
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. "Feeder Schools" or "Feeder School Bands" shall mean the schools whose band programs feed into The Forney High School Band, including those mentioned as part of Article II, B & C, as well as schools with a band program added by FISD.
- D. "The Directors" shall mean the current directors of FHS and FHS bound feeder school band programs collectively.
- E. "FISD" shall mean Forney Independent School District.
- F. "The Executive Board" shall mean the Executive Officers of the Organization as outlined in Article VII
- G. "The Board" shall mean the Executive Board of the Organization plus the Committee Chairpersons as outlined in Article VIII.
- H. "The Boosters" or "Band Boosters" shall mean the Organization.
- I. "The Band Director" shall refer to the head director of the FHS Band.
- J. "Term" shall be 2 fiscal years.
- K. The Fiscal Year shall be from June 1st to May 31st.
- L. 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, FHS bound feeder school band programs and related 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(s), in school(s) and the 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.


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Article IV - LOCATION

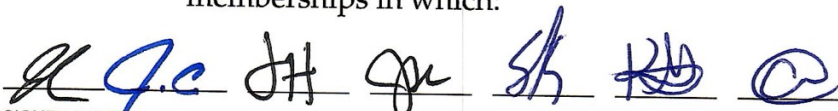
The primary place of operation of the Organization is the Forney Independent School District of Kaufman County, TX.

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 also known as "regular member" in the Organization shall be open to individuals in good standing as defined in Article VI including:
 - 1. Parents/guardians of all current FHS Band students
 - 2. Parents/guardians of all current FHS-bound Feeder School 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. Associate Members are bound by all FISH policies and requirements for Volunteers. Ex-officio Associate Members include:
 - 1. All current FHS Band directors
 - 2. All current FHS bound feeder school Band directors
 - C. **Voting Rights** - Each regular member in good standing shall be entitled to one vote on each matter submitted to a vote of the membership.
 - 1. Each parent/guardian is entitled to a single regular member vote, as outlined in Article VI.
 - 2. There shall be no proxy voting.
 - 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:


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1. All dues and program fees 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
 2. Members that have no major disciplinary issues with the membership as covered by the Band Handbook or sections pertaining to conduct under **Article X** contained herein
 3. Have not been revoked under Article VI
- 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 X 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 Executive Board plus The Band Director.
- II. **Dues** - There shall be no dues required for membership in the Organization.

Article VII - EXECUTIVE BOARD

I. **The Executive Board**

- A. The Executive Officers of the Organization making up the Executive Board are the President, Vice-President, Treasurer, Secretary, Fundraising Director, and Concessions Director.
- B. **Responsibilities of the Executive Board**
1. Act on all matters of policy, property, and business of the Organization not to include policies of FISS or the applicable band policies set forth by the 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, FISS or the Directors that:
 - a) is not the responsibility of the Board matters related to finances, out of budget spending, appointments of office, or
 - b) is of a sensitive nature to the Organization, the Membership or individuals receiving benefits from the Organization
 - c) if a quorum of the Board cannot be reached or
 - d) is not part of a scheduled meeting of the Board
 3. The Executive Board has ultimate responsibility and decision-making authority for projects or activities undertaken or financially supported by the Organization.
 4. Appoint members to fill vacancies within the Board in accordance with the policy on vacancies.
 5. Appoint members to fill vacancies within the Executive Board in accordance with the policy on vacancies.



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6. Are bound to support and vote for the issues in the best interest of the band program students and the Organization.
7. Review and approve pricing of concession products (menu pricing), spirit wear pricing including changes to existing pricing and products, designs and activities.

C. Voting by the Executive Board

1. A simple majority vote of the Board constitutes a majority.
2. There shall be no proxy voting.
3. Must be:
 - a) Conducted as part of the business of a normal meeting of the Board or Executive Board and recorded in the meeting minutes or
 - b) As part of an official board communication channel as indicated by the governing Executive Board and recorded in the meeting minutes of the next normal meeting of the Board or Executive Board
4. Votes on items of minor business or emergency items of business outside of normal meetings of the Board or Executive Board, or 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 governing Executive Board, and where a record of the vote may be recorded for inclusion in the next regular meeting of the Board or Executive Board via meeting minutes.
 - b) Via teleconference (video or audio) as agreed upon by the Board with vote being recorded by the Secretary for inclusion in the next regular meeting of the Board or Executive Board via meeting minutes.
 - c) Must have notified all members of the Executive Board about the proposed vote.
 - d) Must have at least a majority of members of the Executive Board present for the vote.
 - e) Must meet the requirements for majority of the entire membership of the Executive Board.

II. Officers

A. **Compensation** - Officer positions are on a volunteer basis and do not receive compensation or other financial benefit from serving.

B. Occupation of Office

1. Officers are elected for a single Term as set out in Article II.
2. Officers may be elected for consecutive Terms according to the general election process, with a limit of two (2) consecutive terms in any Executive Office
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 Executive Board.

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C. **Vacancies** - A vacancy in any office due to resignation, removal, disqualification or otherwise, may be filled by a majority vote of the Board for the unexpired portion of the office term. A vote by the Band Director will break all tie votes.

D. Resignation of Office

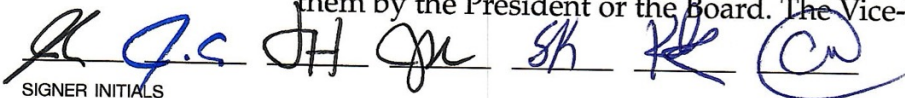
1. Any officer may resign the remainder of their term by written notification to the Executive Board and
 - a) will be effective on the date specified, or will be effective immediately if no effective date is provided
 - b) the officer must relinquish all access cards, keys, security devices, payment instruments, Booster property, FISD property and documents immediately to a member of the Executive Board
2. Upon resignation of office, eligibility for future office will be voted on by the Executive Board and reported to the Secretary for documentation.

E. Removal from Office

1. Any officer elected by the membership or appointed by the Board may be removed by:
 - a) A motion by any Board member
 - b) After a motion, a majority vote of the Board and
 - c) Such removal shall be without prejudice to the membership of the Organization or contract rights, if any
2. Officers removed by any vote, shall be
 - a) ineligible for any office of the Executive Board for a term of at least one full term (2 years) after the term of the office held, up to permanent ineligibility and
 - b) ineligible for positions of the Board for a term of at least one full term (2 years) after the term of the office held, up to permanent ineligibility
3. Removal from office and future eligibility as such shall be documented and tracked by the Secretary
4. Removal from office is effective immediately upon effective vote and the officer must relinquish all access cards, keys, security devices, payment instruments, Booster property, FISD property and documents immediately to a member of the Executive Board

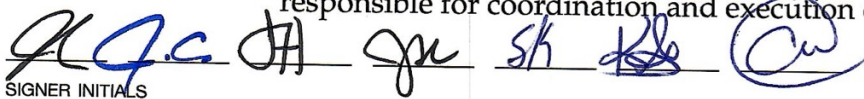
F. Duties

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, resale of Organization property, including listing, communication and payment, as well as perform duties assigned to them by the President or the Board. The Vice-President shall be


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responsible for communication with the Membership on all matters of business for the Organization, such as announcements, meeting reminders and Organization changes.

3. **SECRETARY** - The Secretary shall record the minutes of all Band Booster meetings, Board meetings and Executive Board meetings. The Secretary shall report minutes of the previous meetings to the general membership, and commit the minutes to the permanent record, provide the Treasurer's report to the Executive Board and the Band Director, and provide a monthly review of bank statements including reconciling with records kept by the Treasurer. The Secretary will maintain a record of all property owned by the Organization, as well as registrations and records of disposal for any applicable Organization owned property and of all membership violations and applicable effective dates. The Secretary will maintain the original, annually signed copy of the Bylaws as well as a digital copy accessible by all members of the Board.
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, or Executive Board. The Treasurer shall provide operational funds for all band activities. The Treasurer 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. **CONCESSIONS DIRECTOR** - Concessions Director shall be responsible for the operation of all concession stands for the Organization, including purchasing, ordering, vendor communication and booster-owned equipment maintenance and repair and communication with FISD about facilities equipment maintenance and repair. They 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. Pricing and product offerings for menu items are subject to Executive Board approval.
6. **FUNDRAISING DIRECTOR** - The Fundraising Director shall be responsible for the oversight of Fundraising Chairs, is responsible for Corporate Fundraising activities, directing and executing all fundraising activity completed in the form of sponsorships, and fulfillment of all awarded benefits to sponsors. The position will be responsible for researching and applying for grants. The Fundraising Director is responsible for coordination and execution of Spirit Nights. All sponsor


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program levels, and benefits must be approved by the Band Director and the Executive Board. 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. Have not
 - a) been removed from an office of the Board or Executive Board and having a disposition making them ineligible for a period specified under Article VII
 - b) resigned from office of the Board or Executive Board and having a disposition making them ineligible for a period specified under Article VII
3. Candidates for Executive Board office must have a student in the Band program at Forney High School, 11th grade and under for the first year of their potential first term to be eligible for office
4. Due to the experience-oriented nature of officer roles, Candidates for office must have served
 - a) as a volunteer in the FHS or FHS-bound Feeder Schools band programs for a minimum of one (1) year having participated materially
 - b) Or have served in a previous year on the Board, and have a member-qualifying student enrolled in the program
 - c) Or have the equivalent experience of one (1) year of material participation as recognized and endorsed by a majority vote of the Board.

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

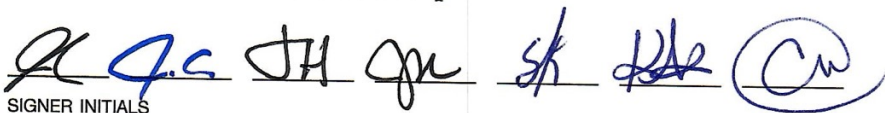
1. The meeting used to transact and finalize the nomination process will occur at the second-to-last regularly scheduled official meeting of the school year (typically occurring in, but not limited to April) and shall be known as the "Election Announcement Meeting".
2. Nominations may be made to the Secretary in written form (electronic or physical via mail or approved drop locations) prior to the Election Announcement Meeting.


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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 Secretary and the Executive 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 and shall be known as "the Election Meeting" or "the Election" and:
 - a) will typically occur in the month of May or
 - b) can be rescheduled and will occur as designated by:
 - (1) a majority vote of the Board or
 - (2) unanimous vote of the Executive Board and
 - (3) including at least 2 days notification to the membership
2. Elections in odd-numbered years shall be held for the offices of Vice-President, Treasurer and Concessions
3. Elections in even-numbered years shall be held for the offices of President, Secretary and Fundraising
4. 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.
5. 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 guardian, 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 VII and members must be counted as present as recognized by the Board at the Election Meeting.
6. Voting results are determined by a simple majority of the Voting Membership.



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7. Election results must be recorded as part of the meeting minutes of the Election Meeting.
8. 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, and shall only include the nominees included in the tie vote

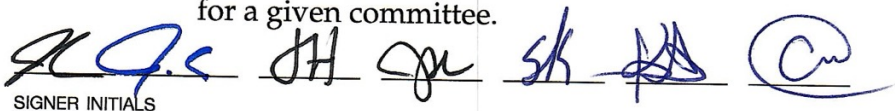
Article VIII - THE BOARD & COMMITTEES

I. The Board

- A. **Definition** - The Board is comprised of all members of the Executive Board and all Chairpersons of Standing Committees as outlined in Article VIII
- B. **Eligibility** - To be eligible, candidates must
 1. have a membership in good standing and
 2. have a student in the Band program at Forney High School, or FHS-bound Feeder Schools
- C. **Occupation of Position** - All chair positions are appointed by the Executive Board by simple majority for a term of one fiscal year and have no limit on the number of terms allowed, consecutive or otherwise
- D. **Removal** - All chair positions serve at the direction of the Executive Board and may be removed from their position by simple majority of the Executive Board
- E. **Responsibilities of the Board**
 1. Act on all members of policy and business of the Organization not to include the policies of FISD or the applicable band policies set forth by the Directors.
 2. Transact necessary business of the Organization as well as other business referred to by the Board, the Executive Board, the Organization, FISD or the Directors at official meetings of the Board.
 3. Fill vacancies within the Executive Board in accordance with the policy on vacancies as outlined in Article VII.
 4. Are bound to support and vote for the issues in the best interest of the band program students and the Organization.

II. Standing Committees

- A. **Standing Committees** - Shall be created by the Board as required to promote the objectives and interests of the Organization.
 1. The Chairperson of any committee may select any number of persons from active membership to assist on his/her committee.
 2. Chairpersons of Standing Committees shall serve as a member of The Board for the Organization.
- B. **Chairpersons** - A Chairperson of each Standing Committee shall be appointed by the President after vote by the Executive Board, from the general membership. Committee "Coordinator" shall mean the appointed Chairperson for a given committee.

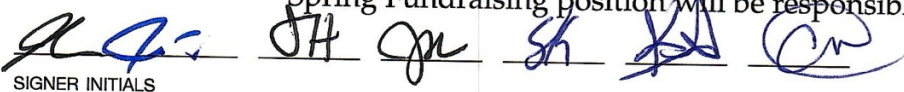


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1. Appointment and Responsibilities
 - a) Shall be appointed prior to the first meeting of the school year
 - b) The Chairperson of all Standing Committees shall become a member of the Board.
 - c) There is no limit to the number of committees on which a member may serve, however may only be the Chairperson of no more than two (2) committees
 - d) Officers of the Executive Board may also hold the Chairperson position of any one (1) committee and will be subject to all eligibility and appointment requirements.
2. The Chairperson shall only have one (1) vote on all matters of business, regardless of the number of committees or office held
3. **Chairperson Duration** - Shall serve until the end of the FHS Band Boosters fiscal year and must be reappointed by vote of the Executive Board to serve consecutive years.
4. **Chairperson Removal** - Chairpersons serve at the direction of the Executive Board and shall be removed from their post if the best interest of the Organization or the purposes of the Organization are served thereby, and shall follow the voting rules set by Article VII.

C. Committees (Chairpersons) and Responsibilities

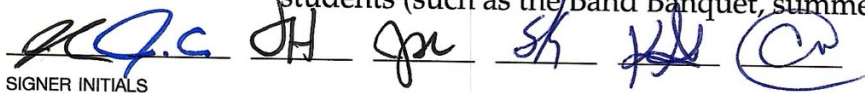
1. **ASSISTANT TREASURER - FHS** - The Assistant Treasurer for FHS functions as the Treasurer of Student Accounts and manages the charges, incoming payments and processing of all student/parent paid fees.
2. **ASSISTANT TREASURER - WMS** - The Assistant Treasurer(s) conducts the day-to-day business of the treasurer for a specific school's program, and are appointed by the Executive Board from the membership of the specific school's program. The Assistant Treasurer for WMS shall have signing privileges on any and all accounts associated with the school corresponding to the post and any and all accounting software deemed necessary by the Executive Board.
3. **SOCIAL MEDIA** - Responsible for the content and design of membership communication across all social media platforms.
4. **VOLUNTEER COORDINATOR** - Responsible for all volunteer staffing, volunteer communication and is responsible for volunteer adherence to all District volunteer requirements.
5. **FALL FUNDRAISING** - During the Fall school semester, the Fall Fundraising position will be responsible for all major fundraising activity including research, approval, coordination with other committees and the Executive Board, execution and keeping records of fundraising activities. All fundraising activities must be approved by the Executive Board & the Band Director.
6. **SPRING FUNDRAISING** - During the Spring school semester, the Spring Fundraising position will be responsible for all major fundraising



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activities including research, approval, coordination with other committees and the Executive Board, execution and keeping records of fundraising activities. All fundraising activities must be approved by the Executive Board & the Band Director.

7. **UNIFORMS** - Responsible for the fitting, altering, inventory, and disbursement of marching and concert uniforms and FHS-owned uniforms and supporting gear, and for uniform cleaning, and storage. Also responsible for keeping the uniform room and related storage clean and organized.
8. **PERCUSSION PARENT COORDINATOR** - The Parent coordinator position is responsible for representing the specialized part of the band associated with the post. They voice the specialized needs of the Percussion group, their schedule, their requirements during Spring semester, and are the FHS Band Booster liaison for all activities specific to Percussion for both parents and the Percussion Director. This position must be filled by a parent of a Percussion student.
9. **GUARD PARENT COORDINATOR** - The Parent coordinator position is responsible for representing the specialized part of the band associated with the post. They voice the specialized needs of the Color Guard group, their schedule, their requirements during Spring semester, and are the FHS Band Booster liaison for all activities specific to Color Guard for both parents and the Color Guard Director. This position must be filled by a parent of a Color Guard student.
10. **FIELD CREW (PERCUSSION AND GENERAL EQUIPMENT)** - The committee chair shall be responsible for recruiting and directing a group to load, unload and move equipment to and from the semi trailer(s), as well as instruments and related supplies as needed. The chair for this committee will work directly with the Percussion Director.
11. **PROP CREW** - The committee shall be responsible for the loading and unloading of props and related field equipment into cargo trailers, including assembly, disassembly and field repair of props and equipment for games, away games and competitions. The crew will also be responsible for cargo trailer modifications, special handling of, or transport of props and equipment. The committee chair will work with the Executive Board for equipment needs, or modifications to cargo trailers and equipment to accommodate. The committee chair will work with Directors to build or modify props and related field equipment.
12. **WATER CREW** - 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 all equipment required for these activities, and for arranging transportation of water to/from away games, competitions and events.
13. **SPIRIT & SOCIAL** - Organizes and directs social activities for band students (such as the Band Banquet, summer socials, etc), responsible for



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event decorations (such as Homecoming, Band Beau/Sweetheart, etc.), and creation and curating of spirit items, and distribution and sales of spirit items (such as shirts/sweatshirts, decals, hoodies, etc). Pricing and product offerings for spirit items are subject to Board approval.

14. **HOSPITALITY** - Responsible for refreshments for judges, officials, Directors and volunteers (if applicable) at events or contests hosted by the Band and special requests from Directors. All expenditures must be approved by the Executive Board.
15. **TECHNOLOGY** - Responsible for maintaining all communication equipment owned by the Organization, owning access and assignment of software and equipment owned by the Organization, access to websites, vendor logins, and coordinating or performing updates to websites, software services or communication software.
16. **COMPETITION MEAL COMMITTEE** - The committee shall be responsible for coordinating the ordering and distribution of meals and refreshments at Competitions.
17. **MEAL PLAN COMMITTEE** - The committee shall be responsible for coordinating the ordering and distribution of meals and refreshments for game day performances.
18. **WMS PARENT COORDINATOR** - The committee shall be responsible for the day to day communication with WMS parents and Directors, serve as the Fundraising, Spirit and Hospitality committees for WMS, represent and advocate for the best interests of each of those programs within the Organization and in the community. The coordinator shall be responsible for recruiting parents to fulfill all duties. All fundraising activities and expenses must be approved by the Executive Board & the WMS Band Director.

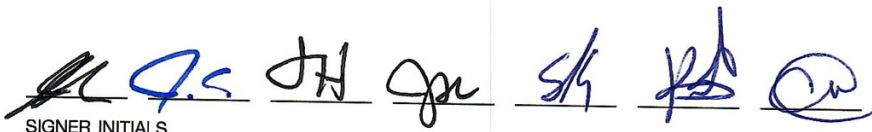
III. Special Committees

A. Special Committees are

1. Short term in nature to perform a specific function, or
2. Long term without representation on The Board.
3. Chairpersons and Committee members of Special Committees shall not be members of The Board

B. ELECTION - The Specified Officer in Article VII and Article VIII will serve as the Chairperson for this committee that is responsible for conducting elections, nominations, acceptance and qualifying of nominations and announcements of vacancies to the membership.

1. It must include 2 Members at large
2. It must not include the President
3. It must not include officers seeking re-election
4. The Chairperson shall be the Secretary


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5. In the event of an office vacancy prohibiting adherence to the specified selection of the chairperson, the Executive Board will select a chairperson by simple majority vote.
- C. **CHAPERONS** - The committee works with the Executive 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. This committee shall have a Chairperson, serving as the Lead Chaperon.
- D. **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.

Article IX - MEETINGS

I. Scheduled Meetings

- A. **Official Meetings** - Official meetings are held on the **1st Tuesday** of each **meeting month (Meeting Month)** in the **FHS Band Hall** at **7pm CST**. Business requiring a vote by the membership will be ratified at these meetings.
 1. Meeting Months shall be August, September, October, November, February, March, April and May.
 2. 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, FISH operated websites, websites operated by the Organization, Email, Text) at least 24 hours prior to the scheduled meeting time.
 3. 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.
 4. Locations may include teleconference (audio or video) as agreed upon by the Board.
 5. Quorum - All of the present members at a meeting of the membership shall constitute a quorum.
 6. A majority vote of the attending membership shall constitute ratification of any business requiring a vote by the general membership.



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7. Business for inclusion being requested by the membership in official meetings should be submitted to the Board two (2) days prior to the scheduled meeting date.

8. 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, 24 hrs in advance of the scheduled meeting time.

2. Must be called for by the President or any two (2) officers of the Board.

II. Meetings of the Board & Executive 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 Executive Board, prior to the Official Meeting of the Membership.

B. Official Executive Board Meetings - Executive Board meetings for the purpose of conducting official or sensitive business of the Organization shall occur monthly at a time and location agreed to by the members of the Executive Board, prior to the Official Meeting of the Membership. This meeting may be held as part of, or separate of Official Board meetings as deemed necessary by the Executive Board.

C. Emergency Board Meetings - Can be called by the President or any two (2) officers of the Board or Executive Board and must follow the guidance set forth under Article VII.

Article X - RULES OF ORDER AND CONDUCT

I. **Parliamentary Authority** - All deliberations at meetings shall be governed by Robert's Rules of Order Newly Revised in all cases to which they are applicable and in which they are not inconsistent with the Articles put forth in the Bylaws, or 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.


SIGNER INITIALS

Article XI - 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, and may include information pertaining to, or inclusion of the meeting minutes.

Article XII - DISBURSEMENT OF FUNDS

I. **Banking**

A. **Signers**

The image shows six handwritten initials in blue ink, each written over a horizontal line. From left to right, the initials are: 'ALJC', 'JH', 'gr', 'SK', 'PA', and 'CW'.

SIGNER INITIALS

1. There shall be a total of five (5) authorized signers on the Organization's primary bank account. The signers shall be the President, Vice-President, Treasurer, Fundraising Director, and Concessions Director.
2. There shall be a total of five (5) authorized signers on the Organization's secondary bank account(s). The signers shall be the President, Vice-President, Treasurer, Fundraising Director and the Program's Assistant Treasurer.
3. Signers may not be FISC full-time employees unless:
 - a) Approval is obtained by FISC
 - b) By unanimous vote of the Executive Board

B. Disbursements from the Bank Account

1. Disbursements requiring signatures (**Checks**) - All disbursements by check require two (2) signatures.
2. **Debit cards** allowing direct access to the Organization bank accounts may be acquired and used by the President, Vice-President, Treasurer, Concessions Director and Fundraising Director.
3. **Non-signer debit cards** allowing access to the Organization bank accounts may be acquired and used by the Director of Concessions and other members of The Board at the discretion of the Executive Board.
4. Receipts for all disbursements must be provided to the Treasurer immediately

C. Reimbursements - Transactions/purchases from personal funds may be reimbursed in circumstances where a member of the Executive 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 Executive Board, and deposited into any trusts, financial institution or other depositories as the Executive Board selects and approves.

Article XIII - OPERATING BUDGET

I. Budget Period

- A. An independent Operational Budget is required for each program for which a banking account has been established.
- B. All expenditures over \$250 within a fiscal year must fall within the confines of an Operational Budget.
- C. An expenditure for products, services or fees that falls outside of, or extends beyond the limit of an Operational Budget, is over the Expenditure Limit set in

AL JC JH JR SK JS CW

SIGNER INITIALS

Article XIII and \$5,000 and under, must be approved by a majority vote of the Board for inclusion in that fiscal year.

II. Expenditures

- A. **Limits** - Any expenditure that falls outside the limits of an Operational Budget must be approved by the Executive Board by vote prior to the expenditure. Any expenditure over the limit being made prior to approval by the Executive Board is subject to not gaining approval.
- B. **FISD Approval** - Any expenditure that directly benefits the Band Directors or students, must be approved by FISD prior to the expenditure. This includes costs associated with trips, banquets or ceremonies, gifts and awards.
- C. **Requests for Quote** - Expenses associated with both Operational Budget expenses and non-Operational budget expenses in excess of \$5,000 that directly or indirectly benefits an officer of the Board will be required to include a Request for Proposal (RFQ):
 - 1. Must
 - a) include a minimum of 2 RFQs sent to relevant vendors and
 - b) allow ten (10) business days to be answered by vendors
 - 2. This process may be circumvented by:
 - a) a majority approval by the Board and
 - b) must notify the Band Director that the process was circumvented

III. Budget Approval

- A. **Proposed Budget** - The proposed budget for the following fiscal year must be presented at an official meeting of the Board 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 Executive 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 Executive Board no later than the last official 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 Executive Board and notification of the membership.

Article XV - DISSOLUTION

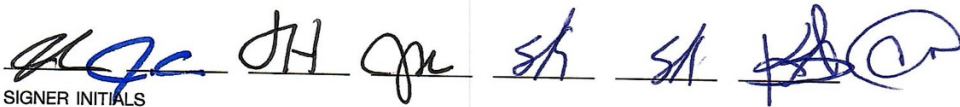
In the event the Organization shall be dissolved or legally combined with another entity where leadership of the Organization is not maintained or transferred to the new managing entity, any funds remaining shall be distributed by the Principal of Forney High School in a manner that would best benefit the Forney High School Band. If at the time of dissolution, the Executive Board still exists, the Executive Board must approve the distribution.

Handwritten signatures and initials in blue ink, including 'J.C.', 'JH', 'Jm', 'SK', 'KS', and '@'.

SIGNER INITIALS

Article XVI - RATIFICATION, AMENDMENTS & CHANGES

- I. **Ratification** - The process for ratification 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 FISH policies
 - B. Must be presented to the membership for comment at an Official meeting
 - C. Must be approved by
 1. unanimous vote of the Executive Board or
 2. three-fourths (3/4) majority of the Board, excluding vacancies, or
 3. three-fourths 3/4 majority of the Membership in attendance at a regular meeting of the Organization.
 - D. Must be ratified by signature by all serving Executive Board members and the Band Director on the signature page contained herein.
 - E. Must be approved annually during the first month of the fiscal year, and remain applicable until amended or changed in accordance to Article XVI.
- II. **Effective Date** - The bylaws will be effective immediately upon ratification, considered so at the execution of all signatures on the signature page, including approved changes and amendments and shall supersede any version of the bylaws that exist before approval and remain in effect into a new ratified version of the bylaws supersede them
- III. **Amendments & Changes** - All changes must meet the process and criteria of approval under Article XVI and will be subject to the effective period of the same.

A horizontal line with several handwritten signatures and initials written above it. From left to right, the signatures appear to be: a stylized signature, 'JH', 'je', 'sh', 'SA', and a signature that looks like 'H.A.' with a circled 'A'.

SIGNER INITIALS

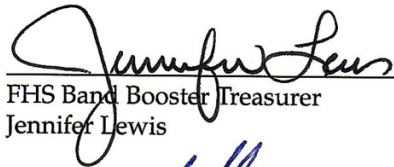
Signature Page for approval and ratification of this iteration of the Bylaws for FHS Band Boosters, the Organization.

 7/16/24
FHS Band Booster President
Jason Chandler


Date

 8/6/24
FHS Band Booster Vice-President
Kabrina Glover


Date

 7/16/24
FHS Band Booster Treasurer
Jennifer Lewis

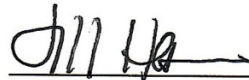
Date

 7/16/2024
FHS Band Booster Secretary
Jessica Castles

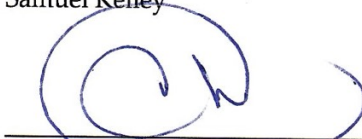
Date

 8/3/24
FHS Band Booster
Concessions Director
Samuel Kelley

Date

 7/16/2024
FHS Band Booster
Fundraising Director
Jill Harvey

Date

 8/3/24
Forney High School Band Director
Cody Newman

Date


SIGNER INITIALS