

**BY LAWS  
COPPELL HIGH SCHOOL  
BAND BOOSTER CLUB**

**Revised May, 2004  
Adopted May 11, 2004**

**ARTICLE I**

**NAME**

1. The name of this organization shall be COPPELL HIGH SCHOOL BAND BOOSTER CLUB

**ARTICLE II**

**POLICIES**

1. To arouse and maintain an enthusiastic interest in various phases of the Band Department at Coppel High School (CHS).
2. To lend all possible support, both moral and financial, to the general Band Program of CHS.
3. To cooperate with those in charge of the Band Department, the School Administration, and the Board of Education to the end that this department shall maintain the highest possible degree of efficiency.
4. To build and maintain an organization of interested citizens who will help promote the general activities of the Band Department at CHS.

**ARTICLE III**

**PURPOSE**

1. This organization shall be operated as a nonprofit organization exclusively for the support of musical education, and as such, will support the following educational purposes:
  - To stimulate and sustain an enthusiastic interest among parents, band members, student body, and members of the community;
  - To lend all possible support, both moral and financial, to programs and activities promulgated by or on behalf of the CHS Bands;
  - To provide/promote fund raising and activity support to members of the CHS Bands;
  - To participate in any activity designed or conducted to promote the CHS Bands;

- To accept, hold and enjoy donations, devices, bequests, grants, and trusts for the use, objects, and benefit of the CHS Bands and the organization...

#### **ARTICLE IV**

##### **MEMBERSHIP**

1. The membership of this club shall include any person interested in the progress and development of the CHS Band.
2. Membership dues shall be determined annually by the Executive Board.
3. In addition to general membership, the organization may offer a business sponsorship at levels to be determined annually by the Executive Board.

#### **ARTICLE V**

##### **ADMINISTRATION**

1. This organization shall be governed by an Executive Board of Directors, composed of the elected officers, committee chairpersons, and Past President. The Band Director(s) shall serve as ex-officio members of the organization with no voting privileges.
2. The elected officers of this organization shall be as follows: President; Vice President; Recording Secretary, Corresponding Secretary; Treasurer; Parliamentarian; Historian; Chaplain; Color Guard Liaison; Drum Line Liaison. In addition, the Past President shall serve as an officer of this organization for a one year period immediately following the conclusion of his or her term as President.
3. The election and general responsibilities of the officers are described further in Article IX of these Bylaws.
4. Any vacancies in an office will be filled by the Vice President until the Board appoints a successor to fill the unexpired term of that office.
5. A serving elected officer may be removed for cause from office by a two-thirds majority Vote of the Board.
6. To be a CHS Band Booster Board member you must have a student that is currently active in the CHS Band Program. The exception to this would be the board position of Past President. If, for any reason, a Board member does not have a student active in the CHS Band (other than Past President), but would like to remain on the Board, a two-thirds vote of approval by the active CHS Band Booster Board would be required.
7. Each office or committee will have one vote.

## **ARTICLE VI**

### **PARLIAMENTARY AUTHORITY**

1. Robert's Rules of Order, as may be revised from time to time, shall govern this organization when not in conflict with these Bylaws.
2. An Executive Board quorum shall consist of 50% of the voting board positions plus 1 person.

## **ARTICLE VII**

### **MEETINGS**

1. Notice of all meetings will be posted in the Band Hall.
2. The date and time of the general membership meetings of this club shall be monthly or as determined by the Executive Board.
3. The Executive Board shall meet prior to each scheduled general membership meeting to determine the agenda of the general membership meetings.
4. Special meetings may be called by the President.
5. Annually, at an Executive Board meeting, the parliamentarian will provide training and information regarding these Bylaws and an overview of Robert's Rules of Order.

## **ARTICLE VIII**

### **ELECTIONS**

1. A Nominating Committee, consisting of the President, Band Director(s), Past President, one other Executive Board member, and two general members shall prepare a slate of candidates.
2. The procedures to be followed once the nominees have been selected:
  - The Nominating Committee chairperson should present the slate of nominees for approval to the head of the CHS Band program;
  - The Nominating Committee will contact nominees for their acceptance of the nomination for office;
  - The slate should be presented at the April Executive Board meeting for approval. A special meeting may be called by the President, if necessary, to approve the slate of nominees;
  - The slate of officers is then presented at the general membership meeting in April;
  - It will be announced at the April general membership meeting that nominations will be taken from the floor at the May general membership meeting. Those names should be submitted one week (7 days) in advance of the general membership meeting for approval by the head of the CHS Band Program and the nominee(s);

- At the May general membership meeting, the CHS Band Booster President shall ask for the committee chairperson to place the slate of nominees in nomination. The election shall be held according to Robert's Rules of Order.
- 3. Nominees for Executive Board positions can be elected for up to two consecutive one year terms. Exceptions may be made by the Executive Board in case of need.
- 4. There shall be a joint Board meeting between all new and outgoing officers following the election, but prior to the June general meeting. The new officers begin their term at the June meeting.

## ARTICLE IX

### DUTIES – ELECTED OFFICERS AND COMMITTEES

#### Duties of elected officers and Past President

##### **A. President:**

- Call and preside at all meetings of the general membership and the Executive Board
- Appoint Chairperson of all ad-hoc committees
- Assemble nominating committee

##### **B. Vice-President:**

- Preside at any meeting where the President would normally preside in the absence of the President;
- Carry out duties assigned by the President;
- Collect money from all concessions operated by Band Boosters and deposit in the bank;
- Notify all Executive Board members monthly to remind them about the meetings;
- Serve as President-elect and succeeds to the Presidency in the following year;
- Reserve facilities for events as identified by the calendar.

##### **C. Recording Secretary:**

- Take minutes of the Executive Board and general membership meetings and distribute to the membership.

##### **D. Corresponding Secretary:**

- Attend to all correspondence relating to this organization and its activities performed on behalf of the CHS Band.

##### **E. Treasurer:**

- Keep an accurate record of all receipts and disbursements, showing each activity separately, as well as complete records of all funds;
- All checking accounts will have authorized signature cards from only the President, Treasurer, and Concession chairperson;
- Any check will require two authorized signatures;
- Treasurer's records shall be audited at the Board's discretion;
- Shall provide an annual report at the May general meeting, reflecting business as of April 30th;

- Maintain records pertaining to exempt tax status for the organization;
- Supervise the financial operation of the Booster club, including any assistant Treasurers.

**F. Parliamentarian:**

- Shall ensure the Robert's Rules of Order during meetings and aid the President with keeping the meeting orderly;
- Shall lead a training session on the contents of the Bylaws and an overview of Robert's Rules of Order for the Executive Board annually.

**G. Chaplain:**

- Begin the meeting with a devotional/spirit raiser and be a support person to the Executive Board and the band students;
- Be involved with other special projects as available.

**H. Past President:**

- Serve as an advisor and support to the current Executive Board

**I. Color Guard Liaison:**

- Work in close coordination between band directors, the Band Booster Executive Board, and the Drum Line. Provide support as necessary.

**J. Drum Line Liaison:**

- Work in close coordination between the Band Directors, the Band Booster Executive Board, and the Drum Line. Provide support as needed.

**Duties of Standing Committees**

**A. Concessions:**

- Operate the concession stand:
  - Food and supplies inventory
  - Provide dates and personnel needs to the Volunteer Coordinator
  - Provide equipment maintenance;
  - Set up and clean up
  - Provides concessions as directed

**B. Fund Raising/Merchandising:**

- The Fundraising Committee will consist of a chair and two additional members.
  - Fund raising as directed by the Executive Board
  - Assist Band Director(s) with fund raisers
- The Merchandising Committee will consist of a chair and one additional member.
  - Ordering and merchandising of shirts, flags, yard signs, bumper stickers, buttons, etc.
- Coordination of all fund raising activities of the CHS Band Boosters or band students must go through the fundraising committee in order to avoid conflict or duplication of efforts.

### **C. Hospitality:**

- Host Band Booster activities, i.e. e.:
  - Welcome Back Concert and Last Free Friday party in August
  - Hospitality room for judges at band contests hosted at CHS;
  - Band Banquet (committee members come from the underclassmen parents);
  - Provide occasional refreshments at Band Booster meetings
  - Band Parties
  - Coordinate Friday Meal Deal for band members.

### **D. Chaperones:**

- Responsible for all band trips:
  - Contact members to chaperone football games and other trips;
  - Assist directors with transportation of equipment;
  - Maintain proper student/chaperone ratio according to the school's needs;
  - Instruct chaperones before each trip;
  - Coordinate refreshments when necessary for each trip;
  - Ensure first aid kits are available for each trip;
  - Ensure two-way radios are charged and ready to check out to chaperones prior to each trip.

### **E. Phone Committee:**

- Update membership list and provide updates to the members of the Executive Board and Band Director
- Call members whenever the President requests

### **F. Publicity/Public Relations:**

- Responsible for the publicity of the Band Booster club and Band program (specifically band events, Middle Schools, Color Guard, Drum Line, individual band students)
  - Obtain ad in Sport Program as directed by the Executive Board
  - Newspaper articles
  - Community bulletin boards
  - "Band Notes" newsletter
  - Fund raiser publicity
  - Coordinates with year book staff to ensure adequate coverage
  - Provides material to the historians for the band scrapbook

### **G. Uniforms:**

- Responsible for all elements of the band performance uniforms:
  - Maintain records of uniform distribution system;
  - Issue and collect uniforms
  - Assign and collect uniform fees as agreed by the Band Director;
  - Check in/out uniforms for regular cleaning with Dry Cleaner selected to fulfill the marching uniform cleaning contract;
  - Arrange for the cleaning of uniforms at end of year as necessary;
  - Report needed replacement items to the Band Director

#### **H. Volunteer Coordinator:**

- Responsible for coordinating and staffing the work crews for concession stands:
  - Coordinate work crews for concession stand duty for Any band designated activity;
  - Obtain the schedule from the Concession Chairman and determine the number of workers needed and assign appropriate shift levels;

#### **I. Spirit Committee:**

- Promote spirit among the families and students of the Band program by increasing awareness of upcoming events i.e.:
  - Make posters
  - Hand out flyers
  - Provide decorations as needed;
  - Developing themes that encourage the students;

(A budget will be available to purchase supplies needed to accomplish these objectives Band Booster funds will not be used to purchase prizes, food or incentives for band students – a UIL regulation).

#### **J. Mentoring Committee:**

- Coordinate the Band Booster Mentoring program for Band Boosters general membership.

#### **K. Historian:**

- Maintain a historical record of Band Booster events of the year in a scrapbook.

#### **L. Website:**

- Maintain a Band Booster website with current information:
  - All Band program information must be approved by the Band Director;
  - All Band Booster information must be approved by the President of Band Booster club.

#### **Duties of Ad Hoc Committees:**

##### **A. Audit:**

- An audit committee of at least three persons, one person not on the Executive Board, shall be appointed by the President.

##### **B. Car Raffle:**

- Responsible for the overall direction and coordination of the car raffle:
  - Secure the vehicle to be used in the drawing;
  - Develop the promotional materials to be used, working with vendors (raffle tickets, flyers etc.
  - Establish a group of team leaders who will coordinate the distribution and collection of tickets and money, and maintain accurate records of the participants in the raffle. Meet with the team as needed to keep momentum going and plan booth sales;

- Provide updates to monthly meetings and request additional assistance as needed to conduct a successful raffle.

**C. Long Range Planning Committee:**

- Develop an action plan with the Band Director that will accommodate the band in future growth:
  - Includes soliciting corporations for support and developing ideas for new sources of income;
  - One Band Director is a member of this committee.

**ARTICLE X**

**FINANCES**

1. The President, after consultation with the Band Director, will submit a budget to the Executive Board for approval prior to the August General Membership meeting.
2. The budget will be presented to the General Membership for approval at the August meeting.
3. Existing committees will submit budget requests to the President by the May Executive Board meeting.

**ARTICLE XI**

**AMENDMENTS**

1. The Constitution and Bylaws may be amended by a two-thirds majority vote of the members present at any general membership meeting. The amendments must have been presented in writing at the preceding general membership meeting of the club.