aledo ISD provided they make no commitments, which shall bind either group.

SECTION V – This organization shall maintain a checking account with three authorized signatures on file at the organization’s banking facility. Checks written shall require two designated signatures of executive committee members on file at the bank.

SECTION VI – The official band program calendar shall be published in the fall. Updated calendars will be made as new information is provided and made available.

ARTICLE IV – MEMBERSHIPS AND DUES

SECTION I – Any person interested in the objectives of the ALEDO BAND BOOSTERS’ CLUB and willing to uphold its policies and subscribe to its by-laws may become a voting member upon payment of dues.

SECTION II – The annual dues for membership shall be voted on and accepted at the May meeting each year

SECTION III – The privilege of voting, holding office, making motions, and debating issues shall be limited to members of the organization whose dues are paid.

ARTICLE V – COMMITTEES AND DUTIES OF OFFICERS

SECTION I – The executive committee shall consist of the President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Publicity Chairperson, Communications Chairperson, Concessions Chairperson, Merchandising Chairperson, Auction Chairperson and Class/Special Representatives from each grade of the intermediate, middle and high schools, as well as a color guard representative. Up to 10 additional executive committee members may be added during the year to assist as needed with band booster events in accordance with Article VIII. The band directors of the school or a representative of the school shall also serve on the executive committee.

SECTION II – The duty of the executive committee shall be to transact necessary business in intervals between regular club meetings and other business as may be referred to by the organization.

SECTION III – The President:

- Shall preside at all meetings of the club and of the executive committee
- Shall be a member ex-officio of all committees and a voting member of the nominating committee
- May co-sign checks
- Shall be empowered to call meetings of the general membership and/or executive committee in situations where immediate action is needed
- Shall vote in meetings of the general membership only when necessary to break a tie vote
- Shall be empowered to appoint committees

- Shall serve as a liaison between the booster organization and the school administration, along with the band directors
- Shall set the agenda for meetings of the general membership
- Shall appoint an audit committee in May (the annual meeting) or sooner if there is a change of Treasurer

SECTION IV – The Vice-President:

- Shall assist the President and shall perform the duties of the President in the absence of that official
- May co-sign checks, if designated
- Shall assist with membership drive throughout the year if needed
- Shall do other duties as may be necessary
- If at all possible, shall assume the office of the President in the event the President resigns or is no longer able to function as President
- Shall provide oversight of special projects and serve as support to the fundraising chairpersons as needed

SECTION V – The Secretary:

- Shall keep minutes of all meetings of the club and the executive committee
- May co-sign checks, if designated
- Shall file and maintain a notebook of all minutes, by-laws, reports and pertinent documents
- Shall attend to all routine correspondence of the organization
- Shall send copies of the minutes of each meeting to the appropriate school officials
- Shall do other duties as may be necessary
- Shall keep a scrapbook of all historical reports, photos, articles, awards, and other items for all campuses. The scrapbook shall be donated to the respective school libraries at the end of the school year
- Shall maintain membership list and database and submit report as needed

SECTION VI – The Treasurer:

- Shall receive all money collected by the organization
- Shall keep an accurate record of receipts and expenditures
- Shall pay all bills incurred by the organization
- May co-sign checks
- Shall give a report of funds and expenditures at each meeting and at other times requested by the executive committee
- Shall present the annual budget as determined by the executive committee at the first general meeting of the school year

SECTION VII – The Assistant Treasurer:

- Shall assist the Treasurer and shall perform the duties of the Treasurer in the absence of that official
- May co-sign checks

SECTION VIII— Uniform Chairperson

- Shall be responsible for maintaining band uniforms throughout the marching and concert seasons for all campuses
- Shall assist band directors in determining uniform needs throughout the year
- Shall select a committee to be of assistance

SECTION IX– Publicity Chairperson:

- Shall be responsible for publicity of all Aledo ISD Band programs and Band Booster Club activities and collaborate with band directors regarding information to be publicized. This includes, but is not limited to, area newspaper articles, flyers for local businesses and hand-out sheets for parents
- Shall assist with any other publicity needs of the organization
- Shall select a committee to be of assistance with publicity and use various means of publicizing information to the band booster membership such as making calls or using other formats (such as email) as needed regarding booster club meetings, band performances, and band related issues
- Shall assist in providing chaperones for band trips as requested by the band directors

SECTION X – The Communications Chairperson

- Shall serve as editor and producer of the website calendars for all campuses.
- Shall develop and update Aledo Band Booster website to include at least current events, accomplishments, calendars, and photographs
- Shall assist in web-based merchandise sales.

SECTION XI – Concessions Chairperson

- Shall be responsible for concessions operations that the club agrees to maintain. This may include obtaining facilities, stocking, serving, providing staff, and other actions as needed for a successful concessions operation
- Shall select a committee to be of assistance

SECTION XII – Class/Special Representatives

- Shall include 1 representative from each grade 6 through 12 and the color guard
- Shall also include up to 10 additional executive committee members as nominated by the executive board and confirmed by the Boosters to assist as needed with the Band Booster events during the year.
- Will be responsible for chairing, co-chairing or assisting with at least one fundraising event per year as delegated by the executive board
- Serve as the representative for their respective grade/campus/special area

SECTION XIII – The Merchandising Chairperson

- Shall oversee the purchasing, stocking and sales of band booster merchandise throughout the year
- Shall select a committee to be of assistance with all aspects of merchandising

SECTION XIV – Auction Chairperson

- Shall maintain overall responsibility of the annual auction fundraiser
- Shall coordinate the class/special representatives that are responsible for sub-functions of the annual auction fundraiser
- Shall be available to provide guidance to the class/special representatives for the respective areas of responsibility for auction sub-functions

SECTION XV – Audit Committee

- Shall be appointed by the President in May (annual meeting). The purpose of the Audit Committee is to audit the previous year's expenditures and procedures. A report shall be prepared in writing and given by the Audit Committee at the first meeting of the new school year.

ARTICLE VI – MEETINGS

SECTION I –

- (1) Regular meetings shall be held on the second Tuesday of each month during the school year unless otherwise announced by the organization or the executive committee. Notice shall be given in advance of a change in date or time
- (2) Special meetings of the executive committee may be called by the President
- (3) The May meeting shall be the annual meeting. This meeting shall include the election of officers, year-end budget report and other reports as necessary
- (4) The members present constitute a quorum

- (5) To place an item on the agenda for a meeting, information must be provided to the President prior to the start of the meeting

ARTICLE VII – FUND RAISERS

SECTION I –

- (1) Shall be discussed at the May meeting to evaluate the year just ended and make tentative plans for the next year
- (2) Shall be planned in response to the budget needs and current budget report
- (3) The definite plan for fund raising shall be discussed and outlined by the executive committee prior to the first general meeting of the school year
- (4) The outline and calendar for the fund raising events for the year shall be presented and voted on in the fall of the year. The executive committee has the authority to approve additional fund raising activities
- (5) The official school district calendar shall serve as a guideline in scheduling fund raising projects

ARTICLE VIII – ELECTION OF OFFICERS

SECTION I – All officers shall be elected at the May meeting. Election shall be by voice vote or show of hands. Officers shall serve one year. Officers shall assume their duties after the annual meeting in May.

SECTION II – The nominating committee shall be composed of the President and three (3) members to be elected at the March meeting. The nominating committee shall elect a chairperson for the committee. The nominating committee shall select one nominee for each office to be filled. Additional nominations may be made from the floor. The consent of each candidate must be obtained before his name is placed in nomination.

SECTION III – A vacancy occurring in an office shall be filled by a vote of the members of the executive committee, except for the office of President, which shall be filled by the Vice-President. In the event the Vice-President cannot fulfill this position, the members of the organization shall elect a new President.

SECTION IV – Up to 10 additional executive committee members may be nominated by the executive board at any time during the year to assist as needed with band booster events during the year. The nominations shall be voted on by the band boosters by voice vote or show of hands. The additional executive committee members shall serve until the election of the new executive board.

ARTICLE IX – EXPENDITURES

A budget shall be presented for vote at the first meeting of the school year whereby those band program activities and items for which the Band Booster Club provides fund on an on-going or annual basis may be voted on and approved. This budget proposal must be presented at the meeting in printed form.

An amount of money may be voted at the May meeting to be available during the summer to the band directors for expenditures for the summer.

An allocated minimum balance of \$1000.00 shall be left to begin the next school year.

ARTICLE X – AMEMDMENTS TO BY-LAWS

By-laws of the Aledo Band Booster Club may be amended by the following procedure.

Notification of intent to make by-law changes shall be given at a regular meeting.

Printed proposed by-law changes shall be distributed at the next regular scheduled meeting. The proposed changes shall then be presented at the next scheduled meeting for approval. A two-thirds approval vote of the voting members present is required for amendment.

ARTICLE XI – PARLIAMENTARY PROCEDURE

Robert's Rules of Order (REV) shall be the guide to parliamentary order.