

### **Article 1 - Name**

This club shall be known as Ennis Band Boosters Club, Inc.

### **Article 2 - Purpose**

The purpose of this club shall be to aid the band organization, to foster the musical appreciation of the students, to assist in all of their activities, and to co-operate in the raising of necessary funds for the needs of the band and to co-operate with the school program

This Club shall not discriminate against any person with regards to race, color, religion, or national origin in accordance with the Civil Rights Act of 1964.

Furthermore, this Club shall not practice any act that would discriminate against those handicapped with a disability.

The membership shall be unlimited and include the following:

A regular member is a parent, legal guardian, stepparent, grandparent, aunt or uncle of a current band student(s) in grades 6-12 and band directors.

Any regular member will be considered a voting member and may make motions and hold office.

### **Article 3 - Dues**

There are no membership dues

### **Article 4 - Officers and Duties**

A. The officers of this organization are:

President

First Vice President

Second Vice President

Treasurer

Secretary

Reporter

Concession Stands Director

B. The officers set forth in article 4 shall constitute the governing body of the club and shall be the voting Board of Directors. Each officer must be a regular member of the club.

C. Officers Duties

*President:*

1. Presides at all meetings of the club.
2. Establishes the meeting dates for both the officer meetings and general meetings. The President shall schedule meeting dates at the July meeting for the upcoming year.

3. Acts as an ex-officio member of all committees.
4. Supervises, motivates, and assists the other officers in the performance of their duties.
5. Represents the club in the community.
6. Appoints committees and committee chairs as needed.

*First Vice-President :*

1. Work under the direction of the President
2. Coordinate all fund raising projects
3. Perform the duties of the President when the President is unavailable.
4. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
5. Assist any committee when needed and may serve as chairperson of committees.

*Second Vice-President*

1. Work under the direction of the President
2. To coordinate all membership activities of the Club.
3. To maintain a current list of chaperone points as outlined.
4. Coordinate contacting volunteers for band activities.
5. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
6. Assist any committee when needed and may serve as chairperson of committees.

*Treasurer:*

1. Work under the direction of the President
2. Receive, collect, hold, and pay out the Club's money, subject to the orders of the Club.
3. Maintain checking , savings accounts, certificates of deposits or other investment accounts on behalf of the Band Boosters
4. Keep a correct account, in detail, of all money received and expended by him/her, and render a written report at each general membership meeting.
5. Submit a written financial report annually and at any other time deemed necessary by the Board of Directors.
6. Be responsible for providing moneys for club fundraisers as needed.
7. Propose a budget for the new fiscal school year; to be submitted to the membership at the July meeting for approval in the August meeting.
8. Be responsible for communication in regards to and assisting in filing a tax return at the end of the fiscal year.
9. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
10. Assist any committee when needed and may serve as chairperson of

committees.

*The Secretary shall:*

1. Work under the direction of the President
2. Keep the correct and accurate minutes of all general membership and Board of Directors meetings.
3. Be the custodian of all official records.
4. Receive and read to the membership all correspondence relating to Club affairs.
5. Make copies of bylaws for all new PTO officers
6. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
7. Assist any committee when needed and may serve as chairperson of committees.

*The Reporter shall:*

1. Work under the direction of the President
2. Be responsible for the publicity of the Club and band activities (at all grade levels), and report to all local media in a timely manner.
3. Take photos at all activities for publications.
4. Place notices in the local media for band events and meetings.
5. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
6. Assist any committee when needed and may serve as chairperson of committees.

*Concession Stands Director*

1. Work under the direction of the President
2. Under the direction of the First Vice President the Concession stand VP will manage the concession stands. This includes cleaning stands, purchasing supplies and managing volunteers.
3. Perform all duties as deemed necessary by the President and/or the Board of Directors for the proper administration of the Club.
4. Assist any committee when needed and may serve as chairperson of committees.

**Article 5 - Election of Officers**

1. An election committee shall be appointed by the President prior to the April meeting for the purpose of preparing a ballot of officers to be elected at the May meeting
2. The election committee, not later than the general membership meeting in April, shall submit in writing to the general membership the names of the candidates for election. The candidates must be regular members for the upcoming school year.
3. At the general membership meeting in May, nominations proposed by the election Committee, as well as those taken from the floor that night shall make up the ballot.

4. The officers are elected in the prescribed manner outlined in these by-laws for a period of one (1) year or until their successors are duly qualified and elected. No officer shall serve more than two (2) consecutive terms in the same office. A member can serve additional terms in a different office if elected.

5. No one person shall hold more than one (1) elected position on the Board of Directors at the same time.

6. The annual election meeting shall be the general membership meeting in May.

7. Voting procedures:

a. Voting shall be by eligible voting members and no eligible voting member shall cast more than one ballot.

b. Candidates with a majority of the votes shall be declared the winner. A quorum of regular members must be present for a valid election.

c. The Board of Directors, by a majority vote of those present and voting, shall decide a tie.

d. Officers shall be installed at the May general membership meeting. Incoming and outgoing Board of Directors shall hold a joint executive meeting in June. At this time, the outgoing officers will turn their duties over to the appropriate incoming officer. The new officers will be in control of the Club after this June meeting. Their first official membership meeting will be the first meeting in July and their last general membership meeting will be in May.

#### **Article 6 - Finances**

1. The official fiscal year will run from July 1 through June 30. The past treasurer will submit a complete fiscal treasury report at the July meeting.

2. The Board of Directors, with the approval of the general membership, has control and management of the property of the Ennis Band Boosters. Funds of the Club shall be withdrawn from the bank where they are on deposit by a joint signatures of two band officers. All monies shall be turned over to the Treasurer for deposit.

3. Deficit budgeting and/or spending shall not be practiced in this Club. The definition of deficit budgeting is to have a deficiency in the total amount of money allocated over the total amount of money in all funds of the Club. An effort shall be made to allow a reserve for contingencies in each year's fiscal budget.

4. Expenditures for the Ennis Band Boosters will be paid only if budgeted or approved by the board of directors. Receipts and/or documentation shall be turned in to the treasurer prior to payment of bills.

#### **Article 7 - Government**

1. The government of this organization shall be vested in the Board of Directors consisting of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, Reporter and the Concession Stands Director.

2. The line of succession in the absence of the President shall be:

First Vice-President  
Second Vice-President  
Treasurer  
Secretary  
Reporter  
Concession Stands Director

3. Roberts Rule of Order, Newly Revised edition, shall serve as Parliamentary authority.
4. The Club shall hold meetings of the general membership and officer meetings as scheduled by the President with a minimum of one meeting per quarter.
5. The Club shall follow a specific agenda at each general membership meeting. The President shall provide the agenda if no agenda is provided the following will be used:
  - a. Calling of the meeting to order.
  - b. Reading the minutes of the last meeting.
  - c. Band directors report, requests, and questions.
  - d. Reports of officers and committees.
  - e. New business.
  - f. General motions and discussions.
  - g. Adjourn meeting.
6. Quorum - A quorum of officers shall be a minimum of 3 officers present. A quorum of the general membership shall be 10 members (this can include officers and band directors).

#### **Article 8 - Disposal of Assets**

Upon dissolution of this corporation, the Board of Directors will, after paying or making provisions for payment of liabilities of the corporation, dispose of all assets of the corporation to any such non-profit club(s) as the Board of Directors shall determine.

#### **Article 9 - Amendments:**

These by-laws may be amended at any regular meeting of the association by a simple majority of the members present and voting. The proposed changes must be submitted in writing at the meeting one (1) month previous to the vote on the proposed amendment. A quorum of regular members must be present for the vote.

#### **Article 10 - Chaperone Points**

1. The following guideline is used to determine chaperone eligibility for band sponsored trip which occurs every two years.
2. The number of chaperones needed will be determined by Band Directors. Eligibility will be determined by the point system below.
  - Officers – 25 points per year
  - Concession Stand Chairpersons – 16 points per year
  - All other committee chairpersons – 16 points per year

Concession stand workers – 5 points per game

Booster meeting attendance – 5 points per meeting

Volunteers at band events – 5 points per event

3. The 2<sup>nd</sup> Vice President will maintain records of points. The chairmen of committees are responsible for turning in written documentation for these records.
4. Points are accumulated on an individual basis and are not transferable.
5. If a member works as both a chair and a worker they can receive points for both.
6. If a chair position is shared between two people the points shall be divided equally.
7. Committees are those listed in the bylaws and those appointed by the President.
8. Points accumulate from January 1 Through December 31 for each two year period. The list shall be presented by the 2<sup>nd</sup> vice President at the March meeting each year.
9. In case of ties or disputes the board of director's decisions will be final.
10. The band director will have final approval of each chaperon.

### **Article 11 - Ivan & Judy Goodwin Scholarship**

The following are the guidelines for the scholarship:

1. Recipient must be a senior member of the Ennis High School Band.
2. Scholarship may be used at any private or public college or university.
3. To be considered for the scholarship, a student must make a formal application on the forms provided to the Ennis Band Booster Scholarship Committee by the deadline set by the committee.
4. There will be two (2) \$500.00 scholarships awarded each year
5. A check will be issued prior to registration to the school designated by the student. A copy of the student registration can be filed with the Treasurers records.
6. The selection committee shall consist of the following:
  - a. the Band Booster Club President
  - b. two (2) other officers of the Booster Club
  - c. two (2) other members of the Booster Club
7. No one shall serve on this committee who has a child or children applying for a scholarship that year
8. Band Booster President shall appoint members for the scholarship committee each year.
9. The President's duties outlined above shall fall to the line of succession if the President is considered to be ineligible to serve because the President has a child applying for the scholarship.
10. Selection criteria
  - a. Band Participation - Applicant will show on their application all of the activities they have participated in (solo & ensemble, All-District Band, All- Region Band, All-State Band, Band Officer, Drum Major, etc.) = 60 points
  - b. Scholarship - Committee will consider students overall grade point average and class ranking = 20 points

c. Leadership - Committee shall consider information supplied by the applicant that details his/hers band activities that demonstrated leadership. Committee shall also review the spirit of an essay written by the applicant which deals with their band experiences = 20 points

11. The selection committee shall use the information submitted by the scholarship applicants on the application form, plus the information submitted to them by the Band Directors, to make their decision. The committee's decision will be final and the completed applications shall become the property of the scholarship committee and the Band Booster Club.

12. The announcement of the recipients of the Ivan and Judie Goodwin Band Scholarship shall be made During the month of May each year.

### **ARTICLE 12 - Approval**

These By-Laws were amended and approved on September 3, 1996.

These By-Laws were amended and approved on January 11, 1999.

These By-Laws were amended and approved on August 4, 2003.

These By-Laws were amended and approved on September 11, 2006.

These By-Laws were amended and approved on May 5, 2008

By-Laws shall be effective as of the approved date listed.