



# Bylaws

## Hawk Band Booster Club

Rockwall Independent School District  
Rockwall-Heath High School  
Heath, Texas

## **PREAMBLE**

All band parents in the Rockwall-Heath High School (RHHS) and Cain Middle School (CMS) need to be involved in the support and encouragement of the total band program at RHHS and CMS. Band parents desire to see the program grow and develop so that students in the district may enjoy quality instruction and extracurricular experiences which will contribute to a responsible and mature person, both intellectually and socially.

## **ARTICLE I – NAME**

The name of this organization shall be the Hawk Band Booster Club.

## **ARTICLE II – OBJECTIVES**

The primary objectives of the Hawk Band Booster Club shall be as follows:

- A. Provide financial support for unique projects which promote the band program, but are outside the domain and purpose of the school district revenue.
- B. Encourage the growth and development of a quality band program which complements and extends the educational options for young people.
- C. Develop and implement creative avenues to encourage young people to excel through the band program both collectively and individually.
- D. Work collaboratively with the District Administration, school officials and band directors in the pursuit of these objectives.
- E. No part of the net earnings of the Club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that the Club 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 in Article Two hereof. No substantial part of the activities of the Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Club 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. Hawk Band Booster Club is a subsidiary of the RHHS Hawk Booster Organization (HBO) and as such falls under its bylaws and conducts business under the HBO tax exempt status as a 501(c)(3) organization. Notwithstanding any other provision of these activities, the Club shall not carry on any other activities not permitted to be carried on
  - a) by an Association exempt from federal income tax under 501(c)(3) of the Internal Revenue Code, or

b) by an association, contributions to which are deductible under section 170 (c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

### **ARTICLE III – MEMBERS**

- A. Membership in this club shall consist of parents or guardians of band students enrolled in the band programs of RHHS and CMS.
- B. Annual dues shall be paid to the RHHS Hawk Booster Organization at the established amount.

### **ARTICLE IV – OFFICERS**

- A. The officers of this club shall be President(s), Vice-President(s), Secretary and Treasurer(s). These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the club. All officers must have a student in the band. Ex-officio members of the executive board shall include RHHS Head Band Director and the Head Band Director(s) of feeder middle school(s).
- B. At the regular meeting held in March, a Nominating Committee of five members shall be elected by the membership. Applications for officers shall be accepted at the April meeting. It shall be the duty of this committee to nominate candidates from the applications submitted for the officers to be filled at the May meeting. The Nominating Committee shall present a slate of officers to be voted on by the general membership at the May meeting. Additional nominations from the floor shall be permitted.
- C. The officers shall be elected by majority vote to serve for one year, and their term of office shall be from June 1 through May 31.
- D. No member shall hold more than one office at a time and no member may hold the same office more than two times consecutively.
- E. A vacancy occurring in any elected office shall be filled for the unexpired term by a person elected by a majority vote of the executive board, notice of such election having been given by the President. In case a vacancy occurs in the office of president, the Vice President - Fundraising shall serve notice to the executive board of the election .
- F. By two-thirds (2/3) vote of the executive board an officer may be removed from office for failure to perform duties, criminal misconduct or unethical behavior in Club business. An officer who misses three (3) consecutive meetings may be removed from office.

## ARTICLE V – DUTIES OF OFFICERS

- A. The **President(s)** shall preside over General and Executive Board Meetings, appoint committees, attend HBO meetings (or send a representative), serve as ex-officio member of all committees and other duties prescribed by these bylaws and by the parliamentary authority adopted by this club.
- B. **Vice-President(s) - Fundraising** shall preside as President(s), in the absence of the President(s), coordinate activities among various committees, act as liaison on all high school activities, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this club. **VP - Fundraising** develops and obtains school administration approval of the annual fund-raising plan which will meet the needs of the club's annual goals and budget, supervises special committees established to carry out the fund-raising projects included in the annual fund-raising plan and maintains records of income, expenses, and reimbursements associated with all fund raising projects.
- C. **Vice-President(s) - Concessions** shall preside as President(s), in the absence of the President(s) and Vice President(s)-Fundraising. **VP - Concessions** shall purchase, store and distribute supplies necessary to operate the concession stands, appoint stand managers, organize volunteer workers to ensure successful concession operations, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this club.
- D. The **Secretary** shall communicate meeting notices, keep an accurate record of General and/or Executive Board Meetings, display minutes in band hall, handle external correspondence and other duties prescribed by these bylaws and by the parliamentary authority adopted by this club.
- E. The **Treasurer** shall act as custodian of the club funds, collect dues when assessed, maintain financial records, invest funds, submit reports as requested, oversee student trip account management, make disbursements in accordance with the budget of the club, present financial report both written and verbally at each meeting, submit books to the audit committee, and other duties prescribed by these bylaws and by the parliamentary authority adopted by this club.
- F. All officers shall serve without bond provided by the club but may be covered under the HBO bond.
- G. No member of this club may divert any part of its income or assets to any member, donor, officer, employee, individual, corporation or organization by any means except in the official execution of club business.

## **ARTICLE VI – MEETINGS**

- A. The regular band booster meetings of the club shall be held on the second Monday of each month, August through May, unless ordered by the membership or by the Executive Board.
- B. The Executive Board meetings must be held during the month of and prior to the general meeting.
- C. The May band booster meeting shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise. Meeting minutes must reflect outgoing officers and incoming officers.
- D. Special meetings of the Executive Board or officers may be called by the President(s) or by the Vice-President(s).

## **ARTICLE VII – QUORUM**

- A. For General Meetings, ten (10) voting members of the club at any regular or special meeting shall be considered a quorum.
- B. For Executive Board meetings, 50% of the members of the board shall be considered a quorum.

## **ARTICLE VIII – THE EXECUTIVE BOARD**

- A. The officers of this club, the RHHS head band director, and feeder school(s) head band director comprise the Executive Board.
- B. The Executive Board shall have general supervision of the affairs of the club between its business meetings, fix the time and place of meetings, and make recommendations to the club, and shall perform such other duties as are specified in these bylaws. The board shall be subject to the orders of the membership, and none of its acts shall conflict with majority vote of the general membership.
- C. The head director of the RHHS band program shall keep the club apprised of all developments regarding the band program.

## **ARTICLE IX – COMMITTEES**

- D. A. A Finance Committee composed of the Treasurer and two other members shall be appointed by the President(s) at the May meeting.

Together with the officers, the head director shall propose a wish list budget for the approaching academic year of items not covered in the school district and activity fund budgets. It shall be the duty of this committee to prepare a comprehensive budget for the coming school year.

- B. A Fundraising Committee composed of the Fundraising VP and two other members shall be appointed by the President(s) at the May meeting. The members' duties are to plan the annual fundraising activities of the club. This committee's report shall be submitted to the club for its approval at its first meeting for the school year. The Fundraising Committee may from time to time submit supplements to the activity plan for the current school year.
- C. An Auditing Committee of three members who are not authorized signers on the checking account shall be appointed by the President(s) at the April meeting. The members' duties are to audit the Treasurer's accounts and submit required reports. The Audit shall be completed by July 31<sup>st</sup> of the current year.
- D. The President(s) may appoint other standing or special committees deemed necessary by the membership or Executive Board to carry out the work of the club.

## **ARTICLE X – PARLIAMENTARY AUTHORITY**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the club in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the club may adopt.

The following general order shall be followed:

- 1. Meeting called to order
- 2. Reading and approval of minutes of previous meeting
- 3. Reports of board officers:
  - a. Vice President(s)
  - b. Treasurer
  - c. Other board reports
- 4. Head Band Director's report
- 5. Committees reports
- 6. Old business
- 7. New business
- 8. Adjournment

## ARTICLE XI – AMENDMENTS OF BYLAWS

The bylaws may be amended at any regular meeting of the club by a two-thirds vote, providing that the amendment has been submitted in writing at least one week prior to the regular meeting.

**These Bylaws were accepted by a 2/3 majority of voting members present at the general meeting of the Hawk Band Booster Club on October 17, 2005.**

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Bill Aubrey, Co-President 2005-2006

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Date

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Shelley Aubrey, Co-President 2005-2006

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Date

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Rochelle White, VP - Fundraising 2005-2006

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Date

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Kerrie Bryant, VP - Concessions 2005-2006

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Date

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Debby Rottman, VP - Concessions 2005-2006

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Date

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Malette Reed, Treasurer 2005-2006

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Date

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Ejike Arizor, Asst. Treasurer 2005-2006

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Date

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Melissa Carson, Secretary 2005-2006

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Date