BASTROP BAND

BOOSTERS CLUB

BYLAWS/PROCEDURES

Revised: August 10, 2023

Approved: _____ Date_____

(BISD Director of Fine Arts Office)

BASTROP BAND BOOSTERS CLUB
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ARTICLE I

Name

The name of the organization shall be known as the *Bastrop Band Boosters Club*.

ARTICLE II

Objective

The objective of the *Bastrop Band Boosters Club* (the "Club") shall be to cooperate with and assist the band directors, band students, and the administration of the Bastrop High School, Middle School, and Intermediate School bands. Methods of achieving this objective are as follows:

1) By promoting and supporting the Bastrop Bands in achieving their fullest potential,

2) By aiding in carrying out, but not determining or dictating the policies initiated and developed by the Band Department and School Administration,

3) By fostering and maintain a high degree of enthusiasm and group spirit in the Bands,

4) By providing supplementary financial assistance to the Band program,

5) Promoting better understanding and appreciation in the community and within the student body of the Band's musical and other activities.

ARTICLE III

Guidelines

A. Policies Governing the Club

The Club shall organize and function in a way that is consistent with the Bastrop Independent School District's philosophy and Booster Club Guidelines, and in accordance with UIL Booster Club guidelines. The Band Director's serve in an advisory capacity to the Executive Board and should not have any control or signature authority over Club funds, including petty cash or miscellaneous discretionary funds.

B. BISD Director of Fine Arts Office Involvement & Approvals

The formation and operation of the Club, and Club bylaws must be approved by the BISD Director of Fine Arts Office annually.

A Club audit must be conducted by, at a minimum, two Club members (which are not Board Officers or Standing Committee Chairs) and turned into the BISD Director of Fine Arts Office annually.

The BISD Director of Fine Arts Office and/or school administrators should be appraised of Club activities and invited to general Club meetings.

C. IRS Employer Identification Number and Tax-Exempt Status

At a minimum, the Club must file for an Employer Identification Number (EIN) for banking purposes by completing IRS Form SS-4 or by applying online through the IRS.gov website. The Club should also apply and maintain 501(c) 3 status with the IRS (this status will allow donors to make tax deductible donations).

ARTICLE IV

Officers

A. Executive Board

In order to maintain a Club, at minimum a President, Vice President, and Treasurer must be elected; any additional Executive Board Officer positions must also be elected. BISD employees cannot serve in any Board Officer position or committee with any financial capacity. Financial capacity includes, but is not limited to, holding positions of president, treasurer, fundraising, concessions, or any capacity in which money or accounts are involved or serving as a check signer. The leadership of the Club shall consist of the following Executive Board Officer positions (the "Board"):

1) **President** (*shall not hold office for more than 2 consecutive one-year terms; cannot be a BISD employee*):

- The President presides over all Board and general Club meetings,
- Calls special meetings,
- Performs all duties pertaining to the position,
- Serves as the Chairperson of the Officer Nomination Committee,
- Appoints Committees and Committee Chairs,
- Supervises the work of all Board Officers and committees,
- Maintains a notebook and trains successor,
- Acts as the primary liaison with Bastrop Band Directors and the BISD Director of Fine Arts Office,
- Executing all official correspondence.

2) **Co-President** (*shall not hold office for more than 2 consecutive one-year terms; cannot be a BISD employee*):

- The Co-President acts as the President's representative in his/her absence and presides at meetings in which the President is absent and shall serve as President should that position become vacant,
- Remains familiar with all Club activities in order to succeed to the position of the President,
- Performs functions delegated by the President,
- Responsible for communications,
- Serves as the Chairperson of the Club's Scholarship Committee,
- Maintains a notebook and trains successor.

3) **Vice President** (*shall not hold office for more than 3 consecutive one-year terms; cannot be a BISD employee*):

- The Vice President act as the Co-President's representative in his/her absence and presides at meetings in which the President and Co-President are absent and shall serve as Co-President should that position become vacant,
- Remains familiar with all Club activities in order to succeed to the position of the President,
- Performs functions delegated by the President,
- Oversees fundraising activities of the Club,
- Maintains a notebook and trains successor.

4) **Secretary** (*shall not hold office for more than 3 consecutive one-year terms*):

- The Secretary is responsible for keeping accurate set of minutes and records of the proceedings of the Club,
- Receives petitions,
- Assists the President in preparing the meeting agendas for general and Board meetings,
- Distributes meeting minutes for Board and general meetings,
- Maintains records of attendance of each member,
- Assists in writing all official correspondence such as emails, invitations, thank you notes, etc.,
- Receives and maintains all clippings, papers, and documents to be placed in permanent files,
- Performs functions delegated by the President, Co-President, and/or Vice President,
- Maintains records, a notebook, and trains successor.

5) **Treasurer** (*shall not hold office for more than 2 consecutive one-year terms; cannot be a BISD employee*):

- The Treasurer is the authorized custodian of Club funds to receive, deposit and disburse all monies as necessary in a timely manner,
- Maintains an account with First National Bank of Bastrop to include the Treasurer, Treasurer Assistant, and President on the signature card,
- Participates in the Ways and Means Committee,
- Prepares the annual budget for Board approval and periodically compares the estimated budget versus the actual spending (escalates discrepancies to the Board),
- Issues receipts for all monies received and deposited,
- Reconciles monthly bank statements and itemizes all deposits and disbursements for the month to include on a detailed Treasurer Report to be submitted to the Board by the 20th of each month
- Provides a summary to the Club of the expenses, deposits, beginning and ending balances on the account at every general meeting,
- Forms and oversees an Audit Committee of two appointed active Club members to annually audit the Club financial records, and prepares a report of findings to provide to the BISD Director of Fine Arts Office,
- Files sales tax reports as required by the Comptroller's Office,
- Files annual IRS forms in a timely manner in order to maintain good standing with the IRS,
- Performs functions delegated by the President and/or Vice President,
- Maintains a notebook and trains successor.

6) **Treasurer Assistant** (*shall not hold office for more than 2 consecutive one-year terms; cannot be a BISD employee*):

- The Treasurer Assistant is the authorized custodian of Club funds to receive, deposit and disburse all monies as necessary in a timely manner,
- Shall serve as Treasurer should that position become vacant,
- Signature authority on the account with First National Bank of Bastrop,
- Assists in preparing the annual budget for Board approval and periodically compares the estimated budget versus the actual spending (escalates discrepancies to the Board),
- Issues receipts for all monies received and deposited,
- Assists in reconciling monthly bank statements and itemizes all deposits and disbursements for the month to include on a detailed Treasurer Report to be submitted to the Board,
- Assists in overseeing an Audit Committee of two appointed active Club members to annually audit the Club financial records, and assists in preparing a report of findings to provide to the BISD Director of Fine Arts Office,
- Files sales tax reports as required by the Comptroller's Office,

- Assists in filing annual IRS forms in a timely manner in order to maintain good standing with the IRS,
- Performs functions delegated by the President, Co-President, Vice President, and/or Treasurer,
- Assists in maintaining a notebook and training successor.

7) **Membership Leader**:

- The Membership Leader is responsible for recruiting members for the Club,
- Responsible for membership paperwork for the current year,
- Performs functions delegated by the President, Co-President, and/or Vice President,
- Maintains a notebook and records to pass on and train successor.

8) **Membership Assistant**:

- The Membership Assistant is responsible for assisting the Membership Leader in recruiting members for the Club,
- Shall serve as Membership Leader should that position become vacant,
- Assists in membership paperwork for the current year,
- Performs functions delegated by the President, Co-President, Vice President, and/or Membership Leader,
- Assists in maintaining a notebook and records to pass on and training successor.

9) **Concessions Leader** (*cannot be a BISD employee*):

- The Concessions Leader is responsible for the coordination and scheduling of volunteers and all concession activities,
- Handles and reports all sales,
- Sets menu items and pricing,
- Coordinates vendor deliveries and activities,
- Ensures concessions equipment is operating properly and coordinates repairs as necessary,
- Tracks inventory and orders supplies as needed,
- Performs functions delegated by the President and/or Vice President,
- Maintains a notebook and trains successor.

10) **Concessions Assistant** (*cannot be a BISD employee*):

- The Concessions Assistant is responsible for assisting the Concessions Leader in the coordination and scheduling of volunteers and all concession activities,
- Shall serve as Concessions Leader should that position become vacant,
- Handles and reports all sales,
- Assists with staff volunteers, setup, reconciling funds, etc.,
- Performs functions delegated by the President, Co-Present, Vice President, and/or Concessions Leader,
- Assists in maintaining a notebook and training a successor.

11) Hospitality Leader:

- The Hospitality Leader is responsible for the coordination of social events including the annual banquet, Christmas concert, Back-to-School, Annual Band Marching Festival, etc.,
- Performs functions delegated by the President, Co-Present, and/or Vice President,
- Maintains a notebook and trains successor.

12) Hospitality Assistant:

- The Hospitality Assistant is responsible assisting the Hospitality Leader in the coordination of social events including the annual banquet, Christmas concert,

Back-to-School, Annual Band Marching Festival, etc.,
- Shall serve as Hospitality Leader should that position become vacant,
- Performs functions delegated by the President, Co-Present, Vice President, and/or Hospitality Leader,
- Assists in maintaining a notebook and training a successor.

13) Uniform Leader:

- The Uniform Leader is responsible for the coordination and organization of the Uniform Room during Marching Season,
- Assists during football games in the uniform attire by ensuring band members are in full uniform prior to half-time show (plooms, hats, etc.),
- Coordinates Organization Days of Uniform Room, Storage Room, etc.,
- Performs functions delegated by the President, Co-Present, and/or Vice President,
- Maintains a notebook and records to pass on and train successor.

B. Qualifications & Elections

Officer positions must be held by a parent or guardian of a current or incoming band student in the program; band membership parent or guardian must have participated in at least 75% of the general meetings and membership dues must be current in order to be considered for an Officer or Committee Chairperson for the upcoming year. Only one family member/household may serve as an Officer on the Board at the same time, unless running unopposed (but only one vote from the household may be counted). Two family members may share the same Officer position, but their vote is limited to counting only once. Officer positions with term limits shall not exceed those term limits unless they are running unopposed, at which time an exception may be made to continue their term but only if the Officer is in good standing and the Board votes to for their continuation.

Nomination of Officers shall be made and coordinated by an Officer Nomination Committee of at least three current Board Officers (including Board President as Chairperson) and/or the Bastrop Band Directors annually and be secured by a majority vote of the Board. The election of Officers shall occur in April and no later than May of each year; installation shall be held at the May meeting (and no later than June) with tenure beginning immediately. The transfer of records and accounts should occur no later July.

Officers must participate and stay active in the Club. If an Officer misses more than 2 consecutive Board meetings their voting rights shall automatically be revoked and may be reinstated by a majority vote of the Board.

C. Resignation

Any Board Officer may resign at any time by submitting at least a 2-week written notice. Any Board Officer that resigns from their position will be ineligible from rerunning for future Officer positions (unless the position is vacant or running unopposed).

D. Officer Replacement

In the event of a vacancy of a Board Officer position, a replacement Officer shall be the assistant as the successor (if applicable) or appointed by the President with the approval of a majority of the Board.

ARTICLE V

Committees & Committee Chairpersons

A. Committees

Standing Committees may be formed for a variety of reasons designated by the President. Bastrop Band Directors shall be ex-officio members of all committees. This excludes the Audit Committee, which will consist of two members of the band booster club that are not currently serving as board members or committee chairs as seen in Article III, Section B.

B. Committee Chairpersons

Each Committee shall be chaired by a Chairperson appointed by the President and will be provided a committee purpose, roles, and responsibilities. Each chairperson shall maintain a notebook and train a successor if the committee is requested to continue through the next year. Each Committee Chairperson shall have meetings with their Committee as needed to complete their duties.

ARTICLE VI

Memberships, Dues & Meetings

A. Active Member

Any individual of voting age, who has paid their annual membership dues, and who is interested in promoting and supporting the Bastrop Band is eligible for active membership and will constitute the voting body of the Club. Actions shall be approved by the majority of paid members present. Club membership dues shall be established and set by the Board in the April meeting each year and will become due and payable in the Club meeting scheduled in November of the upcoming year.

An individual that is interested in becoming an active member of the Club but are unable to pay the annual membership dues, may request a hardship waiver. The hardship waiver must be in writing to the Board and will be considered and voted on by the Board on a case by case basis.

B. General Club Meetings

Meetings shall be governed by the rules contained in *Roberts Rules of Order,* except when those rules conflict with school policy or other rules of this organization. At least 3 general Club meetings shall be held annually (generally held once a month); meeting schedules shall be determined by the membership on an annual basis for each academic year.

In the general meetings, members will be provided details on upcoming events and plans, and provided a Summary Treasurer Report of Club expenditures and revenues.

Members are expected to support students, Directors, and model appropriate behavior at all events. A significant aspect of membership of the Club is the willingness to participate in Club activities and events whenever possible.

C. Special Meetings

Special meetings may be called by the President, a majority of the Board, the petition of 20% of the active members of the Club, or the Bastrop Band Director.

ARTICLE VII

Fundraising & Projects

A. Fundraising

The Club relies heavily on fundraising activities, concessions and donations in order to raise money to support various program needs. The Club will attempt to conduct at least two fundraising activities per year. Fundraising shall be conducted with the approval of the Board and/or the Club and in compliance with school policy.

Fundraising should be appropriate for the public-school environment. Fundraising events may generate support from the community and may generate positive public attention; consequently, negative public attention of any kind may result in the fundraiser being canceled.

Fundraising activities are subject to state law. Texas has a law governing raffles; therefore, all raffle fundraisers must be pre-approved by the BISD Director of Fine Arts Office.

B. Projects

From time to time the Club will undertake projects to benefit the bands, the schools and the community. The Club may provide supplementary financial assistance to the Band for Band related expenses and needs. Such projects may include the Club furnishing refreshments to the Band at functions when requested by the Band Directors on a cost basis or at no charge to the Band at special functions and trips if approved by the Board (provided that BISD policies, UIL , and state laws are followed). All projects shall be approved by the Board and/or the Club and in compliance with school policy. There shall be no solicitation for funds by any other organization or individual at club meetings or board meetings.

Emergency projects may be approved to fund as needed without calling a general meeting or board meeting. The allocation of emergency funds must be reported at the next scheduled general meeting.

ARTICLE VIII

Scholarships

Each academic year a Band Booster Scholarship Committee led by the Co-President, and consisting of the Band Directors and the Board Officers of the Club will meet to decide upon the recipients of the scholarships to be awarded to eligible Bastrop Band Students. Band Booster Scholarship Committee members that may have or are perceived to have a conflict of interest shall recuse themselves from voting.

Scholarship opportunities and amounts will be evaluated on a case by case basis, determined by the availability of Club revenues, the applicant's required submissions, and participation in the band program. Applicants are not guaranteed a scholarship. The number of scholarships awarded will depend on the amount of money saved from membership fees. Applicants who meet the following qualifications/criteria will be considered by the Scholarship Committee:

1) Senior students who have demonstrated dedication to the band/color guard program for four years,

2) The applicant's family/guardian must be an active member of the Bastrop Band Boosters and be a verified paid member (as of July 13, 2023, booster club membership is included in band fees) in good standing by the regular scheduled Booster meeting in November for all 4 years of high school (transfer students must provide a transcript from their previous school that indicates that their prior participation in high school band/color guard),

3) The applicant's family/guardian must have actively been involved in the Band program each year by

serving as a Board Officer, Standing Committee, or assisting with at least two band related activities such as concessions, volunteering at events such as marching festivals and competitions, assisting in coordinating projects and efforts such as fundraising and other projects (transfer students must include a letter from their previous Booster President or Band Director verifying their active membership and involvement each year).

4) The applicant shall:
    - Write 500 words or less essay based on the following question: How has your involvement in the band/color guard program affected your life and plans for the future?
    - Submit two letters of recommendations from adults. No more than one from a teacher at BHS. (Suggestions: scout leaders, church pastor, friends, and employers.)
    - Submit a resume that includes:
        - Band/Color Guard involvement for four years
        - Community involvement (scouts, church, volunteer work, etc.)
        - Employment
        - Other extracurricular activities (sports, theater, clubs, etc.)
        - Honors/Awards

5) The applicant must return all the required information by the due date indicated by the current year BHS Local Scholarship Application deadline; no late submission will be accepted or considered.

Scholarship recipients will receive a scholarship in the amount of $500 and be announced at the annual Spring Award Ceremony. Scholarships will not be released until validation of registration or proof of Fall enrollment and payment to an accredited college, university, or trade school is obtained and approved by the Scholarship Committee or Board. Registration proof of enrollment must include the students first and last name, the name of the institution, and schedule, registrar documentation of classes, transcript, or other documentation that fulfills this requirement.

ARTICLE IX

Finances

A. Handling of Club Funds

The activities funded, expenditures made, and scholarships awarded shall be financed primarily through membership dues and fundraising projects determined by the Board. All cash handling, monetary disbursements, and account reconciliation activities shall require the involvement of the Treasurer. The Treasurer is responsible for safeguarding Club funds and is the Club's first defense against fraud, waste, and abuse. The procedures described in this section are in compliance with the District's Booster Club Financial Guidelines and Booster Club Financial Controls Checklist (Exhibit A).

Every attempt shall be made to utilize Club funds in the most appropriate and fair manner which yields the Club the best value (such as price, timeliness, quality, etc.).

Typically funds that have been raised within a specific year should be utilized and benefit the students from the year in which the funds were raised. However, there are some exceptions such as funds saved to support and pay for activities that take place in the summer prior to the beginning of the season. Exceptions to carry over funds of significant amounts should be earmarked in the budget.

B. Bank Accounts

Bank checking accounts must be established with the Treasurer and two other Board Officers (typically the President and Treasurer Assistant) identified on the signature card; no more than three Board Officers may be identified on the account. Bank statements shall be reconciled within 20 Funds can only be dispersed by cash, check, or debit cards that MUST be used as a CREDIT. As debit cards are issued, the signer shall acknowledge that they are responsible for running each transaction as a credit and NOT as a debit. Debit Card Responsibility & Acknowledgment Form may be found in Exhibit C.

C. Budget

An annual budget shall be prepared in coordination with the Board and the Bastrop Band Director's to plan for estimated expenditures and revenues, and shall be approved by the Board prior the beginning of the season. This budget may be amended as necessary throughout the season with a majority vote from the Board. Periodically the estimated budget shall be compared and reviewed to actual spending. The Audit Committee shall review the Club's financial information and provide a report of the findings to the BISD Director of Fine Arts Office annually, no later than the end of August.

D. Cash & Receipts

All cash collections received by the Club must be deposited daily for receipts of $250 or more combined and weekly for receipts less than $250. All monies must be deposited prior to holidays and weekends. All purchases must have proper supporting documents including itemized receipts, cash receipt form, ticket sales record, etc. and shall be retained with the expenditure. A Missing Receipt Form (Exhibit B) shall be provided by the responsible individual and signed by the Treasurer for any missing receipts. The use of a cash receipt book shall be utilized for receipt documentation. At least two Board or Club members shall confirm, verify, and sign off on any cash received (including payment, sales, and concessions income).

E. Disbursements

Actual invoices/receipts should be on file prior to releasing a check. Disbursements of less than $1,000 shall require approval by the President, Co-President, or Vice President and disbursements of $1,000 or more shall require a majority vote by the entire Board; all documentation of a vote and disbursement requests require the Treasurer be involved (by email or other form of communication that may be validated) and shall be retained with the expenditure.

F. Property & Assets

All property, supplies, and assets obtained by Club funds shall remain in the control of the Club and shall be passed on from year to year until the item can be sold, retired, or destroyed.

ARTICLE X

Amendments to Bylaws

These Bylaws may be adopted, amended, and rescinded by the following procedure:

1) Proposed amendment(s) shall be submitted to the Board for recommendation. The Board shall be given at least two weeks to study the proposed amendment(s) before any action on the proposed amendment(s) may be taken,

2) Proposed amendment(s) must be presented to the Board by an active member that has paid their dues,

3) A majority vote on the proposed amendment(s) shall be obtained in a general Club meeting or by a majority vote by the Board.

4) The amended Bylaws are provided to the membership in the next general Club meeting.

ARTICLE XI

Disbanding of the Club & Disposal of Club Funds

In the event that the *Bastrop Band Boosters Club* should be disbanded, any monies, property, supplies, and assets of the Club or left in the bank account after the payment of all outstanding debts shall revert to the general band activity fund maintained by the Bastrop Independent School District for use by the band program.