

CONSTITUTION AND BY-LAWS
WAXAHACHIE BAND BOOSTER CLUB
(adopted as amended November 11, 2002)

ARTICLE I - NAME

The name of the organization shall be "Waxahachie Band Booster Club."

ARTICLE II - OBJECTIVES

1. To arouse and maintain interest of students, parents, and the community of Waxahachie in all phases of Band and Instrumental Music.
2. To lend all support wherever and whenever possible to the Directors, Band, and Band programs in general, and to cooperate with the Directors and the School Administration in any and all phases of Band activities.
3. To enter into and carry on money-making projects necessary to support the financial needs of the Band. The club will operate as a non-profit organization.

ARTICLE III - MEMBERSHIP

Membership in this organization shall be open to parents and/or guardians of students in the Waxahachie Bands and any other interested persons.

ARTICLE IV - ELECTION OF OFFICERS

1. The officers of this organization shall be as follows:

President
Vice President of Concessions
Assistant Vice President of Concessions
Vice President of Fund Raising and Special Projects
Secretary
Treasurer
Representative - Turner Middle School
Representative - Waxahachie Jr. High
Representative - Ninth Grade Academy

2. A Nominating Committee (see Article VI) shall nominate one eligible person for each elective office and present the names to the April general membership meeting. Nominations from the floor may be accepted at this time. Only persons who have signified their consent to serve, if elected, shall be nominated.

3. Officers shall be elected by secret written ballot annually at the May general membership meeting. The President shall select two (2) individuals from the general membership to tally the votes. If there is only one nominee for an office, election for that office may be by voice vote.
4. Installation of officers shall be held at the May meeting (or the last meeting for the current school year) of the general membership.
5. A person shall not be eligible to serve more than two (2) consecutive terms (a term being a school year) in the same office, with the exception of Vice President of Concessions. One who has served more than one-half ($\frac{1}{2}$) of a term shall be considered to have served a full term.
6. A person shall not be eligible to serve in more than one (1) elected office during the same year.
7. Any officer who is absent for more than two (2) consecutive meetings of the general membership, without just cause, shall be considered to vacate his/her office and shall be replaced at the next general membership meeting.
8. Vacancies occurring during the year in any office, except that of the President, shall be filled for the remaining term by a person elected by a majority of the general membership present. If a vacancy in the office of the President, the Vice President of Concession shall assume the office for the remainder of the term.

ARTICLE V - DUTIES OF OFFICERS

1. The President shall preside at all meetings of the general membership and the Executive Committee, appoint all committee chairpersons, with the approval of the Executive Committee, and serve as an *ex-officio* member of all committees, with the exception of the Nominating Committee.
2. The Vice President of Concessions shall, in the absence of the President, assume all duties and responsibilities of the President. This person will be responsible for all concessions activities.
3. The Vice President of Fund Raising and Special Projects shall serve as chairperson of all club-sponsored fund raising or other special projects or activities with the exception of those specified elsewhere.
4. The Secretary shall record the proceedings of all meetings of the general membership and of the Executive Committee and attend to matters of general correspondence.
5. The Treasurer shall be responsible for receiving and disbursing funds for the organization, for paying all bills in a timely manner, for maintaining appropriate records of all transactions, and for reporting the current financial condition to all meetings of the general membership and of the Executive Committee.
6. The Representatives of Turner Middle School, Waxahachie Jr. High, and Ninth Grade Academy shall be responsible for the needs and activities of the respective schools.
7. The Assistant Vice President of Concessions shall assist the Vice President of Concessions for

all concessions activities. The Assistant Vice President of Concessions shall, in the absence of the Vice President of Concessions, assume all duties and responsibilities of the Vice President Concessions, with the exception of the vacancy clause in Article IV, #8 (vacancy of the office of President).

ARTICLE VI - COMMITTEES

The following committees shall be established for the purposes outlined:

1. Executive Committee: Composed of the elected officers. The Band Directors shall serve as non-voting *ex-officio* members of the committee. The committee shall transact business as may be referred to it by the club. It shall create standing and/or special committees. It shall supervise the plans and work of all committees. It shall provide for an annual audit of financial records as provided by Article VIII. The Executive Committee shall formulate a detailed budget to provide for anticipated needs of the band program for the following year. The Executive Committee will also recommend the annual fund raising projects required to fund the budget. The detailed budget and supporting funding plan will be presented to the general membership at the first general meeting. It will be the responsibility of all officers-elect to participate in all Executive Committee meetings.
2. Nominating Committee: Composed of four (4) Booster Club members, non-officers appointed by the Executive Committee and the Head Band Director. The Committee shall elect its own chairperson.

ARTICLE VII - MEETINGS

1. The general membership shall meet monthly during the school year, normally on the first (1st) Monday of each month. Rescheduled meetings shall be announced one (1) meeting before being held. The members present shall constitute a quorum.
2. The Executive Committee shall meet during the week prior to the general membership meeting as deemed necessary. A minimum of twenty-four (24) hours notice must be provided prior to holding a meeting. A majority of the voting members must be present to constitute a quorum.

ARTICLE VIII - FINANCES

1. A checking account shall be maintained in the band in Waxahachie in the name of the Waxahachie Band Boosters, with the club's Treasurer having primary responsibility for depositing funds, writing checks, and reconciling band statements. Authorized signatures on the account shall be the Treasurer, the President, the Vice President of Concessions and the Secretary.
2. A savings account, certificate of deposit, or other interest bearing account may be utilized to earn interest on accumulated funds during the year. Such deposits will be approved by the Executive Committee upon the recommendation of the Treasurer.
3. The budget, as approved by the general membership, shall govern all expenditures of funds.

Funds for budgeted line items may be expended without further approval, providing the expenditure is within the amount allocated for the items. Items not budgeted must be approved by the general membership at its regular meeting upon the recommendation by the Treasurer or the Executive Committee. Miscellaneous items exceeding one hundred dollars (\$100.00) must be approved by the Executive Committee before purchase or commitment. Approval of any such miscellaneous or emergency expenditure may be obtained by telephone, provided that the member call for authorization shall submit names to approving members to the Treasurer before payment is made.

4. At least two (2) persons shall count cash receipts and initial the deposit slip before depositing funds into the bank. Procedures shall be set by the Treasurer, and every precaution should be taken to provide for the protection of individuals handling cash funds (both physically and from accusation of misappropriation).
5. The outgoing Executive Committee before leaving office, shall provide for a review of financial accounts by an individual(s) not having check-signing authority. All financial documents and a copy of the review should be provided to the incoming Treasurer within thirty (30) days after taking office. The fiscal year for the Waxahachie Band Boosters shall begin on June 2 and end May 31 of the following year. The budget will be voted on at the May Booster meeting.
6. In the event the Waxahachie Band Booster Club dissolves, all equipment and properties acquired and designed for use in the Waxahachie Band Program shall become the property of the Waxahachie Independent School District. In addition, all monies remaining, after all outstanding debts are paid, shall be placed in the "Band Activity Account of the Waxahachie Independent School District."
7. No refunds will be given to a participant unable to attend an activity for which he/she has paid in advance, unless the band receives a refund from the travel agency or event planner.

ARTICLE IX - FUND RAISING

Fund raising activities of the Waxahachie Band Booster Club shall fall into two major categories.

1. Concession Stands: The club shall operate concession stands at Lumpkins Stadium and T.C. Wilemon Stadium. The Vice President of Concessions shall provide appropriate guidance in the operation of these activities
2. General Fund Raising: Other fund raising projects which are recommended with the budget presentation will be voted upon by the general membership at the final spring meeting. Club members are encouraged to bring fund raising ideas to any Executive Committee member at any time. Non-budgeted fund raising projects may be approved by the Executive Committee when deemed appropriate. The Vice President of Fund Raising and Special Projects shall coordinate and supervise all such additional projects.

ARTICLE X - GOVERNING RULES

1. Roberts Rules of Order shall govern this body in all sessions except as provided herein.

2. The University Interscholastic League Handbook for Booster Clubs shall also be used as an operating guideline.

ARTICLE XI - AMENDMENTS

1. Amendments to these By-laws must be approved at a regular meeting of the general membership by a two-thirds ($\frac{2}{3}$) majority of those present and voting, provided that notice of such amendment shall have been given to a previous meeting of the general membership at least thirty (30) days prior to the vote.
2. Upon a majority vote of the members present and voting, or a two-thirds ($\frac{2}{3}$) vote of the Executive Committee, a special committee may be appointed to recommend revised By-laws to replace existing By-laws. Such By-laws shall be approved by the general membership as provided in paragraph 1 of this Article.