

Beebe Band Boosters:

Band Booster Bylaws:

Article 1- Organization

1. The name of this organization is the Beebe Band Boosters.
2. The purpose of Beebe Band Boosters shall be a non-profit organization that exists for the purposes of providing financial resources and promoting the interests of and for the students and directors of the Beebe Band program.
3. The Beebe Band Boosters commits itself to cooperate with the Band Director(s) and Beebe School District administration for both building and maintaining an efficient band program and for promoting general activities pertaining to the band taking precaution not to interfere with the curriculum and direction of the Band Directors. All policies and business pertaining to the Beebe Band Boosters shall be under the jurisdiction of the Director(s) and the Beebe Schools Administration.
4. The Beebe Band Boosters shall operate in accordance with ASBOA Guidelines, AAA Guidelines, and Beebe School District guidelines for Booster Clubs.

5. No part of the organization shall endeavor to influence legislation or participate in any political campaign on behalf of, or in opposition of, any candidate for public office.

Article 2- Membership

1. Membership shall consist of the parents and legal guardians of all students of the Beebe band program, and other interested persons within the Beebe community.
2. Voting members shall be the parents or legal guardians of all active students of the Beebe band program. All other members shall be non-voting members unless voted upon by the executive board.
3. There shall be no cost for membership.

Article 3- Meetings and Voting

1. General Membership meetings shall occur at least twice annually. One to elect Executive Board Members, another for recruitment for new members. Other meetings may occur during the school year. The dates and location should be mutually agreed upon by the President and the HS Band Director. Voting members present shall constitute a quorum for the transaction of business.

2. Executive board meetings must meet at least three (3) times annually. Two (2) of the Three (3) meetings must be before the two (2) required general meetings. A meeting may be canceled upon mutual agreement of the President and HS Band Director. The schedule of meetings should be determined by the President and HS Band Director and meetings may occur at any predetermined location or via other electronic means. The majority of the Executive Board Members must be present to constitute a quorum for the transaction of business.
3. Special meetings may be called at any time by the President, the HS Band Director or by majority consensus of the Executive Board as necessary, provided all board members are notified.
4. The directors must be advised of, and included in all meetings. All directors must have the option to attend all meetings.
5. Notice of all meetings should have a minimum of 72 hours notice, and may be communicated via email, newsletter, website, or other means approved by the President and HS Band Director. Notice should clearly state the date, time and location of the meeting.
6. Any action taken at the meeting should be documented in the minutes by the Secretary. The President should appoint another board member to record minutes in Secretary's absence.
7. Each voting member is entitled to one vote for matters which are presented at a general membership meeting.

8. Each Executive Board position is entitled to one vote. The President will serve as a tie break vote.

Article 4 - Executive Board and their Election

1. The Executive Board shall manage the activities, affairs, and finances of the Beebe Band Boosters organization.
2. The Executive Board shall be composed of the following positions:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Sergeant at Arms
 - The Band Directors will serve as an advisor and voting member of the Executive Board.
3. To be eligible to serve in an Executive Board Position, the candidate/member must be the parent or guardian of a current, active student in the BHS Band Program unless asked upon in specific circumstances. If the student ceases to be a member of the band program, the Executive Board Member must resign from his/her position. To

4. The President position is preferred to be filled by a candidate that has served on the Executive Board in another capacity for at least 1 term prior unless voted upon by the executive board and with recommendation from the President or HS band director.
5. Executive Board Members may not serve in two voting positions simultaneously. Executive Board Members may however serve in other capacities such as committees or liaisons, that do not otherwise cause a conflict of interest with the currently held executive board position.
6. The President and Treasurer may not be married or in a relationship.
7. The Term of Office for all Executive Board positions shall be 1 year, to begin on June 1st and end on May 31st to coincide with the Beebe Band Booster fiscal year. Any term served for one-half of the term or more shall count as one full term.
8. Term Limits - Each Executive Board position may not be held for longer than two (2) consecutive terms, unless approved by the Executive Board and the HS band director for extensions or reductions.
9. Executive Board Members shall be elected by vote at a designated general membership meeting in the spring semester.
10. Vacancy on Executive Board- for any vacancy mid term the board shall select the replacement, if any, with the approval of the HS Band Director and President. In the case of a President position vacating,

that position must be filled from a current member of the Executive Board. The newly appointed person will serve the remainder of the term.

11. Removal of an Executive Board Member may occur for any reason by majority vote of the Executive Board and approval of the HS band director.

12. All Executive Board Members shall read and agree to the Beebe Band Boosters bylaws and Beebe School District guidelines for Booster Clubs upon taking office.

Article 5 - Executive Board Position Duties

1. President:

- a. Facilitate Board meetings and General meetings
- b. Appoint Nominating Committee for annual Board elections
- c. Signer on bank account, may issue checks as needed in absence of Treasurer
- d. Coordinate with the Band Director to support Beebe Bands
- e. Assist with creating annual budget
- f. Ensure annual audit is completed at close of fiscal year
- g. Manage Concession stands
- h. Assist Vice President and Treasurer with duties if needed
- i. Other duties as needed

- j. Communicate with the athletic director

2. Vice President:

- a. Facilitate Board meetings in the absence of President
- b. Solicit donations on behalf of Beebe Band Boosters
- c. Oversee all fundraising activities as approved by the HS band director
- d. Manage Concession stands
- e. Assist President and Secretary with duties if needed
- f. Other duties as needed

3. Treasurer:

- a. Maintains the budget for the booster club
- b. Work with the High School Band Director, President and other board members as needed to prepare an annual budget
- c. Signer on bank account
- d. Track and record all incoming money and expenditures of the organization
- e. Primary check writer for disbursement of funds
- f. Make timely deposits
- g. Pay all invoices
- h. Maintain all receipts for the previous seven (7) years
- i. Provide a financial report to the board at least 24 hours prior to meetings
- j. Ensure bank signers are added or removed from accounts as needed
- k. Maintain financial records and reconciliations of accounts for at least seven (7) years

- l. Responsible for securing and issuing any club program membership cards as needed (ie, Costco, Sam's Club)
- m. Purchasing items for concessions when needed
- n. Facilitating someone to pick up items from stores when needed
- o. Review all bank statements
- p. Manage Concession stands
- q. Other duties as needed

4. Secretary:

- a. Keep an accurate record of all Executive Board meetings, regular and called meetings of the members of the Beebe Band Boosters.
- b. Records shall be made available to the President no later than two (2) weeks after the subject meeting
- c. Records shall be kept for a period of seven (7) years and turned over to the in-coming Secretary by June 1st of each year
- d. The Secretary shall be responsible for the Beebe Band Boosters correspondence
- e. Maintain copy of bylaws and revisions
- f. Ensure bylaws are issued to all new board members
- g. Assist in running Sign-up Genius for Concession volunteer sign ups
- h. Manage Concession stands
- i. Assist Treasurer or Sergeant at Arms with duties if needed.
- j. Other duties as needed

6. Sergeant at Arms:

- a. Make sure meetings stay on track.
- b. Communicate with the Secretary to contact parents that no-call-no-show to concessions.
- c. Manage Concession stands
- d. Assist with any position if assistance is requested.
- e. Running Sign-up Genius for Concession volunteer sign ups
- f. Other duties as needed

Article 6 - Managing Concession Stands

1. In Article 5, everyone has the duty of managing concession stands. This entails the following:

- a. Make sure everyone is present that is signed up
- b. Oversee that the stand has been stocked and is ready for the event
- c. Once the event is over, count and report to the vice president what will need to be purchased before the next game
- d. Make sure volunteer positions are assigned and they are able to do said responsibility
- e. Contact the sergeant at arms if someone is missing from the volunteers for that evening on sign up genius
 - i. If the sergeant at arms is the lead person for the night, it will be the Vice President's responsibility to contact those individuals

Article 7- Fiscal Responsibility

1. Fiscal year will be June 1 - May 31
2. There shall be at least two designated signers on the bank account each year and must include the President and the Treasurer. Additional signers added must have a majority vote of the Executive Board.

The Treasurer is responsible for ensuring signers are added or removed from accounts as needed.
3. The President or treasurer must approve any temporary custody of funds for approved purposes.

(Example, using gift cards that have been issued to the Beebe Band Program)
4. Unbudgeted expenditures above \$500 should have approval by the President and Treasurer.
5. Budget - The Executive Board must approve an annual budget for the following school year prior to the end of the current fiscal year. Modifications to the budget must be approved by vote of the Executive Board as necessary.
6. Fundraisers - All fundraising activities must be in accordance with UIL and MISD guidelines, and must have approval from the Director of Bands.
7. Audits - An audit of the Beebe Band Boosters financial records shall be done annually at the end of the fiscal year. Additional audits should be done if there is a new appointment of Treasurer mid term, or at the direction of the Executive Board for other reasons. The audit may be done by an appointed audit committee or a qualified 3rd party as approved by the Executive Board.
8. No part of the net earnings of the organization shall benefit or be distributable to its board, members, or other private persons, except where the organization shall be authorized to pay reasonable compensation for services rendered.

Article 8 - Amendments of Bylaws

1. These bylaws may be altered, amended, or repealed; and new bylaws may be adopted by a majority vote of the voting members of the Executive Board, provided that such alterations, amendments, or proposed substitute bylaws have been read or distributed to all Executive Board members.
2. All changes or amendments are subject to approval by the Director of Bands.
3. Changes to the bylaws should be dated and signed by the Secretary.

Article 9- Authority

1. *Roberts Rules of Order, Revised* shall apply in all cases in which they do not conflict with the rules of the Beebe Band Boosters.

Article 10- Code of Conduct

1. Support the Band Program:
 - a. Actively participate in the band community by attending performances, volunteering when possible, and promoting the band program to other parents and students.
2. Behavior during performances:
 - a. Always remain quiet during a live performance.
 - b. Be attentive to what is taking place on the stage, field or floor.
 - c. Always consider your fellow audience members around you, especially when your child is not performing.

- d. Do not enter or leave the audience area during a performance.
- 3. Respectful Communication:
 - a. Communicate concerns or issues with the band director, staff, and other parents in a respectful and professional manner, addressing matters directly with the appropriate individuals.
- 4. Positive Attitude:
 - a. Foster a positive and supportive environment by encouraging good sportsmanship, celebrating achievements, and refraining from negative comments about the band or staff. If there is a problem with a student, talk to the directors.
- 5. Attendance and Punctuality:
 - a. Ensure my child attends all rehearsals and performances on time, notifying the director in advance of any absences.
- 6. Uniform and Instrument Care:
 - a. Maintain the proper care of the band uniform and instrument, ensuring they are clean, in good condition, and ready for performances.
- 7. Academic Responsibility:
 - a. Prioritize my child's academic responsibilities, ensuring that band participation does not negatively impact their schoolwork.
- 8. Respect for Others:
 - a. Demonstrate respect for all band members, staff, fellow parents, and audience members by upholding appropriate behavior during rehearsals, performances, and competitions.
- 9. Confidentiality:
 - a. Maintain confidentiality regarding sensitive information related to the band program and other students.

10. Social Media Usage:

- a. Refrain from posting negative or disparaging comments about the band, staff, or other students on social media platforms.

11. General notice:

- a. Everything you do as a parent/guardian reflects on your student and the band program. If you put the idea of negativity into the community, that's what the community will give us.
 - i. If there is a problem with a student, talk to the band directors.
 - ii. If there is a problem with a parent, talk to the President or Sargent at Arms.

12. Code of Conduct Violations:

- a. Understand that violations of this code of conduct may result in consequences, including potential limitations on participation in band activities.

Article 11- Dissolution

- 1. If the booster club, Director of Bands, or Beebe School District administration determines it is in the best interest that the booster club be dissolved, the booster club must determine the distribution and usage of treasury monies and other assets before dissolution to comply with the Internal Revenue Service guidelines. Care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose and should remain with the Beebe Band Program.

Record of Bylaw Amendments/Revisions Date of approval:

Description of changes: Complete rewrite of bylaws

Names:

Printed:

Signature: