

CONSTITUTION AND BYLAWS OF THE CEDAR PARK BAND BOOSTERS

Article I.

Name

- 1.1 The name of the organization shall be the Cedar Park Band Boosters (hereinafter called "Band Boosters").

Article II.

Purpose

- 2.1 This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- 2.2 This organization shall assist the directors of the Cedar Park High School Band (hereinafter called "the band") in reaching the band program goals. It shall provide financial support to the band as deemed necessary by the Band Director and provide assistance for band activities as requested by the Band Director or Assistant Band Directors.
- 2.3 The organization shall be a non-profit organization and shall be nonsharing and noncommercial.
- 2.4 The activities of the organization shall not conflict with the policies of the Leander Independent School District and shall be sanctioned by school officials.

Article III.

Membership

- 3.1 Membership shall consist of all band parents. Any interested persons in the community are also eligible for membership.
- 3.2 Parents or legal guardians who have children in the band program are eligible to vote. Each band director is also eligible to vote. All other members are eligible to participate in all Band Booster activities but are not eligible to vote. Should a band student leave the program, the parents or legal guardians of the student may continue to participate in Band Booster activities, but they relinquish the right to vote.
- 3.3 There shall be no proxy voting.
- 3.4 Any member has the right to file a grievance by making such complaint in writing and submitting it to the Executive Board, Principal, and Band Director. The Principal and Band Director will make the determination as to whether the complaint has merit and should be pursued or dismissed.

Article IV.
Meetings

- 4.1 Meetings of the Band Boosters shall occur monthly on the first Tuesday of each month. There shall be no meeting in the month of December.
- 4.2 A quorum of the general membership shall be a quorum of the Executive Board and at least ten (10) voting members at large.
- 4.3 The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

Article V.
Officers and Their Elections

- 5.1 The officers shall be President, Vice President, Treasurer, Treasurer-Elect, Secretary, and Historian.
- 5.2 The Vice President and Treasurer-Elect will be elected for a term of one (1) year at a meeting of the general membership in May or June of each year. The Vice President will succeed to President in the school year following election. The Treasurer-Elect will succeed to Treasurer in the school year following election. The Vice President and Treasurer-Elect shall have a student in band with a classification of Junior, Sophomore, or Freshman.
- 5.3 The Secretary and Historian will be elected for a term of two (2) years at a meeting of the general membership in May or June of the year that each preceding term expires. The Secretary and Historian shall have a student in band with a classification of Junior, Sophomore, or Freshman during the first year of their terms.
- 5.4 The terms of office for all officers shall begin on July 1 and end on June 30 to coincide with the fiscal year, which runs for the same time period. Should a vacancy occur during the elected office term, the vacancy shall be filled for the unexpired portion of the term by the Executive Board.
- 5.5 A Nominating Committee consisting of four (4) Band Booster voting members shall be appointed annually by the Vice President and the Band Director. The Nominating Committee shall consist of these four members and the Band Director. Current officers of the Band Boosters may not serve as members of the Nominating Committee.
- 5.6 The Nominating Committee must submit a written report to the Vice President listing one nominee for each office to be filled. The report must be signed by a majority of the members of the Nominating Committee.
- 5.7 A married couple shall be considered as one nominee for purposes of holding office.
- 5.8 Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Board. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

- 5.9 Officers may be asked to resign due to dereliction of duty. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the booster organization.

Article VI.
Executive Board

- 6.1 The Executive Board shall consist of the elected officers, the Band Director, the immediate Past President, and the chairpersons of the following committees:

Activities Committee
Colorguard Committee
Hospitality Committee
Communications Committee
Uniforms Committee
Pit Pack

If the Past President does not have a child participating in the band during the year immediately after holding office, his/her participation in the Executive Board shall be at his/her discretion. The Executive Board must be notified in writing by August 1 of the new year if said Past President declines to participate.

- 6.2 A quorum of the Executive Board shall be defined as eight (8) members and must include at least three (3) officers. The President or Vice President must be one of the officers present.
- 6.3 The Executive Board shall act for the organization as necessary between regular meetings, set meeting time and place, and make recommendations to the membership. No actions taken shall conflict with actions taken by the membership in regular or called meetings.
- 6.4 Each Executive Board member must be a voting member in good standing whose child is currently in the band program.
- 6.5 Committee chairpersons may be asked to resign due to dereliction of duty. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the booster organization.

Article VII.
Officer Duties

- 7.1 The President shall preside at all Band Booster meetings, oversee all aspects of the Band Booster program, call meetings of the membership and Executive Board when necessary, serve as ex-officio member of all committees except the Nominating Committee, serve as co-signer on Band Booster funds, and perform other duties as requested by the Executive Board.
- 7.2 The Vice President shall assume the duties of the President in the absence of the President, assist the President as requested, provide chaperone assistance to the band as requested by the Band Director, and perform other duties as requested by the Executive Board.
- 7.3 The Treasurer shall record all financial matters of the Band Boosters, serve as cosigner on Band Booster funds, collect receipts or bills for all disbursements, report on financial matters to the Executive Board and general membership, submit annual financial statements for review to the Executive Board and/or the Audit Committee which is appointed by the President, and perform other duties as requested by the Executive Board.
- 7.4 The Treasurer-Elect shall be responsible for handling student point accounts, assist the Treasurer in the performance of his/her duties, serve as cosigner on Band Booster funds, and perform other duties as requested by the Executive Board.
- 7.5 The Secretary shall record minutes of all Executive Board and general membership meetings in a bound book; submit minutes for approval at successive meetings; prepare correspondence of the Band Boosters in coordination with the Band Director, President, and/or Executive Board; and perform other duties as requested by the Executive Board.
- 7.6 The Historian shall supervise the Communications Committee, maintain an up-to-date scrapbook of band activities, maintain an up-to-date photograph bulletin board to be located in the band hall, and perform other duties as requested by the Executive Board.

Article VIII.
Committees

- 8.1 Committees shall be appointed by the President. Removal of any committee person shall be by the President with the consent of a majority of the other officers.
- 8.2 Standing committees shall be Activities, Colorguard, Hospitality, Communications, Uniforms, and Pit Pack.
- 8.3 All committees shall be composed of a chairperson and a minimum of two other members. The chairperson of each committee and the committee members shall be appointed by the President. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

- 8.4 The Activities Committee shall coordinate all Band Booster fund raising projects, solicit Band Booster members, maintain a roster of current members, and handle spirit item sales.
- 8.5 The Colorguard Committee shall assist the Treasurer in the collection of all colorguard moneys; maintain a list of parent volunteers willing to hem, repair, and sew colorguard uniforms and flags; and secure pit crew help with colorguard needs.
- 8.6 The Hospitality Committee shall be responsible for arranging pick up and distribution of drinks at each game, band parties, and additional activities requested by the Band Director as well as maintain a list of parent volunteers willing to assist in various functions.
- 8.7 The Communications Committee shall be responsible for a Band Booster newsletter, shall submit photos and articles to local newspapers regarding band activities, and provide telephone communication with the membership in coordination with the Executive Board and appropriate committees.
- 8.8 The Uniforms Committee shall take care of band uniform needs and maintain a list of parent volunteers willing to hem, repair, and sew band uniforms.
- 8.9 The Pit Pack shall be responsible for hauling, lifting, loading and unloading props and pit equipment at football games and various competitions throughout the year. Pit Pack activities may also include construction of props.

Article IX.
Dissolution

- 9.1 A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Band Director to a meeting of the membership provided that a notice in writing by sent to each member at least two weeks prior to such meeting. A majority vote of those voting members present shall be required to approve the resolution.
- 9.2 Upon dissolution of the organization, the Executive Board shall, after making provisions for the repayment of all liabilities of the organization, dispose of all noncash assets and transfer the net cash assets to the Cedar Park High School Band Activities Fund. However, if the named recipient is not then in existence or no longer a qualified distributee, or unwilling or unable to accept the distribution, then the assets of this organization shall be distributed to a fund, foundation or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

Article X.

Amendments10.1 This Constitution may be amended by a three-fourths vote of the members present provided that any amendment is presented in writing and read at the previous regular meeting. All members must be notified of the amendment at least two weeks prior to the date of the meeting in which the vote to amend is to be taken.