

Van Alstyne Band Booster Bylaws

Article I

Name

The name of this organization shall be known as Van Alstyne Band Boosters.

Article II

Objectives

The objectives of the Van Alstyne Band Boosters shall be:

- A. To promote the growth and development of the Van Alstyne Band Program.
- B. To cooperate whenever and wherever possible with the band directors and all school administrators.
- C. To encourage music education among the students and make the community aware of the benefits of a quality school band program.
- D. To promote greater concert attendance and other public support of all band activities, thereby rendering moral support to the students.
- E. To enter into and carry on fundraising projects necessary to support the financial needs of the band(s).

Article III

Membership

- A. Membership is open to parents of all band students and anyone interested in supporting the Van Alstyne Bands.
- B. There shall be no membership dues required. However, donations may be given to support band activities.
- C. A 'Friends of the Band ('FOB) membership shall be available at different levels as established by a vote of the Band Boosters each year.

Article IV

Voting/Order of Business

- A. Projects for the benefit of VISD Band Program will be decided by the vote of the members.
- B. All members present shall vote on agenda items.
- C. A majority vote of members present will constitute an approval of issues.
- D. Proxy votes will be allowed if presented by an elected officer and Band Director.
- E. The Band Director(s) shall participate in an advisory capacity.
- F. The Band Director(s) shall have the right to final approval of any agenda vote.

Rules of Order

Meetings of the organization shall be conducted in compliance with "Robert's Rules of Order", so long as they are not inconsistent with the Bylaws of the organization (Bylaws shall take precedence over RRO).

Article V

Structure/Executive Board

The elected members of the Executive Board shall consist of the following officers: President, Vice President, Secretary, Treasurer, Membership/Friends of the Band, Volunteers/ Communication, Jazz Rep, Guard Rep, Drum line Rep, and Historian/Publicity.

Term of Office

The term of office for elected officials shall be one year. The position shall be limited to two consecutive terms in the same office.

Article VI

Duties of Officers

President:

- A. Preside over all general membership and executive board meetings
- B. Appoint all committee chairpersons with the approval of the executive board
- C. Provide an agenda for all meetings and abide strictly by the agenda during said meetings.
- D. Administer the VAISD Constitution and Bylaws.
- E. Work with the director(s), executive board and VA Administration to create a booster schedule of events which will drive budget and fundraising events.
- F. Review and sign/co-sign all documents and reports.
- G. Responsible for annual review of Constitution and Bylaws, business plan and schedule of events with the membership.

Vice President of Operations:

- A. Oversee the overall operations of the concession in conjunction with the Athletic Booster Club representative, as Stadium Concessions is a joint venture of the two organizations.
- B. Purchase food/drink for all concession activities.
- C. Provide money for all games.

Secretary:

- A. Take membership and executive board meeting minutes.
- B. Keep on file a record of said minutes and agendas.
- C. Send notification of general membership meetings.
- D. Distribute copies of the minutes at general meetings and make available a copy of the minutes of past meetings to the president and director(s)>
- E. Communicate minutes, activities, dates, times and announcements concerning the band program to all band parents, administrators, board members and interested persons in the VA Band Program after each meeting.

Treasurer:

- A. Receive all monies.
- B. Keep an accurate account of all receipts and disbursements.

- C. Give a financial report at each meeting.
- D. Provide a bi-annual statement for the director(s) and high school principal.
- E. Coordinate with Athletics Booster Club with monies for Stadium Concessions.

Volunteers/ Communication:

- A. Provide the director(s) a master student sign-up schedule for all games.
- B. Contact adult volunteers to work and set-up time schedule.
- C. Maintain master student/parent database (contact list for volunteers), the director will provide a listing of student/parent information.
- D. May appoint volunteer(s) to help with 'networking' information concerning meetings and activities.
- E. Help set up volunteer work schedules.

Membership/Friends of the Band:

- A. Set up a 'network' for relaying and dispersing contact information.
- B. Work closely with Volunteers/ Communication officer.
- C. Promote band at all VAISD functions.

Jazz, Guard, and Drum line Representative:

- A. Assist director(s) with varies duties relating to section.
- B. Report to Band Boosters needs and achievements.

Historian/Publicity:

- A. Take pictures at all band functions.
- B. Submit articles/pictures to local newspapers to promote band activities.
- C. Coordinate advertising (yearbook, programs, newspaper ads, etc).

Article VII

Meetings, Revenues, Expenditures, Standing Committees

Meetings

General membership meetings shall be held on the first Monday of each school month at 7pm in the high school band hall. Executive Board meetings shall be held as required.

Fiscal Year

The fiscal year of the organization shall be July 1st to June 30th (in accordance to the VAISD Booster Financial Guidelines).

Booster Club Financial Guidelines

All monies earned by or dated to the booster club shall be deposited into a checking and/or savings account under the title of Van Alstyne Band Boosters. The Van Alstyne Band Booster Treasurer will account for all expenditures, thus providing documentation of said expenditures and or donations. All checks written will require at least two signatures from the following booster club officers: president, vice president and treasurer.

Unbudgeted Expenditures

By agreement of five of the twelve elected officers, expenditures not to exceed \$500.00 may be authorized for miscellaneous unbudgeted expense.

Standing Committees

The executive Board or the band Director(s) shall appoint standing committees. A committee should consist of but not limited to assisting elected officers with their said duties.

Article VIII

Quorum

A majority of the band parents present and one director or the director's authorized representative must be present to constitute a quorum at any general membership or executive board meeting.

Article IX

Elections and Vacancies

Officer elections shall be held during the general meeting in April. Nominations shall be made from the floor at said meeting. Elections shall be by show of hands for and against, and a majority vote of the members present, shall constitute election. If a vacancy occurs during the term of office the executive board and director shall select a replacement to fulfill the unexpired portion of the vacated term. Any officer who is absent from more than two consecutive meetings of the general membership and/or executive board, unless excused by the executive board, shall be considered to have vacated the office and shall be replaced at the next executive board meeting. The band director(s) reserves the right to solicit candidates for open offices.

Article X

Constitution and Bylaw Revisions

The Constitution and Bylaws will be reviewed annually by the executive board and changes approved by a majority of the members present at the general membership meeting. Revisions shall be made in the general meeting in April and said changes shall take effect following the election of new officers.

Article XI

Officer Conduct

Elected officers shall conduct themselves in a manner that will contribute to the overall success and positive attitude to the students, organization and school system. It is understood that the office held is a privilege and is established for the good of the students, organization and school system. Furthermore, it is understood that it is the band director's responsibility to ensure that said officer should abide by the qualities set forth by their offices and represent the membership's trust in their efforts and abilities. The band director(s) shall have the right to ask and receive the resignation of any elected officer that is a detriment to the objectives set forth by the Van Alstyne Band Boosters Bylaws.

Amended July 21, 2008