**ARTICLE I: Name**

The name of this association shall be “CENTRAL HIGH SCHOOL BAND BOOSTERS” and shall be synonymously referred to as the “Central High School Band Booster Association”, the “Keller Central High School Band Booster Association”, or the “Association”.

The mailing address shall be:

8553 N Beach St PMB 120 Keller, Texas 76244

or 9450 Ray White Road Keller, Texas 76248

**ARTICLE II: Objectives**

The Central High School Band Boosters’ core objectives are to create interest and stimulate growth in all Central High School Band programs. The purpose of the Central High School Band Boosters is to provide support for the band programs including, but not limited to, musical ensemble, jazz band, percussion and color guard. Support will be broad in scope and will include, but is not limited to, fund raising and the provision of volunteer staffing and support for band events. The ultimate goal of the Central High School Band Boosters is to foster a closer relationship between the students, parents, band directors, school and community. Through the union of students, parents, band directors, school and community, the Central High School Band Boosters provides a strong conduit of music awareness to the public.

**ARTICLE III: U.I.L. Booster Club Guidelines**

The superintendent or a designee of the KISD School Board has approval authority over Central High School Band Boosters and shall be invited to meetings.

Booster clubs do not have the authority to direct the activities of a school district employee.

The schedule of contests, rules for participation, method of earning letters, and all other criteria dealing with the interschool band programs are under the jurisdiction of Central High School Administration.

As an organization, the Central High School Band Boosters will conduct its activities within the guidelines as set forth by both the U.I.L. and the Keller Independent School District. Copies of all policies are available in the Central High School Band office.

The Central High School Band Boosters is organized exclusively for charitable and/or educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.

No part of the net earnings of the Central High School Band Boosters shall inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof.

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

Notwithstanding any other provision of this document, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or (b) by an organization, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future tax code.

Upon the dissolution of the Central High School Band Boosters, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be awarded to the Keller Independent School District (KISD) or, distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the organization is located, exclusively for such purposes or to such organization or organizations, as said Court shall determine which are organized and operated exclusively for such purposes.

**ARTICLE IV: Policies**

The program of this association shall be educational and shall be developed through conferences, committees, and projects. This association shall not seek to direct the administrative activities of Central High School or to control its policies.

**ARTICLE V: Membership**

Any parent or guardian whose child is participating in Band or any interested adult is eligible for association membership. Memberships will be collected on a voluntary basis and will entitle each member to voting rights consistent with the number of youth each family has in the band. Businesses interested in supporting the Central High School Band Boosters may do so with a donation. The executive board in conjunction with the budgeting process shall determine the amount of membership fee or suggested donation.

**ARTICLE VI: Officers and Their Election**

**Section 1: Association Officers**

* a)  The officers of the Association shall be President, Vice-President, Secretary, Treasurer, Membership/ Volunteer Officer, Color Guard Liaison, Percussion Liaison, Historian, Parliamentarian, and 8th Grade Booster Representative;
* b)  All Officers of the Association shall be members, in good standing, of the Central High School Band Boosters;
* c)  The Executive Board (Executive Board) shall consist of: the President, Vice- President, Secretary, Treasurer, Membership/ Volunteer Officer, Color Guard Liaison, Percussion Liaison and Historian;
* d)  The Executive Board shall be elected, by ballot of the membership, every April;  1)  If there is only one nominee for any office, then it shall be in order to move that the secretary cast the elective ballot of the Association for the nominee;  2)  The Parliamentarian and 8th Grade Representative shall be appointed by the President.
* e)  Officers shall assume their official duties at the May Association General Membership meeting;
* f)  Officers shall serve for a term of one (1) year and/or until their successors are elected;    
  1) No officer shall serve in the same office for more than two (2) consecutive terms.
* g)  Any elected officer may be removed by a recommendation of the executive board and simple majority vote of the voting members present at a scheduled General Membership meeting of the Association;    
  1) Any elected officer may be immediately removed from office by the administration of Keller Independent School District in order to protect the health and safety of the band members.

**Section 2: Nominating Committee and the Election of Association Officers:**

* a)  A Nominating Committee shall be formed annually by the Association President no later than the month of February for the purpose of identifying a slate of candidates to serve as Association Officers from May 1 to April 30;
* b)  The Nominating Committee shall be comprised of three (3) members and one (1) alternate. One member shall be selected by the Executive Board from its body. Two members and the alternate shall be appointed from the general Membership body. The current President shall not serve on the Nominating Committee. The Nominating Committee shall select a chairperson at their first meeting;
* c)  The Nominating Committee shall assemble a slate of candidates to be considered for election by Association Membership at the April meeting. After the report of the Nominating Committee, an opportunity shall be given for nominations from the floor;    
  1) Only persons who have consented to serve, if elected, shall be eligible for nomination, either by the Nominating Committee or from the floor.

**Section 3: Vacancies:**

* a)  A mid-term vacancy occurring in any elected office shall be filled for the rest of the term by a person elected by a majority vote of the Executive Board. Notice of such election shall be given to the general Membership Body at least 72 hours prior to the election;
* b)  In case a vacancy occurs in the office of President, the Vice-President shall serve notice of the election.

**ARTICLE VII: Duties of the Officers**

Association officers shall preside in the following order of office in the absence of the President and Vice-President.

**Section 1: The President shall:**

* a)  Supervise and control the business and affairs of the Association;
* b)  Serve as liaison between the Band Director and Association;
* c)  Set the agenda and preside at all meetings of the Association and of the Executive Board;
* d)  Be a member Ex-officio of all committees except the Nominating Committee;
* e)  Perform other duties as may be prescribed in these bylaws or as assigned by the Association or its Executive Board.

**Section 2: The Vice-President shall:**

a) Serve as Fund-raising Coordinator for the Association:

* 1)  Identify and vet fund-raising opportunities for the Association
* 2)  Recruit and supervise chairpersons for major Association fund- raising  events;

b) Act as aide to the President;

c) Perform the duties of the President in his/her absence;

d) Perform other duties as assigned.

**Section 3: The Secretary shall:**

a)  Keep an accurate record of all meetings of the association and of the Executive Board and give a summary report of the previous meeting as required;

b)  Possess and maintain a current copy of the CENTRAL HIGH SCHOOL BAND BOOSTERS bylaws; treasurer’s report and membership list;

c)  Coordinate official communication from the association ;

d)  Perform other duties as assigned.

**Section 4: The Treasurer shall:**

a)  Have custody of all Association funds;

b)  Keep accurate accounts and records including bank statements and receipts of expenditures;

c)  Pay out Association funds only as authorized by this association and band director and in accordance with the budget adopted by this Association, the fiscal policies of the Keller Independent School District, and general accounting principles;

d)  Sign on bank accounts (two of three authorized signatures shall be required on all checks);

e)  File tax returns for the year(s) in which Treasurer served;

f)  Pay allAssociation bills;

1)  All payments must be authorized or approved by two authorized officers.   2)  Debit/credit card may be used to provide down payments or remit on any bill  provided a purchase order is filed with the Treasure and signed by one other Executive Board Member (excluding, if appropriate, the person making the request if that person is a member of the executive committee) prior to placing any order for goods or services

g)  Present a Statement of Account of the Association at every meeting of the Association and at other times as requested by the Executive Board;

h)  Submit accounts to be examined annually pursuant to Article IX, Section 1 of this document.

**Section 5: The Membership/ Volunteer Officer shall:**

a)  Obtain membership of prospective parties throughout the year;

b)  Work with the Vice President, or their assigned chairperson, to coordinate volunteers to staff fundraising opportunities;

c)  Serve as the volunteer coordinator to help provide a level of effort during marching, concert, and other performance seasons.

**Section 6: The Color Guard Liaison shall:**

a)  Work closely with the Color Guard and Band Directors;

b)  Serve as a liaison between Color Guard parents and Color Guard Director;

c)  Work closely with Color Guard members, insuring well-being, group cohesion, preparedness;

d)  Work closely with other Booster Officers to build teamwork throughout the band;

e)  Recruit assistance from volunteers, overseeing committees formed for Color Guard needs

**Section 7: The Percussion Liaison shall:**

a)  Work closely with the Percussion and Band Directors;

b)  Serve as a liaison between Percussion parents and Color Guard Director;

c)  Work closely with Percussion members, insuring well-being, group cohesion, preparedness;

d)  Work closely with other Booster Officers to build teamwork throughout the band;

e)  Recruit assistance from volunteers, overseeing committees formed for Percussion needs

**Section 8 The Historian Shall:**

a) Catalogue the events and accomplishments of the Keller Central High School Band and Association by methods including, but not limited to photographs, videos, and written documentation;

b) Act as custodian of all records and materials pertinent to the history of the Association;

c) Oversee the Association’s website and social media portals;

d) Compile and keep a record of events and activities to be presented as the official history of the KELLER CENTRAL HIGH SCHOOL BANDS AND THE CENTRAL HIGH SCHOOL BAND BOOSTERS.

**Section 9: The Parliamentarian shall:**

a) Attend all meetings of the Association and Executive Board and shall advise on matters of parliamentary procedure as requested.

**ARTICLE VIII: Executive Board**

**Section 1:** The Executive Board shall consist of the officers of the Association and the chairpersons of the Standing Committees. The members of the Executive Board shall serve their elected term or until the month following the election or appointment of their successors.

**Section 2:** The duties of the Executive Board shall be:

a) Transact necessary business in the interval between Association meetings and

such other business as may be referred to it by the Association;

Monitor the work of all officers and Standing Committees   
b)  Present a report at the regular meeting of the Association if appropriate;

c)  Appoint an Auditor or an Auditing Committee to audit the Treasurer’s Annual Report;

d)  Prepare and submit to the Association for approval a budget for the fiscal year.

**Section 3:** Regular meetings of the Executive Board shall be held during the school year as deemed necessary. The time and place of the meetings will be decided by the Committee. A majority shall constitute a quorum. Special meetings of the Executive Board may be called by the President or by a majority of the members of the Executive Board.

**ARTICLE IX: Fiscal Activities**

**Section 1:** Accounts are to be examined annually for audit by an Auditor external to the group or an Auditing Committee from the association of not less than three (3) members. The Executive Board shall appoint the auditor/auditing committee at least two weeks before the last meeting of the Association operating year. The auditing shall take place after the books have been closed and before the first meeting of the Association for the new school year. The Auditor/Auditing Committee shall submit this report to the Association for approval at the first meeting of the school year.

**Section 2:** Fiscal year of this association shall begin June 1st through May 31st.

**Section 3**: All funds received through the efforts of fund raising activities on behalf of the Central High School Band Boosters or through donations received from individuals or organizations, shall be deposited into the Central High School Band Boosters General Account.

**Section 4:** The Central High School Band Booster Executive Board, in partnership with the band director, shall generate a yearly budget by the first general Booster meeting in June. Approval of the yearly budget shall be made by the Central High School Band Booster Association general membership at the June meeting. All monies included in the approved budget shall be available for disbursement without any further approval during that fiscal year. Disbursement of Central High School Band Booster funds shall be in accordance with the approved yearly budget. Should funds be required before a budget is approved, disbursement of funds shall be made with the approval of the Central High School Band Booster Association general membership. Disbursement of funds outside of the approved budget shall be made only with the approval of the Central High School Band Booster Association general membership. Movement of monies between line items within the approved budget must be presented to the general membership but does not need a vote from the general membership.

**ARTICLE X: Meetings**

**Section 1:** The President shall call at least 7 Association general membership meetings in any given year. Dates and times will be announced in 2 methods prior to the meetings.

**Section 2:** Nine members shall constitute a quorum for the transaction of business in any regular meeting of this Association that is called by the Executive Board.

**Section 3:** All meetings of the general membership shall begin with the Pledge of Allegiance of the United States of America.

**ARTICLE XI: Standing Committees**

Standing Committees shall be created by the Executive Board as may be required to promote the objectives and interests of the Association without amendments of the bylaws. The chairperson of each Standing Committee shall be appointed by the Executive Board. The term of a committee chair is one year. When a chair position becomes vacant before the end of a term, the Executive Board appoints a person to fill the position for the rest of the term.

**Article XII: Parliamentary Authority**

Observance of the bylaws adopted by the Association is essential for the orderly conduct of business. Officers and members should be familiar with the rules they have accepted. No one should be permitted to change or infringe upon them in any way, except as provided for within this constitution. A copy should be available at every meeting of the Association. This is the responsibility of the Parliamentarian. The rule contained in the current edition Robert’s Rules of Order Newly Revised shall govern the Central High School Band Booster Association in all cases which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the Central High School Band Booster Association may adopt.

**Article XIII: Amendments**

These bylaws may be amended at any regular meeting of the Association by a two- thirds vote of the members present and voting, provided notice of the proposed amendments were given at least thirty (30) days prior to the meeting at which the amendment is to be voted upon and provided that the amendment is not inconsistent with the objectives of the association.

This version of the Association Bylaws supersedes all previously dated editions and documents.

Bylaws were approved by recorded vote of the Central High School Band Booster Association General Membership in March 2015 and approved by Kim Blann, KISD Fine Arts Director in April 2015.

Record of Previous editions

Bylaws were approved by recorded vote of the Central High School Band Booster Association General Membership on March 2013 and approved by Kim Blann, KISD Fine Arts Director on May 2013.

Bylaws were approved by recorded vote on March, 2011 and approved by David Stevens, KISD Fine Arts Director on May, 2011.

Bylaws were approved by recorded vote on August 4, 2009 and approved by David Stevens, KISD Fine Arts Director on August 20, 2009.