

**Plainview Band Boosters, Inc.**  
**Bylaws**  
**(Last Amended May, 2004)**

**ARTICLE I – MEMBERSHIP**

There will be a \$10.00 per family (parents or guardians) membership dues charged each year. The dues must be paid by the October Meeting. New student's families have one month after enrollment to join. An individual must be a member of the Plainview Band Boosters in order to be a voting member of the booster club.

**ARTICLE II – Officers**

The officers of this corporation shall consist of a President, Vice President, Secretary, Treasurer, Assistant Treasurer, Parliamentarian, and selected representatives from grades 7-12. All Officers of the corporation except for Seventh and Eighth grade representatives are to be elected by a vote of the members of the corporation at a regular meeting to be held at least once a year, at a time and place to be designated by the president of the corporation. Seventh and Eighth grade representatives shall be appointed by the second month of the start of the school year by the Executive Committee. Vacancies occurring in the elective officers shall be filled by the Executive Committee to serve the unexpired term. Newly elected officers and directors shall assume office on July 15<sup>th</sup>.

The fiscal year of the Plainview Band Boosters shall be from July 1<sup>st</sup> till June 30<sup>th</sup>. An IRS Return shall be filed within six months of the fiscal year end.

The offices of President, Vice President, Secretary, Treasurer and Assistant Treasurer, shall not be held by the same person, or persons, for more than two consecutive years.

**Duties of Office**

**President:** The President shall preside at all meetings of the corporation, shall call special meetings; shall appoint all standing and special committees; shall act as chairman and preside at all meetings of the Executive Committee; and shall be an ex officio member of all committees.

**Vice President:** a Vice President shall be elected from one of the representatives from grades 9-11. The Vice President shall act as and assume duties of the President in their absence; and shall assist the President in such capacities as may be needed in carrying out the work of the corporation. The Vice President shall be responsible for maintaining and reporting to the Treasurer an inventory of all properties of the corporation. The Vice President shall keep records of sponsor hours for the year preceding a trip year along with the trip year to determine eligibility of sponsors for extra curricular band trips. The Vice President shall collect and serve as the contact person for all PISD Administration

Background Check documents and serve as Chairman on the Trip Sponsor Selection Committee.

Coronado and Estacado Junior High representatives: the Coronado and Estacado Junior High Representatives shall, with the approval of the band director in each school, select a uniform chairman, a sponsor chairman, and such other chairman as may be recommended to assist the band director of the school; and shall assist the President in such capacities as may be needed to carry out the work of the corporation.

Secretary: The Secretary shall keep a correct record of all meetings of the corporation and of the Executive Committee, and shall attend to all correspondence; shall have custody of all books and records pertaining to the business of the corporation, except those of the Treasurer.

Treasurer: The Treasurer shall be the custodian of all funds for the corporation; shall enter all of the transactions of the corporation as presented by the Assistant Treasurer and reconcile the bank statements monthly. The Treasurer shall keep and render when called upon, an accurate and faithful account of all receipts and disbursements to the corporation.

Assistant Treasurer: The assistant Treasurer shall act as and assume the duties of the Treasurer in their absence at meetings of the corporation. The Assistant Treasurer shall receive all money paid in to the corporation and shall deposit same in a financial institution approved by the Executive Committee. Also shall write checks to pay funds due to authorized creditors of the corporation.

Parliamentarian: The Parliamentarian shall be responsible for knowing the operating procedures as set out in the Bylaws and Roberts Rules of Order. They shall monitor meetings to make sure appropriate procedures are being followed.

Executive Committee: The Executive Committee shall be composed of the officers with all the Directors of Bands as ex officio members. The Executive Committee shall not have less than seven members. The Executive Committee shall act upon all matters referred to it; investigate matters of business originating in the general meetings of the corporation, and act upon such matters that may be to the benefit of the corporation. Five members of the Executive Committee shall constitute a quorum.

The Nominating Committee will be elected as follows: The Executive Committee will present for approval by the general membership, a slate of 1 officer and 2 members at large. Nominations from the floor will be accepted.

The Director of Bands or his designee shall sit as ex officio member of all committees.

### **ARTICLE III- FINANCIAL**

**Bookkeeping and Clerical Expenses:** There shall be no reimbursement for bookkeeping and/or clerical expenses. The band booster organization shall be covered by a General Liability Policy and Fidelity Bond in the amount of \$150,000.00 to be paid by the corporation.

**Depository of Funds:** The funds of the corporation shall be deposited in one of the local banks for a period of three years. At the end of each three- year period, bids shall be taken by the Executive Committee for the next three- year depository. The rotation of funds among all of the local banks is neither implied nor excluded, but subject to the decision of the Executive Committee.

All Certificate of Deposit documents shall be kept in a safety deposit box within the named depository of funds bank.

**Annual Audit of Funds:** The books of the Treasurer shall be audited annually by a committee which, when satisfied that the report is correct, shall sign a statement to that effect at the end of the report. One Copy shall be retained in the Treasurer's records and a copy shall be field with the Secretary.

**Obligation and Expenditure of Funds:**

**Section 1-** Funds obligated for expenditure by the corporation shall have the prior approval of the High School Director of Bands, the Executive Committee, and the general membership, except that emergency items may be purchased subject to the approval of the Director of bands and the President of the corporation or referred to the Executive Committee for Approval.

**Section 2-** all monies received for the corporation shall be properly receipted with a duplicate receipt retained in the receipt book to be filed with the Assistant Treasurer. All bills shall be paid by check and signed by the Assistant Treasurer and President of the corporation or such other officer as they may designate. No check may be signed by two members of the same family.

All expenditures should be approved by the Executive Committee. In the case of a fundraiser, the fundraiser chairperson may also approve expenditures. Expenditures not approved will not be reimbursed.

Assistant Treasurer, or their designee, is the only persons who can make deposits.

## **ARTICLE IV- TRIPS**

Subject to the recommendation of the Director of bands, the approval of the administration of the Plainview Independent School District and the availability of funds under the composite administration of the Plainview Band Booster, Inc., consideration will be given to taking the band on an approved trip. Consideration for the trip will be educational benefits for students and promotion of Plainview.

The corporation will only assist in funding extra-curricular band trips on an every other year basis.

All persons wishing to be bus sponsors must meet the following criteria:

1. Be a Plainview Band Booster Member.
2. Complete a P.I.S.D. approved bus sponsor workshop instructed by the President of the corporation or his/her designee.
3. Meet other requirements of the Plainview Independent School District. For example, background check.

Beginning with the school year 2001-2002 and going forward, bus sponsors for extra curricular trips will be chosen based upon the following criteria:

1. Previous sponsorships on the bus trips.
2. Attendance and participation at booster club activities for the current year, as well as the previous year.
3. Special needs dictated by the trip.

## **ARTICLE V- FUNDRAISERS**

All fundraisers must be approved, in advance, at a meeting of the general membership. Fundraiser chairmen may approve expenditures for that particular fundraiser. Fundraiser chairmen must account for all funds, incoming and outgoing, pertaining to their fundraiser. An accounting report must be submitted to the general membership and Treasurer.

## **ARTICLE VI- INVENTORY OF PROPERTY**

An annual inventory of the property of the corporation shall be made as of June of each year by the Vice President and kept by the Treasurer of the corporation, with a copy filed with the Secretary for inclusion in the minutes.

## **ARTICLE VII- MEETINGS**

The regular meetings of this corporation shall be held each month for eleven months of the year. Those members present shall constitute a quorum, but in no case shall a quorum exist with a majority of the Executive Committee members. Special meetings may be called by the President whenever the interest of the corporation demands them. The hours of the meeting shall be determined by the President and meeting place shall be the Ryan-Davison Music Building unless otherwise announced.

Order of Business:

1. Call to order
2. Prayer
3. Reading of the minutes of the previous meeting and of the Executive Committee
4. Treasurer's report
5. Communications presented by the Secretary
6. Reports and comments from Band Directors
7. Unfinished business
8. New Business
9. Announcements
10. Prayer
11. Adjournment

## **ARTICLE VIII- STANDING COMMITTEE**

There shall be 2 Standing Committees

1. Trip Sponsor Selection Committee
2. Sponsor Training

## **ARTICLE IX- POST OFFICE BOX**

A post office box will be kept at the Plainview Post Office and paid for annually by the corporation. Keys will be held by the President and the Assistant Treasurer.

## **ARTICLE X- AMENDMENTS**

Amendments to the Constitution or Bylaws shall be presented in writing at a regular meeting of the Executive Committee and upon approval shall be read at the next regular meeting of the corporation. They shall be acted upon at the following regular meeting of the corporation. A two-thirds vote of all members present is necessary for the adoption of any amendments to the constitution or Bylaws.