

CONSTITUTION AND BYLAWS
VANDEGRIFT HIGH SCHOOL BAND BOOSTER CLUB
Revised July 31, 2018

Article I. Name

1.1 The name of the organization shall be the Vandegrift 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 Vandegrift High School Band (hereinafter called "the Band") in reaching the Band program goals as defined by the Vandegrift High School (hereinafter called "VHS") Band Director. It shall provide financial support to the Band through fundraising activities jointly developed with the VHS 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 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 Booster Club 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 Booster Club activities, but they relinquish the right to vote.

3.3 There shall be no proxy voting.

Article IV. Meetings

- 4.1 Meetings of the Booster Club shall occur on the first Tuesday of each of the following months: August, October, February, and April. The Executive Board shall review the dates for the ensuing year prior to the beginning of each fiscal year. If the Executive Board determines that a predetermined date conflicts with another event during the upcoming year, the Executive Board shall change the meeting date for that month.
- 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, Treasurer, Treasurer-Elect, and Secretary. The term of each officer shall be for one (1) year unless otherwise extended by these Bylaws.
- 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 April 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 shall have a student in the Band with a classification of Junior, Sophomore or Freshmen and the Treasurer-Elect shall have a student in Band with a classification of Junior, Sophomore, or Freshman.
- 5.3 The Secretary will be elected for a term of two (2) years at a meeting of the general membership in April of the year that each preceding term expires. The Secretary 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 five (5) Booster Club voting members shall be appointed annually by the Vice President and the Band Director. The Nominating Committee shall consist of these five members and the Band Director. Current Officers of the Booster Club 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 Each Officer position shall have one vote on Executive Board matters regardless of whether it is a shared role or held independently.
- 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:

Fundraising Committee
Membership Committee
Hospitality Committee
Technology Committee
Public Relations Committee
Uniforms Committee
Vision Committee
Travel and Equipment Committee
Spiritwear Committee

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.

- 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 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 on the third Monday of each Month. There shall be no meeting during the month of December.

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 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, coordinate the medical tent for all rehearsals and perform 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 Treasurer-Elect shall be responsible for handling student accounts, assist the Treasurer in the performance of his/her duties, and perform other duties as requested by the Executive Board. The Treasurer-Elect must be willing to assume the responsibility of Treasurer after one year of service. It is recommended that the Treasurer-Elect have a strong financial and/or accounting background.

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 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 LISD employees.

7.7 All checks must be signed by a minimum of two authorized officers.

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

7.9 No Executive Board member may serve in more than one officer position.

Article VIII. Committees

8.1 The members of all standing committees shall be appointed by the President. Removal of any standing committee person shall be by the President with the consent of a majority of the Executive Board.

8.2 Standing committees shall be Fundraising, Membership, Hospitality, Technology, Public Relations, Uniforms, Vision, Spiritwear and Travel / Equipment. All standing committees shall be composed of a chairperson and a minimum of two other members. The chairperson of each standing committee and the committee members shall be appointed by the President. Any voting Booster Club member in good standing shall be eligible for committee chairperson or committee

8.3 The Fundraising Committee shall coordinate all Booster Club fundraising 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 Technology Committee shall be responsible for the program website, email systems, paypal, social media (Facebook, Twitter, Smugmug, etc), file sharing system (dropbox) and other technical needs for the Booster Club.

8.7 The Public Relations Committee shall be responsible for community outreach, advertising and publicity.

8.8 The Uniforms Committee shall take care of band uniforms.

8.9 The Vision Committee shall represent the Vision Dance Company.

8.10 The Spiritwear Committee shall be responsible for ordering, maintaining and selling spiritwear on behalf of the Booster Club.

8.11 The Travel and Equipment 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; for construction of props; and, in

conjunction with the Pit Viper Deputy, coordinating volunteers to help with these responsibilities.

8.12 For any Standing Committee Chair position, one and only one Delegate may be named to aid in carrying out the duties of said Chair position. The Delegate must 1) be a voting member in good standing, 2) not currently serve as Officer or other Chair position, and 3) must be approved by majority of Executive Board. A Delegate's duties can encompass whatever level deemed helpful by the Chair position, but cannot incur any financial responsibility and does not have authority to spend or commit any funds of the Booster organization. A Delegate can vote by proxy on behalf of the Chair position at Executive Board meetings but does not have an individual vote other than as the proxy for the Chair position. A Delegate's presence at the Executive Board meeting counts as their associated Chair position for quorum purposes, but not in addition to the Chair position. A Delegate may optionally attend Executive Board meetings at the discretion of the Chair position, but is expected to attend in the Chair position's absence.

8.13 Deputies

The Booster Club will have eight (8) Deputy positions each of which reports to a designated Committee Chair as follows:

Tech Deputy	Technology Chairman
Hospitality Deputy	Hospitality Chairman
Hydration Deputy	Hospitality Chairman
Props Deputy	Travel & Equipment Chairman
Pit Viper Deputy	Vice President
Uniform Deputies (2)	Uniform Chairman and Co-chair
Fundraising Deputy	Fundraising Chairman

The Deputies will be appointed by the Committee Chair to whom they report subject to veto by the President. The Deputies will not be members of the Executive Board.

8.14 Should a matter arise needing attention that does not fall within the duties of one of the standing committees, the Executive Board may appoint one or more *ad hoc* committees that will have and may exercise such powers as are specified in these Bylaws or in a Policy and Procedure or resolution adopted by the Executive Board. Each *ad hoc* committee must consist solely of voting Booster Club members and will dissolve automatically upon completion of its assigned task.

The Booster Club will have two (2) recurring *ad hoc* committees: the Nominating Committee (addressed in Article V above) and the Scholarship Committee. The Scholarship Committee shall consist of three (3) Booster Club members who will be appointed annually by the Vice President and the Band Director in accordance with the process set forth in the Scholarship Committee Policy and Procedure

adopted by the Executive Board. Any vacancies on the Scholarship Committee shall be filled by the Vice President and Band Director, and any committee member can be removed by the President with the consent of a majority of the Executive Board.

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 be 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. 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. 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.