

# Southwest High School Band and Orchestra Booster Club

## BY-LAWS

Updated May 7, 2007

### Article I – Name

Established and recognized by the Internal Revenue Code, section 501(c)(3), as an association exclusively for educational and charitable purposes, this organization is known as the Southwest High School Band Booster Club.

### Article II – Purpose

The purpose of this organization is to promote the band and orchestra programs at Southwest High School and support the directors and school officials in the following ways.

1. Create an environment that encourages student and parent participation.
2. Provide supervised social activities.
3. Support participation in band and orchestra performances, competitions, and school and community events.
4. Promote the band and orchestra programs to the school and community.
5. Organize fund raising for expenses and activities.

### Article III – Membership

- A. Membership - Membership is open to any adult who shares and supports the purposes of this organization.
- B. Fees - There is an annual fee for membership in an amount to be set by the Executive Committee.
- C. Voting – Any member who has paid the annual fee may vote in any business presented to the membership beginning 25 days following receipt of payment.

### Article IV – Officers

- A. Officers - Six elected officers shall be President, Vice President of Communications & Membership, Vice President of Ways & Means, Vice President of Events & Performances, Secretary and Treasurer. Nominees for office must be active members in good standing for not less than one school year at the time of nomination. To be considered a "member in good standing" or "active member" a member must contribute an average of at least 2 hours per month during the school year to Booster Club activities. Activities include meetings, concessions, chaperoning and any other work that benefits Southwest High Band and Orchestra Booster Club.
- B. Duties - Duties of officers shall be such as implied by their respective titles and as specified in these by-laws.
  1. President
    - a. Coordinate the selection of and appoint various committee chairpersons.
    - b. Communicate parental concerns to the directors.
    - c. Schedule general membership, Executive Committee and Executive Board meetings, presiding over all.
    - d. Represent the organization to the Directors, the school, the school district and the public and take an active interest and part in all of the organization's activities.
  2. Vice President Communication & Membership
    - a. Preside over meetings in the absence of the President
    - b. Assist the President and assume the responsibilities of the President in the event the President is unable.
    - c. Serve as coordinator of all committees pertaining to communication within and between the school, the band and the general membership.
    - d. Oversee the activities of the Secretary, and all activities associated with communication and membership, including but not limited to Membership, Alumni, Website, Newsletter and other publications and notifications.
    - e. Maintain an up-to-date list of committee members and committee chairpersons.

3. Vice President Ways & Means
  - a. Assist the President and support all organization activities.
  - b. Serve as coordinator of all committees pertaining to fund raising and expenditures.
  - c. Oversee the activities of the Treasurer and all activities associated with fund raising and expenditures, such as but not limited to Concessions, Golf Tournament, Rummage Sale, Silent Auction and all individual fund raisers.
    1. **The Texas Ranger Coordinator must be approved by the Band/Orchestra Booster Club Executive Board.**
    2. **The Texas Ranger Coordinator shall remain in contact and keep open communication with Rangers/ Sports Service Coordinator; shall set schedule associated with volunteer work hours; shall oversee all associated record keeping/paperwork to Rangers and Booster Accounts (i.e., Ballpark Work Schedule, Brief Overview of Working at the Ranger Games, New Manager Sign-up, Master Badge List, Master List of Workers for the Season, TABC Training Classes – 4 hour class and 2 hour refresher course, Shirt Order Forms);**
    3. **Texas Ranger Coordinator shall receive, upon baseball season's completion, the amount of \$500.00 to his/her student's account, two weeks after the last regular season game.**
    4. **If Texas Ranger Coordinator leaves at any time during the season, and another Coordinator takes over, monies will be paid based upon the percentage of time worked.**
  - d. Maintain an up-to-date list of committee members and committee chairpersons.
4. Vice President Events & Performances
  - a. Assist the President and support all organization activities.
  - b. Serve as coordinator of all committees pertaining to events and performances.
  - c. Oversee all activities associated with events and performances, including but not limited to Chaperones, Equipment, Flags, Refreshments, Open House, Howdy Picnic, Banquet and Trip.
  - d. Maintain an up-to-date list of committee members and committee chairpersons.
  - e. Maintain an accounting of all volunteer hours.
5. Secretary
  - a. Record the minutes of each meeting of the general membership, Executive Board and Executive Committee and distribute copies within two weeks to the President and members who request them.
  - b. Conduct miscellaneous organizational correspondence as directed by the President.
  - c. Maintain the organization's permanent records including minutes, correspondence and other documents and records to insure organization continuity.
  - d. Maintain an up-to-date roster of Executive Board members, Executive Committee members, and committee chairs to include name, address and phone numbers.
  - e. Maintain an up-to-date general membership roster to include names, addresses and phone numbers.
6. Treasurer
  - a. Function as the organization's financial officer and maintain control over financial records including but not limited to checkbook(s), tax reports and returns, and individual student accounts.
  - b. Formulate the annual budget with the assistance of the Executive Committee and the Budget Committee and present the proposed budget to the general membership for approval.
  - c. Produce and distribute monthly and year-end financial statements to the Executive Committee and general membership.
  - d. Monitor income and expenditures and advise the President and Executive Committee of inconsistencies and failures to achieve budget.
  - e. Be responsible for all money collections and deposits.

- f. Assist the Membership Committee with the annual membership drive in August and September.
  - g. Ensure that unbudgeted fund disbursements under \$200 receive the approval of the Executive Board.
  - h. Ensure that unbudgeted fund disbursements over \$200 receive the approval of the general membership.
  - i. Ensure that all checks written are signed by two designated elected officials (usually Treasurer, President and at least one other board member).
  - j. Establish and maintain check signature authority with the organization's bank.
- C. Term - The regular term of office for elected officers shall be for one year and shall begin with their installation at the Annual Spring Banquet. No person may serve more than two consecutive terms in the same office without unanimous approval of the membership present and voting at the regularly scheduled election meeting.
- D. Officer Participation. At the discretion of the Executive Board, any Officer with excessive absences from functions of the Board will be notified that (his/her) resignation will be requested. All records pertaining to any office are property of the Club and must be transferred as directed by the Board of Directors within 15 days by the person vacating an office.
- E. Retirement - All officers, upon retiring from office, shall deliver as soon as practical to the president all monies, accounts, record books, papers and other property belonging to the organization.
- F. Vacancies - Vacancies in office may be filled or left unfilled as decided by the Executive Board with approval from a majority of the membership present and voting at a regular monthly meeting.

#### **Article V – Election of Officers**

- A. Nominations – Officers shall be elected by the membership from recommendations made by the Nominating Committee and nominations from the floor. A Nominating Committee composed of at least three at-large members shall be appointed in January for the purpose of researching and presenting a slate of officers for the following year. Nominees for office must be active members in good standing for not less than one school year at the time of nomination. To be considered a "member in good standing" or "active member" a member must contribute an average of at least 2 hours per month during the school year to Booster Club activities. Activities include meetings, concessions, chaperoning and any other work that benefits Southwest High Band and Orchestra Booster Club.
- B. Elections – The Nominating Committee's proposed slate of officers will be presented to the general membership at the March regular meeting each year. Voting will take place at the April regular meeting. A majority of the membership present and voting is required to affirm a nominee. In the event of a tie, the presiding officer shall cast the deciding vote.
- C. Installation – Newly elected officers will be installed at the Annual Spring Banquet and will have met with the outgoing officers at the May Executive Board meeting.

#### **Article VI – Executive Board**

- A. Members - The elected officers shall comprise the Executive Board
- B. Authority - The Executive Board shall have the power to transact the general business of the organization subject to the approval of the general membership, to approve unbudgeted expenditures that are under \$200, to fill vacancies in office, and to establish committees.
- C. Meetings - The Executive Board shall meet regularly at least two days preceding each monthly meeting of the general membership, as necessary to conduct the ordinary and emergency business of the organization.
- D. Quorum – Four members of the Executive Board shall constitute a quorum for the transaction of business, and the act of a majority of the members present at which a quorum is present shall be the act of the Board.

#### **Article VII – Executive Committee**

- A. Members – The elected officers, the standing committee chairpersons, the student Band Captain, the student Orchestra Representative, and a Band or Orchestra director (or designated representative) shall comprise the Executive Committee.

- B. Authority – The Executive Committee shall be an advisory committee, assisting in the formulation and adoption of project and policy decisions.
- C. Regular Meetings – The Executive Committee shall meet as necessary. The May meeting will act as the bridging of newly elected officers and outgoing officers.
- D. Special Meetings – A special meeting may be called by the President or any three members of the Committee.
- E. Quorums – A majority of the Executive Committee shall constitute a quorum for the transaction of any business. A majority of the members present at a meeting at which a quorum is present shall be the act of the Committee.

#### **Article VIII – General Membership Meetings**

- A. Regular Meetings – The organization shall meet monthly during the school year. A meeting schedule will be created and distributed to the membership at the Fall Open House in August.
- B. Special Meetings – A special meeting may be called by the President or by any five members who have formally requested such a meeting in writing to the President. At least seven days notice must be given to the general membership and the business to be transacted must be clearly stated. Special meetings may include the Fall Open House in August, the Howdy Picnic in September, the Spring Trip Meeting and the Annual Spring Banquet.
- C. Quorums – Four officers and at least five percent of the total membership shall constitute a quorum for the transaction of any business. A majority of the members present at a meeting at which a quorum is present shall be the act of the membership.

#### **Article IX – Committees**

- A. Standing Committees -
  - 1. Fund Raising – reporting to the Vice President Ways & Means
  - 2. Chaperones – reporting to the Vice President Events & Performances
  - 3. Equipment – reporting to the Vice President Events & Performances
  - 4. Color guard – reporting to the Vice President Events & Performances
  - 5. Spring Trip – reporting to the Vice President Events & Performances
  - 6. Membership – reporting to the Vice President Communication and Membership
    - Orchestra subcommittee
- B. Special Committees – The Executive Committee may establish special committees when needed.
- C. Committee Chairs – Chairpersons of standing and special committees shall be appointed by the President.

#### **Article X – Budget and Finance**

- A. Fiscal Year – The organization’s fiscal year shall run from August 1 to July 31.
- B. Budget - At the joint May Executive Committee meeting, a Budget Committee will be formed. The Band and Orchestra directors will provide a list of projected expenditures to the President by April 30. The operating budget will be prepared by the Treasurer with the aid of the Budget Committee and presented to the general membership at the Open House in August.
- C. Non-budgeted Expenditures – Non-budgeted expenditures less than \$200 may be approved by the Executive Board. Non-budgeted expenditures over \$200 must be approved by the general membership at a regular or special meeting.
- D. Fund Usage – All expenditures must be used for the exclusive support of the SHS Band or Orchestra and their activities.
- E. Audit – There shall be an audit of the organization’s financial records before May 31 of each year. An Audit Committee will be appointed by the President and approved by the Executive Committee at the joint meeting in May.
- F. Check Signatures – Two designated elected officials shall sign all checks. Signature authority may not be given to members from same family and may not given to Fort Worth ISD employees.

## **Article XI – Disposition of Student Accounts**

- A. Each student will have an account in which monies are kept to pay program-related expenses. The account is tracked by the Treasurer. The Treasurer will provide account balance information to students throughout the school year. Any money paid into the student account in the form of cash or check by the student left at the end of their last or senior school year at Southwest High School will go into the general fund unless a request is made in writing by the student or parent within 30 days after the school year ends to refund the money.
- B. The annual Marching Band and or Orchestra fee is due in full by September 1 of the current school year, unless a payment plan has been approved by the Treasurer. The Marching Band and or Orchestra fee amount is set by the Band and Orchestra Directors. This fee is non-refundable except as noted in paragraph C.
- C. If a student leaves the program on or before September 15 of the school year and the Marching Band and or Orchestra fee has been paid in full, one third of the total fee will be refunded if this is requested in writing by September 15. Monies gained through any type of program-related fund raising are not refundable.
- D. All students are encouraged to earn money for their student account by participating in fund raising opportunities sponsored by the program. Fund raisers throughout the year are designed to help build the student account.
- E. After the annual Marching Band and or Orchestra fee has been paid, money in the student account can be used for approved expenditures by submitting an original receipt containing the date, amount of purchase, and name of item or service purchased. Examples of expenditures that may be eligible for payment through a student account include:
  - 1. Band trip fees for the student or parent chaperone
  - 2. Formal concert attire
  - 3. Equipment related to the student's instrument (reeds, mouthpiece, drum sticks, music used in band, etc.)
  - 4. Equipment related to color guard (sabers, rifles, flags, uniforms, camp, etc.)
  - 5. New or used instrument that will be used in band by the student during the current school year
  - 6. Ticket purchase for band banquet for family and/or date who is not in band
  - 7. UIL contest fees
- F. Monies gained through any type of program related fund raising remaining in the student account at the end of their last year or when a student leaves the band program during the year, will be deposited into the general fund unless there is a sibling's account in which to transfer the money. Under no circumstances are fundraising monies refundable to the student.

Monies placed in a student account may be carried over, or transferred to a sibling, into the next year. The sibling must be entering or already be apart of the Southwest High School Band/Orchestra program upon transfer. This carry-over may be continued each year the student is involved in the Southwest High School Band/Orchestra program.
- G. The maximum amount of monies awarded from fund raisers to student account will be no more than 30%, unless an alternative amount is decided by the Executive Board.

## **Article XII – Amendments and Revisions**

These by-laws may be amended or revised at any regular or special meeting by two-thirds of the membership present and voting – the proposed amendment or revision having been submitted in writing to the membership at a regular meeting at least two weeks prior.

## **Article XIII – Parliamentary Law and Procedure**

When applicable, the most current edition of Robert's Rules of Order shall determine the conduct of business in all meetings.

**Article XIV – Dissolution of Organization**

Upon the dissolution of this organization, assets shall be distributed for one or more exempt purpose within the meaning of section 501(c)(3) of the Internal Revenue Code (or corresponding section of any future federal tax code), or shall be distributed to the Federal, state or local government, for a public purpose.

**Article XV – Adoption of By-laws**

The undersigned certify that the above by-laws were duly presented, voted upon, and approved at the general meeting of the general membership on May 7, 2007, and having been presented at the regular membership meeting on April 2, 2007.

*The undersigned certify that the above by-laws, as amended (emboldened and underlined), were voted on, and approved at a meeting of the general membership on May 7, 2007.*

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Carlos Gonzales, President

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Dottie McBride, Secretary

**Proposed By-Laws Amendment**  
March 6, 2006

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**Original**

Article XI – Disposition of Student Accounts

- H. Each student will have an account in which monies are kept to pay program-related expenses. The account is tracked by the Treasurer. The Treasurer will provide account balance information to students throughout the school year. Any money paid into the student account in the form of cash or check by the student left at the end of each school year at Southwest High School will go into the general fund unless a request is made in writing by the student or parent within 30 days after the school year ends to refund the money.
- I. The annual Marching Band and or Orchestra fee is due in full by September 1 of the current school year, unless a payment plan has been approved by the Treasurer. The Marching Band and or Orchestra fee amount is set by the Band and Orchestra Directors. This fee is non-refundable except as noted in paragraph C.
- J. If a student leaves the program on or before September 15 of the school year and the Marching Band and or Orchestra fee has been paid in full, one third of the total fee will be refunded if this is requested in writing by September 15. Monies gained through any type of program-related fund raising are not refundable.
- K. All students are encouraged to earn money for their student account by participating in fund raising opportunities sponsored by the program. Fund raisers throughout the year are designed to help build the student account.
- L. After the annual Marching Band and or Orchestra fee has been paid, money in the student account can be used for approved expenditures by submitting an original receipt containing the date, amount of purchase, and name of item or service purchased. Examples of expenditures that may be eligible for payment through a student account include:
  - 8. Band trip fees for the student or parent chaperone
  - 9. Formal concert attire
  - 10. Equipment related to the student's instrument (reeds, mouthpiece, drum sticks, music used in band, etc.)
  - 11. Equipment related to color guard (sabers, rifles, flags, uniforms, camp, etc.)
  - 12. New or used instrument that will be used in band by the student during the current school year
  - 13. Ticket purchase for band banquet for family and/or date who is not in band
  - 14. UIL contest fees
- M. Monies gained through any type of program related fund raising remaining in the student account at the end of the year or when a student leaves the band program during the year, will be deposited into the general fund. Under no circumstances are fundraising monies refundable to the student.

Original Version	Amended Version
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<p>F. Monies gained through any type of program related fund raising remaining in the student account at the end of <del>the</del> year or when a student leaves the band program during the year, will be deposited into the general fund. Under no circumstances are fundraising monies refundable to the student.</p>	<p>N. Monies gained through any type of program related fund raising remaining in the student account at the end of <b><u>their last</u></b> year or when a student leaves the band program during the year, will be deposited into the general fund <b><u>unless there is a sibling's account in which to transfer the money.</u></b> Under no circumstances are fundraising monies refundable to the student.</p> <p><b><u>Monies placed in a student account may be carried over, or transferred to a sibling, into the next year.</u></b></p> <p><b><u>The sibling must be entering or already be apart of the Southwest High School Band/Orchestra program upon transfer.</u></b></p> <p><b><u>This carry-over may be continued each year the student is involved in the Southwest High School Band/Orchestra Program.</u></b></p>
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