

# McKINNEY HIGH SCHOOL

## BAND BOOSTERS

### CONSTITUTION & BYLAWS

## Article One

### Name

**1.1** The name of this organization is the **McKinney High School Band Boosters, herein referred to as MHSBB.**

## Article Two

### Purposes

- 2.1** This non-profit organization exists solely for the purposes of
- boosting, encouraging and promoting McKinney High School (MHS) band students,
  - stimulating and maintaining interest in the MHS band program, and
  - giving all possible support, both moral and financial, to the MHS band program.
- 2.2** The MHSBB commits itself to cooperate with school officials for both building and maintaining an efficient band program and for promoting general activities pertaining to the band in cooperation with UIL guidelines for Booster Clubs, taking precaution not to interfere with the curriculum and direction of the MHS Director of Bands. All policies pertaining to the operation of the MHSBB shall be under the jurisdiction of the MHS Director of Bands and the MHS Administration, according to UIL rules for Band Booster Clubs.
- 2.3** The MHSBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the organization 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 of 1986 (or the corresponding provision any future United States Internal Revenue law) or (b) by organization contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue law.)
- 2.4** No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization 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. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

- 2.5 Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision any future United States Internal Revenue law), or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- 2.6 Prior to any expenditures over \$250.00 being made for the benefit of the MHS Band, approval must be obtained from the MHS Director of Bands. Any tangible property purchased by the MBB for the benefit of the MHS Band will become the property of the McKinney Independent School District (MISD).

## **Article Three**

### **Membership**

- 3.1 Membership shall consist of the legal guardians of all MHS students and other interested persons within the MISD community. MHSBB does not discriminate with regard to race, color, religion, sex, national origin, disability or any other basis prohibited under applicable law.
- 3.2 Voting members shall be the parents or legal guardians of all active MHS band students. All other members shall be non-voting members.
- 3.3 Any member may be removed if conditions warrant. A request for an individual's removal must first be submitted to the Executive Board in writing, with all reasons and evidence as may exist. The Executive Board will review the request and conduct further investigation if required. If, in the view of the Executive Board, removal is warranted, the request is submitted to the Director of Bands. The Director of Bands' decision shall be final.
- 3.4 Any member may be reinstated if conditions warrant. A request for an individual's reinstatement must first be submitted to the Executive Board in writing, with all reasons and evidence as may exist. The Executive Board will review the request and conduct further investigation if required. If, in the view of the Executive Board, reinstatement is warranted, the request is submitted to the Director of Bands. The Director of Bands' decision shall be final.

- 3.5 Any member has the right to file a grievance by making such grievance in writing and submitting it to the Executive Board. The Executive Board will investigate the grievance as required and make all reasonable attempts to settle the grievance among all concerned parties. If the grievance cannot be resolved by the Executive Board to the satisfaction of all concerned parties, the issue can be submitted to the Director of Bands by any concerned party. The Director of Bands' decision shall be final.
- 3.6 Members are responsible for the organization's budget. Band boosters collect fees from the parents. Refunds are at the discretion of the Director of Bands and Treasurer.

## Article Four

### Officers

4.1 **Executive Board Positions**-The following offices that will comprise the **Executive Board**:

- **President**
- **Vice President- Media & Marketing**
- **Vice President - Fundraising**
- **Vice President - Supported Activities**
- **Secretary**
- **Pit Boss**
- **Treasurer**
- **Assistant Treasurer**
- *The **Director of Bands** will be a Non-Voting member of the Executive Board*

4.2 **The Term of Office** for all Executive Board officers shall begin on June 1st and end on May 31st to coincide with the MHSBB fiscal year.

- **Term Length**- The Executive Board term shall be two (2) years unless a longer term is approved by the board.

**Vacancy on Executive Board**- Should a vacancy occur on the Executive Board, either through resignation or by graduation of the member's student, the Executive Board shall be responsible for filling the office. The newly appointed member of the Executive Board's term will be for two (2) years or for the unexpired portion of the term vacancy due to a resignation. *The Director of Bands will provide input on candidates in consideration for Executive Board Positions.*

**More Than 1 Candidate**- In the event that there are more than one (1) candidates interested in consideration for vacant Executive Board positions, an election will be held by all voting members of the MHSBB. Newly-appointed/elected officers shall assist the out-going officers and serve as non-voting Executive Board members from the time of their appointment/election through the beginning of their term. To be considered as a candidate for an Executive Board

position, the person shall be held in good standing with the *Band Booster Club* and *Director of Bands* regarding Band Fees Due as well as Conduct.

- 4.3 **Quorum**- At all meetings of the Executive Board, a majority of the officers shall constitute a quorum for the transaction of business and the act of a majority of the officers present at any meeting at which there is a quorum shall be the act of the Executive Board. If a quorum shall not be present at any meeting of the Executive Board, the officers present there may adjourn the meeting without notice other than announcement at the meeting, until a quorum shall be present.

## Article Five

### Executive Board

#### 5.1 **President**

- Shall preside at all general meetings of this organization and at all the meetings of the Executive Board and shall perform the duties usually assumed by a presiding officer, and such other duties as may be prescribed by the Executive Board.
- The President may call member meetings of the MHSBB.
- The President is responsible for all communications between the MHSBB and the MHS Director of Bands.
- The President may appoint someone to take minutes at any meeting where the Secretary is not present.
- All fundraising activities shall be coordinated through and must be approved by the President prior to the start of the fundraiser, who in turn shall coordinate through the MHS Director of Bands.
- The President or the Executive Board may approve incidental expenses not to exceed \$250.
- The President will see that all MHSBB Volunteers be informed to fill out the required MISD Volunteer Background Check before serving in any school function activities.
- Serve as Chairman of the *Scholarship Committee*
  - If President's child is under consideration, a non-senior parent on the Executive Board will be appointed to serve as Chairperson.
- Coordination of MHSBB Supported Activities including, but not limited to:
  - Coordination of Volunteers for MHS Band Registration
  - Coordination for Volunteers for MHS Band Activities (*All-Region Room Monitors, MISD Marching Invitational Contest Volunteers, Band Trip Chaperone Volunteers, etc.*)

#### 5.2 **Vice President-Media & Marketing** shall be the assistant to the President.

- If the President is unable or unwilling to perform his/her duties, the *Vice-President-Media & Marketing* shall perform the duties of the President, and, when so acting, shall have all of the powers of the President.

- The *Vice-President- Media & Marketing* will be responsible for maintaining all MHSBB Social Media Outlets and their content.
- The *Vice-President- Media & Marketing* will be responsible for all marketing activities and committees associated with the promotion and advertising of the McKinney High School Royal Pride Band.
- Committee Responsibility- Spirit Wear Committee.

### 5.3 Treasurer

- 1) Shall have charge and custody of, and be responsible for, all funds of the MHSBB.
- 2) The Treasurer shall deposit all monies in the name of MHSBB in such banks or other depositories as shall be selected by the Executive Board, and disburse those monies as needed by MHSBB with an accounting of receipts and disbursements at each meeting. All monies disbursed shall be required to have a receipt or invoice before payment is issued.
- 3) The Treasurer shall maintain appropriate financial controls, including:
  - All expenditures are to be made by check, never cash.
  - All collected monies shall be deposited as soon as practical.
  - All monies should be initially collected and counted by two persons. The counters and the Treasurer shall sign the deposit form, which is kept as part of the financial records.
  - Bank statements should be mailed to the MHSBB P.O. Box and reviewed by the Treasurer and Assistant Treasurer. Bank statements are to be reconciled monthly.
  - Monies received through the mail, lock box, or electronic conveyance should be recorded in a check log once a week during school session.
  - Receipts- All monies received should be tracked with a receipt. Each receipt should include the current date, amount, person from whom received, purpose of payment, which fund to credit, type of transaction (e.g., cash, check, or credit card), and signature of person writing the receipt. The original receipt should be given to the person making the payment and a copy kept in the receipt book or filed in numerical order.
  - Financial records are subject to audit (a) prior to the May general meeting, (b) upon election or appointment of a new Treasurer, or (c) at the direction of the Executive Board.
  - Financial records shall be kept for a period of five (5) years and turned over to the incoming Treasurer by June 1st of each year.
  - Quarterly Statements- The Treasurer shall provide updated statements via Charms on a monthly basis.. Payments should be mailed to the MHSBB P.O. Box or placed in the MHSBB Lock Box located in the Band Hall.
  - The Treasurer shall be responsible for maintaining a Band Booster Club PO Box.
  - The Treasurer shall provide bank account debit accounts to the *President, Chairperson for Game Day & Contest Meals/Activities, Assistant Treasurer, Pit Boss and themselves* for use in payment for MHSBB band support activities.

#### 5.4 Assistant Treasurer

- Shall be the assistant to the Treasurer and be available a co-signer on the MHSBB financial accounts and will assist in the maintenance and reconciliation of these accounts.
- The Assistant Treasurer may be appointed the successor to the position of Treasurer and may serve 2 consecutivs 2-year terms.
- The Assistant Treasurer will be responsible for securing and maintaining Club Program Membership Cards to be used for Band Supported Activities by the MHSBB, and the distribution of membership cards to the appointed personnel.
- Assistant Treasurer shall be responsible for financial supported activities associated with the McKinney Marching Invitational (MMI) and other joint activities with McKinney Boyd High School and/or McKinney North High School.
  - The Assistant Treasurer may be asked to serve on the board and as the Treasurer for the McKinney Marching Invitational (MMI).

#### 5.5 Secretary

- Shall keep an accurate record of all Executive Board meetings, and regular and called meetings of the members of MHSBB.
- Such records shall be made available to the President no later than two (2) weeks after the subject meeting.
- Records shall be kept for a period of five (5) years and turned over to the in-coming Secretary by June 1st of each year.
- The Secretary shall be responsible for MHSBB correspondence and perform other duties as may be assigned by the Executive Board.

#### 5.6 Vice President- Supported Activities

- Shall support the activities of the following Committee Chairpersons:
  - Game Day & Contest Meals/Activities Committee Chairman
    - *Game Day & Contest Meals*
    - *Game Day & Contest Water*
    - *Band Banquet*
  - Concessions Committee Chairman
  - Uniforms Committee Chairman
  - Bus Chaperone Committee Chairman (*Game Day Bus Chaperones*)
- And perform other duties as may be assigned by the Executive Board.

#### 5.7 Vice President - Fundraising

- The Vice President - Fundraising Chairperson may appoint other members as needed for the Fundraising Committee.
- All fundraising activities must be approved by the Executive Board.

- The Vice President - Fundraising Chairperson is responsible for all MHSBB Fundraising & Sponsorship activities.
- And perform other duties as may be assigned by the Executive Board.

5.8 **Pit Boss**

- Coordinate with the Director of Bands need related to Marching Show Props and as well as show Support Equipment.
- Oversee the design and construction of props needed for the marching show, including soliciting volunteer support within the MHSBB Membership for the construction of the props.
- Coordination with the Direct of Bands for the placement of Marching Show Props and Support Equipment (*Podiums, Stands, Microphones, etc.*). Additionally, coordination with the Director of Percussion for support needs for the Front Ensemble Instruments.
  - Loading/unloading of Trailer prior to departure from school and upon return (Parent support personnel)
  - Unloading/loading of Trailer at Games, Contests, or Events. (Parent Support Personnel)
  - Marching Show Prop, Equipment, and Front Ensemble Instruments field placement and removal (parent Support Personnel).
- Communication with *Parent Support Personnel (Pit Crew) & Construction Crew*.
- Maintenance of Props and Equipment as well as *Pit Crew Garage & Storage Container*.

## Article Six

### Meetings

- 6.1 All meetings shall be conducted in accordance with *Robert's Rules of Order*.
- 6.2 Voting members present and a majority of the Executive Board shall constitute a quorum at member meetings.
- 6.3 Members shall meet in regular session not more than once a quarter, but at least three (3) times a year, from August through May, or called as needed by the President or Executive Board due to special circumstances.
- 6.4 The Executive Board shall meet prior to each regular member meeting, and at such other times as called by the President or any three (3) other officers, to determine and carry out the purposes of MHSBB. The Executive Board may invite Chairpersons of committees to attend these meetings.
- 6.5 The MHS Director of Bands shall be advised of all meeting and shall have the option of attending such meetings.

# Article Seven

## Committees

### 7.1 Standing Committees shall be

- *Audit Committee, Bus Chaperone, Color Guard Committee, Concession Committee, Fundraising & Sponsorship Committee, Game Day & Contest Meals/Activities Committee, Scholarship Committee, Spirit Wear Committee, and Uniform Committee.*
- Special Committees may be created and dissolved as needed by the President.
- The President shall serve as a member *ex-officio* of all committees except the Audit.
- Committee chairs are encouraged to develop and maintain a *procedure manual (physical or electronic)* for the area of responsibility.

### 7.2 Audit Committee Chairperson

- Shall be appointed by the President and consist of at least one other voting member.
- The Audit Committee shall audit the MHSBB financial records (a) upon election or appointment of the Treasurer, or (b) at the direction of the Executive Board.
- An audit report shall be completed and submitted to the Executive Board within thirty (30) days of the event initiating the audit.

### 7.3 Bus Chaperone Committee Chairperson

- Shall be appointed by the President.
- The Chairperson is responsible for the training, credentialing and scheduling parent volunteer members as bus chaperones for travel to and from *Games, Contests, and other Band Activities.*
- The Chairperson shall designate one or more Committee members to serve as band *nurse(s).*

### 7.4 Color Guard Committee Chairperson

- Shall be appointed by the president.
- The Chairperson will be the liaison between the *Band Booster Executive Board* and the *Color Guard Director* and shall keep the Executive Board informed of any needs or requirements by the *Color Guard Director.*

### 7.5 Concession Committee Chairperson

- Shall be appointed by the President.
- The Chairperson may appoint other voting members as needed to assist in the oversight and operations of the Concession Committee.
- The Chairperson is responsible for securing volunteer assistance for concessions duty.
- The Chairperson will see that concession volunteers receive required training and accreditation for food handling in the City of McKinney.



- The Chairperson is responsible for all MHSBB concession scheduling and operations.

#### 7.6 **Fundraising & Sponsorship Committee Chairperson**

- The Fundraising Committee Chairperson shall be appointed by the vice president - fundraising
- The Chairperson may appoint other voting members as needed for the Committee.
- All fundraising activities must be approved by the Executive Board.

#### 7.7 **Game Day & Contest Meal/Activities Committee Chairperson**

- Shall be appointed by the President.
- Responsibilities include:
  - Game Day & Contest Meals – Coordination with Director of Bands for Meals
    - Number of Students/Directors to receive meals
    - Any Special Meal Requests (Vegetarian)
    - Timing of Meals
    - Securing and coordinating volunteer help to assist with meal service
  - Summer Band Camp II Meal
    - Ordering and Serving
    - Volunteer Coordination
  - Meals/Catering Needs for Special Events –
    - All-Region Host Meals (Judges, Directors, & Accompanists)

#### 7.8 **The MHS Band Booster Club Scholarship Endowment Committee Chairperson**

- Shall be chaired by the President.
  - In the event that the President will have their son/daughter in consideration for the MHS Band Booster Club Endowment Scholarship, he/she will recuse himself from the committee, and a non-senior parent on the Executive Board will be appointed Chairman of this Committee.
- President will select one additional voting member to be on the committee to meet with the Director of Bands to select scholarship recipient(s).
  - Award scholarship(s) as approved by the MHSBB Executive Board.
- Coordinate with *McKinney Education (MEF)* Director
  - Receive Scholarship Application Submissions by MHS Band Members from the MEF
  - Management of *MHS Band Booster Club Scholarship Endowment*

#### 7.9 **Spirit Wear Committee Chairperson**

- Appointed by the President.

- Oversee the selection, procurement, and sale of MHS Royal Pride Band Spirit Wear Items.
- Oversee any additional MHS Royal Pride Band “branded” purchases for resale to the student body or general public.

**7.10 Uniform Committee Chairperson**

- Shall be appointed by the President.
- Coordination with Director of Bands for Uniform Needs and handling procedures
- Responsibility for Uniforms
  - Sizing (Pre-season)- Band Registration
  - Game Day & Contest Check-Out/Check-In Coordination
  - Concert Season Uniform Check-Out/Check-In Coordination
- Charms Uniform Program Maintenance
- Coordination of Volunteers needed for Uniform Check-In/Check-Out.

## **Amendments**

**8.1 Changes or Amendments-**

Following a public notification, the Constitution & By-laws may be changed or amended by a majority vote of the voting members present at a regularly scheduled member meeting. Public notification is intended to mean the booster website or full band email list with not less than 25 days’ notice.

**8.2** If any portion of these by-laws shall be invalid or inoperative, then, so far as is reasonable, the remainder of these by-laws shall be considered valid and operative and no effect shall be given to the intent manifested by the portion held invalid or inoperative.

**8.3 Approvals**

Any change or amendment is subject to the approval of the MHS Principal and MHS Director of Bands.

## **Article Nine**

### **Contracts, Deposits and Funds**

**9.1** The Executive Board may authorize any officer or officers, agent or agents of the MHSBB, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the MHSBB. Such authority may be general or confined to specific instances.

**9.2** All funds of the MHSBB shall be deposited to the credit of the MHSBB in such banks, trust companies, or other depositories as the Executive Board may select.

- 9.3** The Executive Board may accept on the behalf of the MHSBB any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the MHSBB.

## **Article Ten**

### **Protection of Officers**

- 10.1** The MHSBB shall have the power to indemnify any officer or former officer of the MHSBB for expenses and costs (including attorney's fees) actually and necessarily incurred by him/her, by action in court or otherwise, by reason of his/her being or having been such officer, except in relation to matters as to which he/she shall been guilty of negligence or misconduct in respect of the matter in which indemnity is sought.
- 10.2** The MHSBB shall maintain a general liability insurance policy.