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Forney High School Band Boosters

**Bylaws**

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## Article I - NAME

The name of this organization shall be the Forney High School Band Boosters; herein referred to as the "Organization".

## Article II - DEFINITIONS

- A. "FHS Band" or "the Band" shall mean The Forney High School Band.
- B. "WMS Band" or "the Middle School Band" shall mean The Warren Middle School Band.
- C. "RIS Band" or "the Intermediate School Band" shall mean The Rhea Intermediate School Band.
- D. "the Directors" shall mean the current directors of FHS, WMS and RIS band programs collectively.
- E. "FISD" shall mean Forney Independent School District.
- F. "the Board" shall mean the Executive Board of the Organization.
- G. "the Boosters" or "Band Boosters" shall mean the Organization.
- H. "the Band Director" shall refer to the head director of the FHS Band.
- I. "Term" shall be 2 fiscal years.
- J. The Fiscal Year shall be from June 1st to May 31st.
- K. The "School Year" shall be the scheduled school year as defined by FISD.

## Article III - OBJECTIVE

The objectives of the Band Booster Club shall be:

- A. To promote and support through moral and financial means, the operation and development of the Forney High School (FHS) Band program and activities;
- B. To create and foster interest of both students and parents in the activities, leadership and responsibilities of the Band program and the Organization.
- C. To promote the welfare of each member of the school band, in school and community;
- D. To coordinate with FISD, FISD organizations and those in supervisory positions which may include, but are not limited to organization directors, coaches and leadership.

## Article IV - LOCATION

The primary place of operation of the Organization is the Forney Independent School District of Kaufman County, TX.

## Article V - DIRECTORS OF THE CORPORATION

The President, Secretary and Treasurer shall serve as Directors of the FHS Band Boosters Corporation (herein known as “the Corporation”).

## Article VI - MEMBERSHIP & DUES

- I. **Membership** - The Organization shall have one class of members, whether individual or family, and each membership shall have one vote regardless of how many band students are in eligible band programs beyond the one (1) eligible student required for membership. The Organization may have Associate Members as directed by the Board and such associate members shall have no voting privileges on business matters before the Organization or elections of Officers of the Organization, however they shall be afforded all other rights and privileges of membership.
  - A. **Membership Eligibility** - Membership in the Organization shall be open to:
    1. Parents/guardians of all current FHS Band students
    2. Parents/guardians of all current WMS Band students
    3. Parents/guardians of all current RIS Band students
  - B. **Associate Membership Eligibility** - Associate Membership is open to those individuals or representatives of a group or business, that the Board has extended membership to. Associate members do not have a vote Ex-officio Associate Members include:
    1. All current FHS Band directors
    2. All current WMS Band directors
  - C. **Voting Rights** - Each member in good standing shall be entitled to one vote on each matter submitted to a vote of the membership.
  - D. **Transfer of Membership** - Membership is not transferable or assignable.
  - E. **Membership Standing** - The term “in good standing” is used to represent those memberships in which all dues are paid as required by the band program and/or the Organization, or suitable arrangement and/or payment programs have been set and are current as required by the band programs and/or the Organization, memberships that have no major disciplinary issues with the membership as covered by the Band Handbook or sections pertaining to conduct under **Article IX** contained herein.
  - F. **Revocation of Membership** - All members must adhere to the governing rules of the Organization as they apply to the membership, including those in Article IX to remain in good standing. Those memberships not in good standing may not participate in voting or business subject to member vote, voting in elections or may have their membership revoked by majority vote of the Board.
- II. **Dues** - There shall be no dues required for membership in the Organization.

## Article VI - OFFICERS & EXECUTIVE BOARD

## I. **The Executive Board**

- A. The officers of the Organization making up the Executive Board are the President, Vice-President, Treasurer, Secretary, Director of Concession, and Director of Fundraising.
- B. Responsibilities of the Board
  1. Act on all matters of policy, property, and business of the Organization not to include policies of FISSD or the applicable band policies set forth by the band directors.
  2. Transact necessary business between meetings of the Organization as well as other business as may be referred to the Board by the Organization, FISSD or the Directors.
  3. Has ultimate responsibility and decision-making authority for projects or activities undertaken or financially supported by the Organization.
  4. Fill vacancies within the Board in accordance with the policy on vacancies.
  5. Are bound to support and vote for the issues in the best interest of the band program students.
  6. Review and approve pricing of concession products (menu pricing), spirit wear pricing including changing, to existing pricing.
- C. Voting by the Board
  1. A two-thirds vote of the Board constitutes a majority
  2. Must be conducted as part of the business of a normal meeting and recorded in the meeting minutes
  3. Votes on items of minor business or emergency items of business in which not all members can attend, may be conducted under the following:
    - a) Be a written method, physical or digital, as agreed upon by the board, and where a record of the vote may be recorded for inclusion in the meeting record.
    - b) Via teleconference (video or audio) as agreed upon by the board with vote being recorded by the Secretary for inclusion in next regular meeting minutes.
    - c) Must have notified all members of the Board about the scheduled vote.
    - d) Must have at least 4 members of the Board present for the vote
    - e) Must meet the requirements for majority of the entire membership of the Board

## II. **Officers**

- A. **Compensation** - Officer positions are on a volunteer basis and do not receive compensation.
- B. **Occupation of Office**
  1. Officers are elected for a single Term.
  2. Officers may be re-elected for consecutive Terms according to the general election process.
  3. Officers must remain eligible for length of term to remain in office for the term.
  4. Members may hold no more than a single office of the Board.

5. There is no maximum tenure for any office of the Board, so long as all other qualifying criteria are met.
- C. **Vacancies** - A vacancy in any office due to resignation, removal, disqualification or otherwise, may be filled by vote of the Board for the unexpired portion of the office term.
- D. **Removal from Office** - Any officer elected or appointed by the Board may be removed by the Board whenever the best interest of the Organization would be served thereby, but such removal shall be without prejudice to the membership of the Organization or contract rights, if any, of the officer removed. The process for removal will require recommendation of a minimum of two (2) officers and will follow the voting rules set out under Article VI.
- E. **Duties**
1. **PRESIDENT** - The President shall preside over official Band Booster meetings and look after the general welfare of the Organization. The President is considered an ex-officio member of all committees for the purpose of oversight and review.
  2. **VICE-PRESIDENT** - The Vice-President shall preside over meetings in the absence of or at the direction of the President. The Vice-President shall be responsible for ordering non-uniform band attire for the band and the Board, as well as perform duties assigned to him/her by the President or the Board.
  3. **SECRETARY** - The Secretary shall record the minutes of all Band Booster meetings and Executive Board meetings. He/She shall handle all business correspondence relating to the Boosters, report minutes of the previous meetings to the general membership, and committing the minutes to the permanent record, provide the Treasurer's report to the Board and the Band Director, and provide a monthly review of bank statements including reconciling with records kept by the Treasurer.
  4. **TREASURER** - The Treasurer shall preside over official Band Booster meetings in the absence of both the President and the Vice-President, or at the direction of the President. The Treasurer shall have charge of all funds belonging to, or entrusted to the Organization and shall disburse such funds as authorized by the general membership or at the direction of the Board. The Treasurer shall provide operational funds for all band activities. He/She will provide a financial report to include income and expenses at all meetings and provide a copy to the Secretary to be included with the meeting minutes. The Treasurer shall submit to annual audits of all records annually by the Audit Committee, and is responsible for filing all necessary government documents pertaining to the Corporation.
  5. **DIRECTOR OF CONCESSION** - The Director of Concession (Concession Director) shall be responsible for the operation of all concession stands for FHS, including purchasing, ordering, vendor communication and booster-owned equipment maintenance and repair and communication with FISH about facilities equipment maintenance and repair. He/She shall maintain an accurate

inventory of all concessions products for sale and supporting supplies, for the purposes of reporting and tracking changes in inventory, and projecting future purchase of products and supporting supplies.

6. **DIRECTOR OF FUNDRAISING** - The Director of Fundraising (Fundraising Director) shall be responsible for the research, approval, coordination, execution and records of all fundraising activities. All fundraising activities must be approved by the Band Director.

### III. Election of Officers

#### A. Eligibility

1. To be eligible, members must be in good standing.
2. Members must have served as a volunteer for a minimum of one (1) year that has participated materially or
3. Have the equivalent experience of one (1) year of material participation as recognized and endorsed by a majority vote of the Board.
4. Due to the experience-oriented nature of officer roles, candidates must not be first-time band parents for the High School Band program (first-time Freshman parents).

#### B. Vacancies

1. Vacancies are to be announced in the third-to-last regularly scheduled official meeting of the year (typically occurring in, but not limited to March) to the membership.
2. Vacancies occurring after this announcement must be shared in at least two (2) public locations normally used for membership communication (including but not limited to the Band Hall, social network pages or groups maintained by the Organization, FISD operated websites, websites operated by the Organization, Email, Text).

#### C. Nomination

1. The meeting used to transact and finalize the nomination process will occur at the second-to-last regularly scheduled official meeting of the school year (typically occurring in, but not limited to April) and shall be known as the Election Announcement Meeting.
2. Nominations may be made to the Secretary in written form (electronic or physical via mail or approved drop locations) prior to the Election Announcement Meeting.
3. Nominations may be made to the Board during a call for nominations at the Election Announcement Meeting.
4. The official cut-off for nominations is the end of proceedings of the Election Announcement Meeting.
5. The Election Committee is responsible for verifying the eligibility requirements of each prospective nominee with the Volunteer Committee Chair, and the Board, as well as verifying willingness and ability to serve with the nominee, and shall include the final nominees as part of the Election Announcement Meeting minutes.

6. The official meeting minutes for the Election Announcement Meeting will serve as the final list of nominees for any and all vacancies open to voting.

**D. Election**

1. The Election shall be held at the last regularly scheduled official meeting of the school year (typically occurring, but not limited to May) and shall be known as the Election Meeting.
2. The election type shall be a secret ballot, conducted by and counted by the Election Committee, unless an alternate election method has been selected and approved by a majority vote of the Board.
3. Election voting is done by eligible members **at** the Election Meeting and shall be known as the Voting Membership.
  - a) Eligible members include regular members, chairs of committees and officers in good standing
  - b) Associate Members are not eligible for voting
  - c) Number of votes is associated with membership, where there is one vote per individual/family, regardless of how many band students are in eligible band programs beyond the one (1) eligible student required for membership.
  - d) No alternative voting methods will be accepted by the Election Committee as an official vote unless determined by alternate election methods under Article VI, section 3, part D, sub-section 2 and members must be counted as present as recognized by the Board at the Election Meeting.
4. Voting results are determined by a simple majority of the Voting Membership.
5. Election results must be recorded as part of the meeting minutes of the Election Meeting.
6. Votes resulting in a tie, with equal votes representing 2 or more nominees, will result in a secondary vote immediately following the presentation of all results of the original vote, via a method chosen by the Board.

## **Article VII - COMMITTEES**

**I. Standing Committees**

- A.** Standing committees shall be created by the Board as required to promote the objectives and interests of the Organization. A Chairperson of each Standing Committee shall be appointed by the President from the general membership, prior to the first meeting of the school year, and shall serve until their successors have been appointed. The Chairperson of any committee may select any number of persons from active membership to assist on his/her committee. There is no limit to the number of committees on which a member may serve.
- B.** Chair Duration - Appointed Chairpersons will serve for one school year, and must be reappointed to serve consecutive years. Committee "Coordinator" shall mean the appointed Chairperson for that committee.



C. Chair Removal - Chairpersons serve at the pleasure of the Board and shall be removed from their post if the best interest of the Organization or the purpose of the Organization are served thereby, and shall follow the voting rules set by Article VI.

D. Duties

1. **HISTORIAN** - Serves as the official photographer and/or videographer of all activities and events. Submits and curates a selection of media to be shared with the general membership and/or the public. Responsible for compiling and archiving any band-related publications including print media, programs or digital journalism. Responsible for maintaining a permanent record of photos, videos and publication to be provided to the Board (or ownership released to the Board) at the end of the year.
2. **SOCIAL** - Organizes and directs social activities for band students (such as the Band Banquet, refreshments for concerts, summer rehearsal socials, etc). The committee will also be responsible for refreshments for judges and officials of events or contests hosted by the Band.
3. **VOLUNTEER** - Responsible for the provision and assignment of all necessary volunteers to be utilized at various band activities and scheduled events. The Coordinator will be responsible for maintaining requirements and prerequisites for all volunteers as set forth by FISD volunteer policy, and shall keep a record of all volunteers for each activity and event. The record shall be provided to the Secretary on a monthly basis.
4. **WATER** - Responsible for preparation and distribution of water to participating band students at all football games, contests, activities and events. The Water Coordinator will be responsible for transportation of water to/from away games, competitions and events.
5. **SPIRIT** - Responsible for event decorations (such as Homecoming, Band Beau/Sweetheart ceremony, etc.), letter jackets (collecting and placing orders and disbursement of) and coordination of booster shirts (ordering and distribution) or other spirit items (such as sweatshirts, decals, hoodies, etc.). Letter jackets require verification of eligibility with the Band Directors.
6. **UNIFORM** - Responsible for the fitting, altering and disbursement of marching and concert uniforms (including hat, gloves, socks and ponchos) and for the organization of uniform cleaning, storage and the storage facility.
7. **INFORMATION** - The President will serve as the Chairperson for this committee charged with coordination, notification and communication of scheduled events, activities and meetings and are done so in cooperation of FISD events and policies. The committee is also responsible for all social media communication. The committee shall maintain copies of all correspondence.
8. **PROPERTY** - The Vice-President will serve as the Chairperson for this committee which is responsible for maintaining control of any property or equipment that is purchased with the monies of the

Organization or is donated to the Organization. The committee will maintain a record of all property, coordinate any maintenance required as well as submit requests for new equipment or replacement equipment

9. **Equipment** - The committee shall be responsible for recruiting and directing a group to load, unload and move equipment, instruments and related supplies as needed. The chair for this committee will work directly with the Percussion Director.
10. **Props and Field Equipment** - The committee shall be responsible for the loading and unloading of field equipment and props, including assembly, disassembly and field repair of props and equipment for games, away games and competitions.
11. **Meal Committee** - The committee shall be responsible for coordinating the ordering and distribution of meals and refreshment at Competitions.

## II. Special Committees

- A. **Audit** - The President shall appoint three (3) persons from the active membership to conduct an annual audit of the finances of the Organization to ensure accuracy and proper handling of funds, timely deposits and paying of invoices. Committee members shall not be considered who have been given authority to access any funds of the Organization. The committee will prepare a report of findings which will be presented to the Board at the last meeting of the year.
- B. **Election** - The Secretary will serve as the Chairperson for this committee that is responsible for conducting elections, acceptance and qualifying of nominations and announcements of vacancies to the membership.
- C. **Chaperones** - The committee works with the Board and the Band Director to recruit and assign chaperones for all band trips including (but not limited to) contests, games, performances, major and minor trips.

## Article VIII - MEETINGS

### I. Scheduled Meetings

- A. **Official Meetings** - Official meetings are held on the **1st Tuesday of each calendar month** of the school year, in the **FHS Band Hall** at **7pm CST**. Business requiring vote by the membership will be ratified as these meetings.
  1. Changes in location, date or time must be communicated to the membership in at least two (2) public locations normally used for membership communication (including but not limited to the Band Hall, social network pages or groups maintained by the Organization, FISD operated websites, websites operated by the Organization, Email, Text) at least 24 hours prior to the scheduled meeting time.
  2. Emergency changes to location, date or time due to circumstances beyond the control of the Organization, shall be communicated in at least two (2) public locations normally used for membership

location, including the location of the originally scheduled meeting, prior to the start of the originally scheduled meeting.

3. Locations may include teleconference (audio or video) as agreed upon by the Board.
  4. Quorum - All of the present members at a meeting of the membership shall constitute a quorum.
  5. A majority vote of the attending membership shall constitute ratification of any business requiring a vote by the general membership.
  6. Business for inclusion in official meetings should be submitted to the Board ten (10) days prior to the scheduled meeting date.
  7. Minutes for all meetings will be made available to the membership.
- B. Special Meetings** - Special meetings (for the purpose of trip planning, membership information, event planning and volunteer coordination or business of the Organization, etc) may be held outside of Official Meetings at the direction of the Board and are open to the membership.
1. Notice of meetings must be posted in at least two (2) public locations normally used for membership communication.
  2. Must be called for by the President or any two (2) officers of the Board.

## **II. Meetings of the Board**

- A. Official Board Meetings** - Meetings of the Board for the purpose of conducting official business of the Organization and of planning meeting business for the Official Meetings and shall occur monthly at a time and location agreed to by members of the Board.
- B. Emergency Board Meetings** - Can be called by the President or any two (2) officers of the Board and must follow the guidance set forth under Article VI.

## **Article IX - RULES OF ORDER AND CONDUCT**

- I. **Parliamentary Authority** - All deliberations at meetings shall be governed by Robert's Rules of Order except as otherwise determined by a two-thirds vote of the members present at said meeting.
- II. **Conduct of All Members** - All FHS Band Booster members are responsible for setting a positive example for all members of the Organization, band members, students and the community. As a member of the Organization, members shall respect all officials, judges and other guests and shall display good sportsmanship, regardless of the outcome of any contest.

## **Article X - COMMUNICATION**

- I. **Communication Types** - Communication to the membership, the Band or the public should be conducted according to the capability and intention of the platform or channel being used.

- A. Communication with the membership
    1. Communication with the membership should be done via email on file, email groups opted into by members, text message opted into by members or closed social media group or websites intended only for the membership
    2. Communication with the membership should not include any personal information for any member, student or group of members or students unless approved by the affected member(s) or guardians of the student(s).
    3. Communication with the membership should be done by members of the Board or applicable committee.
    4. Communication containing official Band business should not be done by the Organization, except with the approval of the Band Director and/or Fisd leadership.
  - B. Communication with the public
    1. Communication with the public should be done via email, publicly accessible social platforms, journalistic outlets or PR outlets with respect to policies set forth by Fisd or publicly accessible websites.
    2. Communication with the public should not contain any personal information for any member or student.
    3. Communication should include contact information for the Board, or the Band Director for inquiry or additional information.
    4. Communication with the public should be done by members of the Board or applicable committee.
    5. Communication with the public of official Band business should not be done by the Organization, except with the Band Director and/or Fisd leadership.
- II. Communication Frequency - Communication with the membership should at minimum follow the schedule of the official meetings (monthly) and may include information pertaining to, or inclusion of the meeting minutes.

## Article XI - DISBURSEMENT OF FUNDS

- I. Banking
  - A. Signers - There shall be a total of five (5) authorized signers on the Organization bank account. The signers shall be the President, Vice-President, Treasurer, Director of Concession and Director of Fundraising unless otherwise approved by the Board.
  - B. Disbursements from the Bank Account
    1. Disbursements requiring signatures (**Checks**) - All disbursements by check require two (2) signatures. Checks used to purchase Concession products and/or supplies must include the Director of Concession as one of the two (2) signers.
    2. **Debit cards** allowing direct access to the Organization bank account may be acquired and used by the President, Vice-President, Treasurer, Director of Concession and Director of Fundraising.

- C. **Credit Cards**
    - 1. Credit cards allowing purchases exceeding the prescribed debit card allowance of \$,1500 may be acquired by the President, Vice-President, Treasurer, Director of Concession and Director of Fundraising.
    - 2. Card balance(s) must be paid in full each month and never accumulate interest charges.
    - 3. Prior to charging against the line of credit, there must be available at least 75% of the intended charge amount in the Organization bank account.
  - D. Reimbursements - Transactions/ purchases from personal funds may be reimbursed in circumstances where a member of the Board has approved charges and must be accompanied by a receipt, and will require completion of any reimbursement processes set forth by Treasurer policies and procedures. Unapproved purchases will not be considered for approval and will instead be treated as donations to the Organization. Purchases not accompanied by a receipt and/or all applicable forms, may not be eligible for reimbursement and will be treated as a donation to the Organization.
- II. Financial Institutions and Selection of Services - All funds collected by the Organization may be done so using financial services selected by the Board, and deposited into any trusts, financial institution or other depositories as the Board selects and approves.

## **Article XII - OPERATING BUDGET**

- I. Budget Period
  - A. All expenditures within a fiscal year must fall within the confines of an Operational Budget.
  - B. An expenditure for products, services or fees that falls outside of, or extends beyond the limit of an Operational Budget must be approved by a two-thirds membership vote for inclusion in that fiscal year.
- II. Expenditures
  - A. Limits - Any expenditure greater than \$250 that falls inside the limits of an Operational Budget must be approved by the Board by vote prior to the expenditure. Any expenditure over the limit being made prior to approval by the Board is subject to not gaining approval.
  - B. FISC Approval - Any expenditure that directly benefits the Band Directors or students, must be approved by FISC prior to the expenditure. This includes costs associated with trips, banquets or ceremonies, gifts and awards.
- III. Budget Approval
  - A. Proposed budget - The proposed budget for the following fiscal year must be presented at an official meeting prior to the last official meeting of the fiscal year. Presentation of the proposed budget at any other time may be done so with the unanimous approval of the Board and must be communicated to the membership.

- B. Budget Approval - Final ratification and adoption of the budget for the following fiscal year shall be by unanimous approval of the Board no later than the last official meeting meeting of the fiscal year. Ratification, changes or modifications to the fiscal budget can be made at a later date only with the unanimous approval of the Board and notification of the membership.

## **Article XIII - SCHOLARSHIPS**

- I. College Scholarships - Any student who graduates from Forney High School and has participated in the High School Band program for a full 4 years, is eligible to receive this scholarship with the following criteria:
  - A. Students who have a balance due to the Organization at the end of their senior year will be ineligible for the scholarship.
  - B. Scholarships are available for general college expenses such as tuition, books, etc.
  - C. Submission of an eligible expense must be accompanied by a receipt.
  - D. Scholarship is made available via reimbursement of eligible expense(s).
  - E. The maximum amount of the scholarship is set at \$100 (one hundred dollars) per eligible student.
  - F. Scholarship offers must be used and submitted for approval within 1 year of high school graduation to be eligible for reimbursement.
- II. Private Lesson Scholarships - Private lesson scholarships are available to Forney High School band members to cover a portion of the cost incurred by students to obtain private lessons with the following criteria:
  - A. Instructors must be authorized / approved by the Band Directors to qualify.
  - B. FHS Band Directors will approve scholarship requests up to the budgeted allowance for scholarships from the Private Lessons fund set forth by the Operational Budget.
  - C. Any award beyond the budgeted allowance for Private Lesson Scholarships, requires the approval of the Board.
  - D. Private Lessons are based on 36 lessons per school year.
  - E. Scholarships are awarded at one-third (1/3), two-thirds (2/3) and full amount of the lesson, up to the maximum allowed lessons per year and are awarded at these levels at the discretion of the Band Directors, up to the allowable approved budget per the Operational Budget.
  - F. The number of scholarships available will be determined by the Board during planning of the Operational Budget.

## **Article XV - DISSOLUTION**

In the event the Organization shall be dissolved or legally combined with another entity where leadership of the Organization is not maintained or transferred to the new managing entity, any funds remaining shall be distributed by the Principal of Forney

High School in a manner that would best benefit the FHS, WMS and RIS band programs. If at the time of dissolution, the Board still exists, the Board must approve the distribution.

## **Article XVI - APPROVAL, AMENDMENTS & CHANGES**

- I. Approval - The process for approval of the bylaws is as follows:
  - A. Must be reviewed by the FHS Band Director to avoid conflicts with, and adherence to the FHS Band and/or FISD policies
  - B. Must be presented to the membership for comment
  - C. Must be approved by unanimous vote of the Board
  - D. Must signified as approved by signature by all approving parties on the signature page contained herein.
  - E. Must be approved annually during the last month of the fiscal year, and remain applicable until amended or changed for the following fiscal year.
- II. Effective Date - The bylaws will be effective immediately upon approval, considered so at the execution of all signatures on the signature page, including changes and amendments and shall supersede any version of the bylaws that exist before approval.
- III. Amendments & Changes - All changes must meet the process and criteria of approval under Article XVI, Section 1 and will be subject to the effective period of the same.

Signature Page for approval and adoption of this iteration of the Bylaws for FHS Band Boosters, the Organization.

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FHS Band Booster President Bryan Castles	Date	FHS Band Booster Vice-President David Ivie	Date
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FHS Band Booster Treasurer Michelle Diffie	Date	FHS Band Booster Secretary Suan Crockett	Date
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FHS Band Booster Director of Concessions Jessica Castles	Date	FHS Band Booster Director of Fundraising Tiffany Priest	Date
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Forney High School Band Director Cody Newman	Date
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