



CONSTITUTION AND BYLAWS  
HANKS HIGH SCHOOL BAND BOOSTER CLUB  
Revised August 7, 2013

Article I.

Name

1.1 The name of the organization shall be the Hanks High School Band Booster Club (hereinafter called "Booster Club").

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 Hanks High School Band (hereinafter called "the Band") in reaching the Band program goals as defined by the Hanks High School (hereinafter called "HHS") Band Director. It shall provide financial support to the Band through fundraising activities jointly developed with the HHS Band Director.

2.3. To stimulate and sustain an enthusiastic interest in the Band program among parents, Band members, student body, and members of the community.

2.4 The organization shall be a non-profit organization and shall be non-sharing and noncommercial.

2.5 The activities of the organization shall not conflict with the policies of the Ysleta Independent School District and shall be sanctioned by school officials.

Article III.

Membership

3.1 Membership shall consist of all Band parents.

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.

3.3 There shall be no proxy voting.

Article IV.

Meetings

4.1 Meetings of the Booster Club shall occur once a semester with a meeting in December for election purposes.

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 consist of the President, Vice President, 2<sup>nd</sup> Vice President, Treasurer, and Secretary. The term of each officer shall be for one (1) year unless otherwise extended by these Bylaws.

5.2 All Board members will be elected for a term of one (1) year at a meeting of the general membership in December of each year.

5.3 The terms of office for all Officers shall begin on January 1 and end on December 31 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.

5.4 A Nominating Committee consisting of five (5) Booster Club voting members shall be appointed annually by the President and the Band Director. The Nominating Committee shall consist of these five members and the Band Directors. Current Officers of the Booster Club may not serve as members of the Nominating Committee.

5.5 The Nominating Committee must submit a written report to the President and Band Director listing one nominee for each office to be filled. The report must be signed by a majority of the members of the Nominating Committee.

5.6 A married couple shall be considered as one nominee for purposes of holding office.

5.7 Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Board. The current President and Band Director shall appoint a voting member in good standing to complete the term with the approval of the Executive Board.

5.8 Officers may be asked to resign due to dereliction of duty. The current President and Band Director 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 Directors, and the chairpersons of the following committees when needed:

Fundraising Committee  
Membership Committee  
Hospitality Committee  
Communications Committee  
Uniforms Committee

6.2 A quorum of the Executive Board shall be defined as five (5) members and must include at least three (3) Officers. The President or Vice President and Band Directors must be one of the Officers present.

6.3 The Executive Board shall act for the organization as necessary between regular meetings and make recommendations to the membership. No actions taken shall conflict with actions taken by the membership in regular or called meetings. Meetings of the Executive Board shall be called as needed.

6.4 Each Executive Board member must be a voting member in good standing whose child is currently in the Band program. Exceptions may be made for non-officers with unanimous approval of the Executive Board.

6.5 Committee chairpersons may be asked to resign due to dereliction of duty. The current President and Band Director 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 Booster Club meetings, oversee all aspects of the Booster Club program, call meetings of the membership and Executive Board when necessary, serve as ex-officio member of all committees except the Nominating Committee, 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 other duties as requested by the Executive Board.

7.3 The Treasurer shall record all financial matters of the Booster Club, 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. It is recommended that the Treasurer has a strong financial and/or accounting background.

7.4 The Secretary shall record minutes of all Executive Board and general membership meetings; submit minutes for approval at successive meetings; prepare correspondence of the Booster Club in coordination with the Band Director, President, and/or Executive Board; and perform other duties as requested by the Executive Board.

7.6 All officers may be co-signers on Booster Club funds with the exception of YISD employees. Upon Band Director and Executive board approval.

7.7 Officers may serve as Committee Chairs with unanimous approval of 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 Executive Board.

8.2 Standing committees shall be Fundraising, Chaperones, Hospitality, Communications, Pit Crew, and Uniforms. All committees may be composed of a chairperson and a minimum of two other members. The President shall appoint the chairperson of each committee and the committee members. Any voting member in good standing shall be eligible for committee chairperson or committee membership.

8.3 The President shall coordinate all Booster Club fund raising projects.

8.4 The Membership Committee shall encourage the participation of Booster Club members in band activities.

8.5 The Hospitality Committee shall be responsible for feeding the band at all football games and contests, 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.

8.6 The Vice President and Band Director shall be responsible for the program website, community outreach, advertising and publicity.

8.7 The Uniforms Committee shall take care of band uniforms.

8.8 The Pit Crew Committee shall be responsible for trailer maintenance; for hauling, loading, and unloading front ensemble and equipment at football games and various competitions throughout the year; and for coordinating volunteers to help with these responsibilities.

## Article IX.

### Dissolution

9.1 A resolution to dissolve may be presented by the Band Director to a meeting of the membership provided that a notice in writing is sent to each member at least two weeks prior to such meeting.

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. The assets of this organization shall be distributed to Hanks High School, 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.

### Amendments

10.1 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.