

John Marshall Harlan High School

BY-LAWS OF THE HARLAN BAND BOOSTER ORGANIZATION

Article I- Name, Purpose, Polices

Section A. The official name of the organization operating under these By-Laws shall be the Harlan Band Booster Organization. (HBBO)

We need to file a Certificate of Formation with the Secretary of State of Texas and include reference here.

Section B. The purpose of the organization shall be to promote instrumental music education and performances through band and Colorguard, and to support the directors and school authorities in the development of an exceptional band program.

Section C. It shall be the policy of this organization to give complete support to the entire band program and to avoid action which may interfere with school polices, state, local or federal laws.

Section D. Operating/ Accounting year will be June 1st through May 31st.

Article II- Membership

Section A. Any individual who is interested in the purpose of the objectives of HBBO and agrees to abide by the By-Laws of this organization may become a member. Membership is granted after an application is completed and dues are paid. Members may be removed by a majority of the voting quorum at any booster meeting for violating these bylaws or the rules and regulations of Harlan High School or Northside Independent School District (NISD).

Section B. Honorary, nonvoting membership shall consist of the following persons associated with Harlan High School and NISD

- 1.) Superintendent, Associate/Assistant Superintendent, and Director of Fine Arts for NISD
- 2.) Principal, Associate and Assistant Principals for Harlan High School
- 3.) Band Directors and Sponsors of the Harlan High School Band

Article III- Officers

Section A. HBBO Board of Directors will be elected from the booster membership, and agree to remain current in their student's band fee payment schedule during their term of office. Officers will serve a term of one fiscal year, not exceeding two consecutive terms in the same office.

Officers of the Board of Directors shall be the following positions the President, Vice President of Fundraising, Vice President of Chaperones, Secretary, Treasurer, Concessions Chair and Liaisons for Uniforms and Colorguard.

Officers must ensure that they have no conflicts of interest with HBBO business. A conflict of interest will be defined as an HBBO transaction in which an officer of any member of the officer's family has a direct or direct personal interest, or in which an officer cannot exercise impartial judgment or otherwise act in the best interests of the corporation. In the event that an officer identifies a conflict of interest, the officer will:

1. Inform the Board of the circumstances of such conflict. The Board will determine whether there is a conflict of interest present.
2. If a conflict of interest is found, the officer will be recused from taking part in deliberations or final decisions or votes in matters affected by the conflict of interest.
3. Recusals will be reflected in the minutes of Board meetings.

Section B.

Officers will be elected as follows:

1. A nomination committee will be appointed at the February meeting. The nomination committee will recruit and select at least one nominee for each office.
2. The slate of nominees will be presented at the March meeting. Additional nominations, including self-nominations, will be accepted by the March meeting
3. Nominees will be given 3 minutes to speak to those in attendance at the March meeting
4. At the conclusion of the April meeting officers will be elected.

Election by acclamation is permitted if there is one nominee per office. If there are two or more nominees for an office, the election for that office must be by ballot.

5. Newly elected officers will be installed at the May meeting
6. In the event that a position becomes vacant, a replacement shall be selected by a majority vote of the officers.
7. Any officer may be removed by a majority of the voting quorum at any booster meeting for violating these bylaws or the rules and regulations of NISD. An officer may also be removed by a 2/3 majority vote of the board.
8. Duties of the officers hall include but not limited to:

President

1. Preside at all meetings of the general membership and officers.
2. Represent the interests of HBBO at the Northside Booster Association (NBA), and be a voting member of the NBA, and attend all NBA meetings. The President will ensure that HBBO is in compliance with the rules and regulations of the NBA, Sign or authorize the

- signing of all contracts and all other instruments or equipment purchases, in writing, following bidding procedures, with approval of the general membership.
3. Be authorized to co-sign on HBBO accounts.
 4. With the approval of the HBBOI officers, appoint all chairpersons of standing committees and special committees whose appointment or election is not otherwise provided for in any of these bylaws.
 5. Be apprised of all projects and affairs of the Booster Club.
 6. Call special meetings.
 7. Prepare weekly Newsletter in conjunction with band director
 8. Work closely and communicate regularly with band director on upcoming events
 9. Prepare and distribute a monthly agenda.
 10. Be an ex-officio member of all committees, except the nominating committee.
 11. Perform other duties pertaining to the office.

Vice President of Fundraising

1. Aid and assist the President.
2. Preside at all meetings of the HBBO and board of directors in the absence of the President.
3. Organize all authorized major fundraising projects, subject to the approval of the HBBO officers.
4. Keep a detailed record of all major fundraising projects.
5. Be a member of the Budget and Finance committee.
6. Call special meetings.
7. Ensure JMHS Band fund-raising and cash management rules are followed
8. Design and select vendors and fund-raising programs with approval of the band directors
9. Serve as principal contact for fundraising items
10. Create fund-raising events calendar
11. Submit fund-raiser applications to the campus director by specified date.
12. Ensure receipts for all fundraisers (including booster account fundraisers) are provided to Band Treasurer in a timely manner
13. Oversee Non-school sponsored events coordinators (i.e. Expo events coordinator)
14. Budget for annual plan in cooperation with other officers

Vice President of Chaperones

1. Maintain list of authorized activities qualifying for volunteer hours
2. Define the format and requirements for timesheets
3. Provide timesheets to Officers or their appointee for collection of volunteer hours
4. Maintain tracking of volunteer hours
5. Provide list of qualifying volunteers to band directors for chaperone determination
6. Notify and provide trip documentation to qualified chaperones
7. Determine needs, purchase order requirements, and ordering of food for trips, varsity football games, and other events
8. Oversee Hospitality positions
9. Oversee Uniform management position
10. Successor to President, if needed

Secretary

1. Maintain association non-financial records, and archive, as appropriate,
2. Prepare Minutes of JMHS Band Booster General Meetings and submit to directors in a timely manner

3. Assure compliance with JMHHS policies.
4. Provide volunteer applications and affidavit of felony conviction forms at JMHHS general meetings and in concession stands. Collect completed forms and submit them.
5. Provide timely accounting of volunteer hours to VP Fundraising

Treasurer

1. Report to the President.
2. Keep a legible and accurate record of all financial transactions.
3. Collect all monies and deposit them in the HBBO bank account.
4. Maintain student accounts and monitor student fees, Update student balances monthly.
5. Present a budget for approval of the general membership at the May meeting.
6. Make only those disbursements approved by the membership and/or the officers.
7. Prepare a monthly written report detailing all receipts and disbursement transactions. This report becomes a part of the recording secretary's minutes and a copy of this report must be available at the general meeting.
8. Submit a monthly report detailing expenditures and reviewing budget projections for the remainder of the year.
9. File all cancelled checks and remittance sheets.
10. Serve as chairperson of the Budget & Finance committee. The President, Vice President Fundraising, and the Treasurer will serve on the Budget committee.
11. Serve as a member of the Fundraising committee.
12. Be authorized to co-sign on the Booster Club bank accounts.
13. Be responsible to contact the Vice President Fundraising within three business days to arrange for the deposit of money from Fundraising events. Surrender all books at the end of the fiscal year for audit. (See Article VII).
14. Prepare or arrange for preparation of the filing of IRS Form 990, "Return of Organization Exempt from Income Tax" on or before the due date of the return.
15. Send IRS form 1099MISC to all appropriate parties, normally individuals who have received payment for services rendered to HBBO of more than \$600.
16. Call special meetings.

Uniform Liaison

1. Coordinate check-out and check-in of uniforms with Band directors
2. Assess proper fit and repair uniforms if deemed necessary
3. Provide uniform supplies (gloves, etc.) for purchase
4. Provide timely receipts and accounting of uniform supply sales to Band Treasurer
5. Provide timely accounting of volunteer hours to VP Chaperones

Colorguard Liaison

1. Assist with communication of guard events and needs
2. Work closely with the Colorguard sponsor to provide any assistance with administrative or supportive tasks.
3. Provide timely receipts and accounting of uniform supply sales to Band Secretary
4. Provide timely accounting of volunteer hours to VP Chaperones

Concession Chair

1. Represent the interests of HBBO at the Northside Booster Association (NBA) in conjunction with the president, and be a voting member of the NBA, and attend all NBA meetings.

2. Recruit volunteers to work all concessions events
3. Ensure all Sign-Up Genius links are up and sent out to parents/students
4. Ensure that all concessions events are covered to mitigate fines
5. Communicate any shortfalls of volunteers in a timely manner to board so that coverage can be taken care of.
6. Provide timely accounting of volunteer hours

Section C

- At any regular or special called meeting a quorum shall consist of a minimum of 10 booster members.

Article IV. Meetings

Section A. The regular meetings shall be recommended by the officers and approved by the membership and scheduled with reoccurring frequency.

Section B. The president may call a special meeting with a 2/3 majority vote of the officers.

Section C. All questions of parliamentary procedure shall be decided according to the latest edition of Robert's Rules of Order, Revised.

Article V. Amendments

Section A. Any amendments or revision of the By-Laws of the organization shall require a majority vote of the members present at a scheduled meeting. Proposed changes to the By-Laws must be submitted in writing to the President. Proposed By-Law changes will be announced to the general membership five days prior to the scheduled meeting at which they will be presented for official vote.

Article VI. Financial Reimbursement

Section A. Items that are requested to be purchased from the Band Directors must be voted on by Board before purchased. Any item that is requested by an Assistant Band Director must be approved by Head Band Director before moving forward

Section B. Personal reimbursement can be done if the purchase was approved beforehand. In order for the Treasurer to reimburse in a timely manner, receipts in conjunction with a check request form must be turned in to the treasurer within 7 business days. This must be the original receipt, not a reprint or copy for the reimbursement to occur.

Article VII. Finances

Section A. The President may authorize financial expenditures for budgeted items, not to exceed the amount in the annual budget approved by the membership. The President may authorize non-budgeted expenditures not to exceed \$300 per month. Proposed non-budgeted expenditures exceeding \$300 but less than \$1000 shall be presented to the Board for approval prior to being obligated. Proposed expenditures exceeding \$1000 will be presented to the membership, and will require approval by a majority of the voting quorum prior to being obligated. Any sales or functions where money is exchanged hands must have the presence of a treasurer.

Section B. A financial audit of the prior fiscal year's financial records will be conducted at the beginning of each fiscal year, to be completed by the second week of the new fiscal year. The audit will be conducted by an audit committee comprised of three HBBO members, who will be appointed at the last general meeting of the prior fiscal year. No one whose signature is associated with any HBBO bank account may participate in the audit. If discrepancies are found during the audit, additional information will be obtained from the HBBO Treasurer for that fiscal year. If the discrepancies cannot be resolved, the HBBO President will determine if additional actions are required.

The audit committee will produce a report indicating the findings of the audit. The report must be signed by each member of the audit committee, and will be presented to the membership at the first general meeting of the fiscal year. Steps taken to resolve discrepancies should be reported, as well as actions taken to reduce/prevent future inaccuracies.

Section C. Bond Insurance for Board officers and liability insurance for HBBO events will be purchased and maintained to protect the business of the corporation. Each fiscal year the required coverage limits will be reviewed and presented as a line items in the HBBO budget.

Article VIII. Dissolution

Upon the dissolution of the Corporation, its assets will be distributed to JMHHS or NISD. Any such assets not so disposed of will be disposed of by an appropriate court of law.

Article IX. Enactment

These amended bylaws, approved by the Board of Directors, were adopted by vote of the HBBO membership, and became effective on May 1, 2018.

X

President

X

Vice President Ways and Means

X

Treasurer

X

Co-Treasurer

X

Secretary

X

VP Chaperones

X

Concessions Chair