



By-Laws

Updated: May 6, 2019
Approved: May 13, 2019

Article I Name

- A. The name of this organization shall be Aledo Band Boosters, hereafter known as ABB.

Article II Purpose

The purpose of the ABB will be:

- A. To promote the welfare and best interest of the entire Aledo Band Program;
- B. To lend support, both moral and financial, to the Aledo Band Program;
- C. To coordinate with the Aledo ISD band directors and its employees to the fullest extent for the best interest of the band program;
- D. To provide a forum for parents and directors to meet to engage and improve the Aledo Band program;
- E. To coordinate volunteer efforts of the Aledo Band program.

Article III Policies

- A. This organization shall be non-commercial, non-sectarian, and non-partisan. No commercial enterprise and no political candidate shall be endorsed by it. Organization will avoid controversial issues, including political, moral, religious, or other;
- B. Neither the name of the organization nor the name of its officers in their official capacity shall be used in connection with a commercial concern or with any partisan interest of for any purpose other than the regular policy of the club;
- C. This organization shall not seek to direct the administration activities of the Aledo Band program or to change its policies;
- D. This organization may cooperate with other school or community groups active in promoting the best interests and welfare of the Aledo ISD students provided they make no commitments which shall bind them together;

- E. The organization shall maintain a checking account with four authorized signatures on file at the organization's banking facility. Checks written shall require two designated signatures of executive committee members on file at the bank.

Article IV Membership and Dues

- A. Membership is open to any person with a special interest in the Aledo Band program, either past, present, or future;
- B. Payment of designated dues is necessary to be a voting member;
- C. The privilege of voting, holding office, making motions, and debating issues shall be limited to members of the ABB whose dues are paid.
- D. Membership dues are on a tier system. Tiers are to be voted on and decided by the Executive Board before each years Administration Day.

Article V Meetings

- A. Members will meet regularly during the school year. A monthly meeting date will be set for the remainder of the year during the first meeting of each membership year. These dates will be made public on the ABB website;
- B. Regular meetings shall be held on the second Monday of each month during the school year unless otherwise announced by the organization or the executive board. Notice shall be given in advance of a change in date or time;
- C. Special meetings shall be held whenever called by the President. Notice will be posted on the ABB website no less than 5 days before and no more than 30 days before special meeting occurs;
- D. Voting on all matters shall be by the members present. At least one voting member and a majority of the Executive Board shall constitute a quorum at the regular meeting;
- E. The May meeting shall be the annual meeting. This meeting shall include the election of officers, year-end budget report and other reports as necessary;
- F. Members present constitute a quorum.

Article VI Election of Officers

- A. All officers shall be elected at the May meeting. Elections shall be by voice vote or show of hands. Officers shall serve one year. Officers shall assume their duties after the annual meeting in May.

- B. A vacancy occurring in an office shall be filled by a vote of the members of the executive committee, except for the office of President, which shall be filled by the Vice President. In the event the Vice President cannot fulfill this position, the members of the organization shall elect a new President.
- C. Up to 10 additional Executive Board members may be nominated by the Executive Board at any time during the year to assist as the ABB as needed at events during the year. The nomination shall be voted on by the ABB by voice vote or show of hands. The additional Executive Board members shall serve until the election of the new Executive Board

Article VII Duties of Officers

All Executive Board and Board are expected to attend ABB meetings.

- A. President (Executive Board):
 - 1. Shall preside at all meetings of the club and of the executive committee
 - 2. Shall be a member ex-officio of all committees and a voting member of the nominating committee
 - 3. May co-sign checks
 - 4. Shall be empowered to call meetings of the general membership and/or executive committee in situations where immediate action is needed
 - 5. Shall vote in meetings of the general membership only when necessary to break a tie vote
 - 6. Shall be empowered to appoint committees
 - 7. Shall serve as a liaison between the booster organization and the school administration, along with the band directors
 - 8. Shall set the agenda for meetings of the general membership
 - 9. Shall appoint an audit committee in May (the annual meeting) or sooner if there is a change of Treasurer
- B. Vice-President (Executive Board):
 - 1. Shall assist the President and shall perform the duties of the President in the absence of that official
 - 2. May co-sign checks, if designated
 - 3. Shall assist with membership drive throughout the year if needed
 - 4. Shall do other duties as may be necessary
 - 5. If at all possible, shall assume the office of the President in the event the President resigns or is no longer able to function as President

6. Shall provide oversight of special projects and serve as support to the fundraising chairpersons as needed

C. Secretary (Executive Board):

1. Shall keep minutes of all meetings of the club and the executive committee
2. May co-sign checks, if designated
3. Shall file and maintain a notebook of all minutes, by-laws, reports and pertinent documents
4. Shall attend to all routine correspondence of the organization
5. Shall send copies of the minutes of each meeting to the appropriate school officials
6. Shall do other duties as may be necessary

D. Treasurer (Executive Board):

1. Shall receive all money collected by the organization
2. Shall keep an accurate record of receipts and expenditures
3. Shall pay all bills incurred by the organization
4. May co-sign checks
5. Shall give a report of funds and expenditures at each meeting and at other times requested by the executive committee
6. Shall present the annual budget as determined by the executive committee at the first general meeting of the school year

E. Assistant Treasurer: (as needed)

1. Shall assist the Treasurer and shall perform the duties of the Treasurer in the absence of that official
2. May co-sign checks

F. Publicity Chairperson:

1. Shall be responsible for publicity of all Aledo ISD Band programs and Band Booster Club activities and collaborate with band directors regarding information to be publicized. This includes, but is not limited to, area newspaper articles, flyers for local businesses and handout sheets for parents
2. Shall assist with any other publicity needs of the organization
3. Shall select a committee to be of assistance with publicity and use various means of publicizing information to the band booster membership such as making calls or using other formats (such as email) as needed regarding booster club meetings, band performances, and band related issues.
4. Shall serve as Webmaster for the current website

5. Shall develop and update Aledo Band Booster website to include current events, accomplishments, calendars and photographs.
6. Shall assist in web-based merchandise sales.
7. Will update current events on social media in a timely manner

H. Concessions Chairperson:

1. Shall be responsible for concessions operations that the club agrees to maintain. This may include obtaining facilities, stocking, serving, providing staff, and other actions as needed for a successful concession operation
2. Shall select a committee to be of assistance

I. Campus Representatives:

1. Shall include 1 representative per campus
2. Shall also include up to 10 additional executive committee members as nominated by the executive board and confirmed by the Boosters to assist as needed with the Band Booster events during the year.
3. Will be responsible for chairing, co-chairing or assisting with at least one fundraising event per year as delegated by the executive board
4. Serve as the representative for their respective grade/campus/special area

J. Merchandising Chairperson:

1. Shall oversee the purchasing, stocking and sales of band booster merchandise throughout the year
2. Shall select a committee to be of assistance with all aspects of merchandising

K. Fundraising Chairperson:

1. Shall maintain overall responsibility of the annual fundraisers.
2. Shall form sub-committees of each fundraiser, coordinating as needed.
3. Shall coordinate representatives that are responsible for sub-functions of the annual fundraisers

L. Scholarship Chair:

1. Will secure a community donor to fund Aledo Band Scholarships.
2. Will form a sub-committee of 2-3 Booster members, not to include parents of Senior students.
3. Will annually review, revise and disseminate Scholarship Application Form and process.
4. Will assign and coordinate Review Panel.

M. Membership Chair: (overseen by Secretary)

1. Shall be responsible for membership drive, including but not limited to creating membership forms, ordering supplies and merchandise,

2. Shall be responsible for the recruitment of new ABB members
3. Shall maintain membership list and database and submit report as needed
4. Shall be responsible for volunteer committee to help with membership sign-ups and delivery of membership incentives

Article VIII Financial and Fiscal Year

- A. The Treasurer after consulting with the Aledo ISD band directors and the Executive Board will submit a budget for approval prior to the August meeting;
- B. Proposed budgets will be discussed starting in June for the next school year. Meetings with directors will occur over the summer with the board to discuss proposed budgets, with a final budget being voted on at the September booster meeting.
- C. The Treasurer at the end of each fiscal year, shall prepare an Annual Financial Report and fulfill all state and deferral filing commitments, as needed;
- D. The fiscal year of the ABB shall begin on the first day of September and end on the last day in August of each year;
- E. The transfer of records and audit of accounts should be completed no later than July 1st of each year;
- F. An amount of money may be voted at the May meeting to be available during the summer to the band directors for expenditures for the summer;
- G. A minimum bank balance of \$3,000.00 shall be left to begin the next school year.
- H. Any active ABB member may make recommendations for expenditures of funds other than those approved in the annual budget. Recommendations for expenditures may be brought forward to the Executive Board during any regular meeting. Simple majority vote (of attending Executive Board members) is required to approve expenditures.

Article IX Audits – Financial and Procedural

- A. In accordance with the Texas Business & Organization Code 22.352, the ABB, a charitable organization with annual contributions over \$10,000, must have current and accurate financial records in accordance with Generally Accepted Accounting Principles. Based on these financial records, the Treasurer will prepare an annual financial report that conforms to American Institute of Certified Professional Accountants standards. The financial report must be made available to the public in accordance with Texas Business & Organization Code 22.353(b)
- B. An independent financial audit shall occur any time a new Treasurer is appointed or elected, or every three years, whichever occurs first. The independent audit will be completed within 2 months of the end of the academic school year for which the audit will occur. The independent audit will be conducted by and outside accountant that has not had affiliation with ABB in the prior three years, or by an audit committee

comprised of three (3) appointed members of the organization or community that do not have authority to sign checks for the ABB and have not been involved in the finances of the ABB, other than to view financial reports.

- C. All financial records will be stored, according to the ABB archiving procedure outlined in the by-laws, for a minimum of three years and until the next audit occurs.
- D. Audits for other purposes, such as parliamentary procedure, records keeping, or for training purposes, may be requested in writing or in person (at an organized meeting) by any ABB member at any time. Such an audit will be conducted when the majority of the board votes to accept such a request. The board will appoint an audit chair who will select an audit committee that will draft the audit purpose and procedure (which will be subject to board approval), conduct the audit, and file a report with the board within two months of acceptance of the request.

Article X Conflict of Interest

- A. No person who does business with a school booster club or other school organization, either as a representative or owner (in whole or part) of a company, or is in a position to profit financially from the relationship, may serve on the Executive Board
- B. Any transactions or relationships required during the school year that may constitute a conflict of interest with an Executive Board member must be documents in writing and reviewed/approved by the Executive Board;
- C. All transactions of the ABB should be transparent and above board.

Article XI Relationship to School District

- A. All activities must comply with the rules of the UIL and the policies of Aledo ISD;
- B. The superintendent of Aledo ISD, principals of Aledo High School, Aledo Middle School, and McAnally Intermediate School, and the Aledo Band program directors shall have veto power over the decisions and activities of the ABB only if the ABB's actions are not in compliance with UIL rules or district written policies; and
- C. The ABB shall never attempt to direct a band director or instructor in any of his / her duties.

Article XII Amendments to By-Laws

- A. By-laws of the Aledo Band Booster Club may be amended by the following procedure:
 - 1. Notification of intent to make by-law changes shall be given at a regular meeting.
 - 2. Printed proposed by-law changes shall be made public on the ABB website.

3. The proposed changes shall then be presented at a scheduled meeting for approval.
 4. A two-thirds approval vote of the voting members present is required for amendment.
- B. Newly approved amendments should be added, in a timely manner, and updated into the current copy of the bylaws kept by the Secretary;
 - C. Newly approved bylaws shall be distributed to all board members and Aledo ISD band directors within 10 days

**Article XIII
Parliamentary Procedure**

- A. Robert's Rules of Order (REV) shall be the guide to parliamentary order.

**Article XIV
Dissolution of Organization**

- A. Upon dissolution, all assets of the ABB Organization shall be liquidated, and funds held and expended by the Aledo ISD in accordance with the purposes of the ABB until all such funds shall be expended; and
- B. If the Aledo ISD is not in existence or is unwilling or unable to accept the assets of the ABB upon dissolution of the ABB, assets shall be distributed for one or more exempt purposes within the meaning of Section 501©(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purpose or to such organization or organizations as said court shall determine, which are organized and operated exclusively for such purposes.