

Constitution & Bylaws
of the
Prosper Band Booster Club
Prosper Independent School
District Prosper, TX

Prosper Band Booster Club Constitution

ARTICLE I: NAME

1.01 The name of this organization shall be the Prosper Band Booster Club of Prosper Independent School District, hereinafter referred to as PBBC or Club.

ARTICLE II: OBJECTIVES

2.01 To arouse and maintain an enthusiastic interest in the various phases of the Band program of the Prosper Independent School District.

2.02 To lend all possible support, both moral and financial, to the Band program of the Prosper Independent School District.

2.03 To cooperate with those in charge of the Band program and the Administration of the Prosper Independent School District to the end that this Band program shall enrich the students of PISD to the greatest degree.

2.04 To build and maintain an organization of parents that will help promote the general activities of the Band program of the Prosper Independent School District.

2.05 Activities of the Booster Club shall not conflict with University Interscholastic League rules or Prosper ISD policies.

2.06 Upon dissolution of this organization, assets shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

ARTICLE III: MEMBERSHIP

3.01 Any person who supports the objectives of PBBC and is willing to uphold its policies and subscribe to its by-laws may become a member. Majority of membership is comprised of parents and/or guardians of Prosper Band students. Community non-parent / guardian members may join after an application and fee paid to be determined to be set yearly by the executive board

ARTICLE IV: OFFICERS

4.01 The officers of this Club shall be:

- President
- President
- Treasurer, Intake
- Treasurer, Outlays
- Vice President, Communications & Publicity
- Vice President, Revenue
- Vice President, Hardware
- Vice President, Student Affairs
- Secretary

4.02 Each Officer shall be a parent member of PBBC in good standing. 4.03 A person may be eligible to serve more than 2 consecutive terms in the same office, if deemed necessary for the continuity of the Board's activities. One who has served more than one-half term shall be considered to have served a full term.

4.04 Any officer whose child ceases to be a member of the Prosper Band program shall resign and a new officer shall be elected in accordance with Article VIII, Section 3 below.

4.05 The President should be nominated by the current Board to ensure continuity from year to year.

4.06 Each Vice President position shall oversee committees that have been constituted to help enact the duties of each position enumerated above.

Prosper Band Booster Club Bylaws

ARTICLE I: DUTIES OF OFFICERS

1.01 The **President** shall preside at all meetings of the Club, appoint all committees and shall be an ex-officio member of all committees. The President ensures the booster club is run according to its bylaws, and serves as liaison, when needed, between board and band directors, school administration and other booster clubs. The President also coordinates schedules of meetings, programs and events with board members and band directors.

1.02 The **Treasurer of Outlays** shall be responsible for managing all financial activity of the Club and maintaining checks-and-balances practices. Duties shall include the oversight of financial budgets and records, cash transactions, vendor invoices and payments, bank account reconciliation, and filing required tax returns.

1.03 The **Treasurer of Intake** shall work with the Board to establish and collect annual band fees and other pass-through expenses, and shall update the Board and general membership of financial performance throughout the band year.

1.04 The **Vice President, Communications and Publicity** shall keep members and the community informed of upcoming activities, volunteer needs, news and other information as designated by the President and Board. This includes managing all public relations for the PBBC and Band programs, by informing local media of band achievements, providing articles, press releases, announcements, photos, etc.

1.05 The **Vice President, Student Affairs** shall oversee all activities relating to student food and entertainment for contests, games, travel and social activity.

1.06 The **Vice President, Hardware** shall oversee the management, support and upkeep of physical upkeep of physical assets used in both the marching season and concert season in conjunction with the directors. This shall include uniforms upkeep, props building, maintenance and transport. Setup support for the props and the Pit

1.07 The **Secretary** shall keep the records and minutes of the organization for all meetings and attend to the correspondence. The Secretary shall also be responsible for getting the minutes approved by the Board, and forwarding these to the VP, Communications & Publicity for distribution to the general membership. 1.07 President and Treasurer positions will be authorized to be signatory to all Club bank accounts.

1.08 The officers shall serve a term of one year commencing January 1st and ending December 31st. If so desired, any officer can be nominated to run two years in the same capacity. If deemed required by the Board, to ensure continuity, an officer can be nominated for an additional term.

1.09 If an officer consistently fails to comply with the Bylaws and Standing Rules, the Board then reserves the right to remove the member from office based on a two thirds majority vote of the Board.

1.10 These offices may be filled by an individual, or for certain positions a husband and wife team, or a team of two individuals. Any voting member of the Executive board must be a parent or legal guardian of a currently enrolled Prosper Band student. When voting, each officer position counts as one vote.

ARTICLE II: EXECUTIVE BOARD

2.01 The Executive Board shall be composed of the officers of this Club, and the Prosper Band directors. The Band directors serve in a non-voting, advisory role

2.02 The Executive Board shall have responsibility and authority for the general supervision of the affairs of the Club.

2.03 The Executive Board shall meet as required by the activities and the business of this Club. A meeting of the Executive Board can only be called by any officer.

ARTICLE III: MEETINGS

3.01 General membership meetings shall be held throughout the year with a minimum of four beginning in September and ending in May.

3.02 The Annual Meeting of the Club membership shall be held in conjunction with the regular meeting held in May of each year.

3.03 The school administration should be informed of and invited to all meetings.

3.04 All Prosper Band directors should be invited to all meetings. The head director's role in any meeting is in an advisory capacity only.

3.05 Special meetings of the Club membership may **only** be called by the President or by consensus of the Executive Board.

3.06 The Executive Board shall meet prior to General membership meetings as deemed necessary. A minimum of 24 hours notice must be provided to hold a meeting. A majority of the Executive Board members must be present to constitute a quorum.

3.07 In General meetings of this Club, members present shall constitute a quorum for the transaction of business, provided due notice of the meeting has been given.

3.08 The privilege of holding office, introducing motions, discussion and voting shall be limited to members of PBBC.

3.09 Board meetings may be conducted via email in cases where a Board decision is required and an in-person meeting cannot be scheduled. Guidelines for an email meeting are: All Officers and Band Directors must be notified and copied on emails pertaining to the issue/action being covered. All officers must reply to the email with their vote, and the Secretary will record the motion and vote in Special Meeting Minutes.

ARTICLE IV: COMMITTEES

4.01 The standing committees of this Club shall be as follows: Scholarship Committee, Other committees will be chosen by the board to help fulfill the duties described in the executive board descriptions. The board will choose the following years committees after the next years show and marching schedule has been determined by the directors in the spring.

4.02 The chairperson of each committee shall be appointed by the executive board.

4.03 The Scholarship Committee will be chosen and conducted as described in the Guidelines for the Scholarship Committee adopted by the PBBC Board at the start of each school year.

ARTICLE V: FINANCES

5.01 This Club is organized exclusively for charitable, religious, educational, and/or scientific purposes under section 501(c)(3) of the Internal Revenue Code.

5.02 No part of the net earnings of this club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that this Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. No substantial part of the activities of this Club shall be the carrying on of propaganda or otherwise attempting to influence legislation, and this Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, this Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code.

5.03 Upon the dissolution of this Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

5.04 The Treasurer shall have responsibility for the cash assets of this Club, and shall conduct all transactions and record keeping according to generally accepted accounting procedures, in good faith and best interests of this Club, and in abeyance of all local, state and federal laws.

5.05 Checks or withdrawals for budgeted expenses only require on signature. Checks or withdrawals over \$1,000 for unbudgeted expense must be approved by the Board and endorsed by two officers, who are signatories of the Club bank accounts. Electronic notification is accepted as an approval. In the event that a husband/wife team holds an office, both members of the husband/wife team shall not sign the same check

5.06 The Treasurer shall present a proposed budget for the next school year at the regular Club meeting in May of the current year. The budget shall be voted on by the General Membership.

5.07 The Treasurer shall submit a complete report of all transactions and funds for the preceding reporting period at each regularly scheduled meeting of the Club. The Treasurer shall submit a complete report of all transactions and funds for the previous fiscal year, June 1 through May 31, at the first regular Club meeting in the new school year.

ARTICLE VI: DUES and PRIVILEGES

6.01 No membership dues are required by the parents / guardians of prosper band students. An application and small feeto be set by the board are required for community members who do not have a student currently enrolled in a prosper ISD band. A change in this policy requires a change to the PBBC bylaws, and subsequent vote by the General Membership by May of the year preceding the dues requirement.

6.02 Eligibility to hold Office is restricted to Parents /Guardians in proper financial standing with PBBC with the membership year running from June 1 to May 31.

ARTICLE VII: QUORUM

7.01 A plurality of the membership attending a meeting of this Club shall constitute a quorum for the meeting.

ARTICLE VIII: ELECTIONS

8.01 Officers shall be elected from a slate of candidates nominated from the floor at the October and/or November meetings. Executive Board may solicit nominations prior to the December meeting, with a vote by the General Membership at the May meeting.

8.02 Nominations may be sent via e-mail so that all members do not have to be in attendance at the December meeting. A vacancy occurring in any office (except President) shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Executive Board, as long as due notice of such election is given. If the Office of President is vacated, the Treasurer or another member of the current Board, voted upon by the Board, shall serve the remaining term.

ARTICLE IX: FUNDRAISING

9.01 The organization shall operate the Prosper ISD concession stands for the fall football

season and for other activities as requested by PISD.

9.02 Other fund raising projects will be evaluated and selected by the Executive Board, with approval from PISD Administration.

9.03 It is the policy of The Prosper Band Booster Club to support all band students even if the band student's parents do not participate in fundraising or volunteer activities. The support of a band student will not depend on the fundraising efforts of the band student's parents. We will make this policy clearly known to our members.

9.04 The Prosper Band Booster Club will not participate in any fundraising programs where there is a direct benefit to the individual student or family who raises the funds. For example, we will adopt no system whereby students/parents receive credit or points, from their fundraising participation, to offset expenses.

9.05 All fundraising activities and the distribution of such funds must be in accordance with IRS, 501(c)(3), and UIL regulations.

ARTICLE X: AUTHORITY

10.01 The rules contained in *Robert's Rules of Order, Revised* shall govern the club in all cases in which they do not conflict with the rules of this club.

ARTICLE XI: AMENDMENTS

11.01 The Constitution and Bylaws of the Prosper Band Booster Club of Prosper Independent School District may be amended by a two-thirds majority vote of Club members present at any regular meeting provided the following conditions have been met:

11.01a Members of the Club shall be notified in writing of proposed Amendments and the date on which said Amendments are to be voted upon.

Witnesses:

Signature:

Printed Name:

Position:

Date:

Signature:

Printed Name:

Position:

Date: