

Wichita Falls High School Band Booster Club CONSTITUTION AND BY-LAWS

CONSTITUTION

ARTICLE I

Section 1 - The name of this organization shall be WICHITA FALLS HIGH SCHOOL BAND BOOSTER CLUB (Band Booster Club). This shall be a non-profit organization and shall be non-sharing and non-commercial, formed exclusively for charitable and educational purposes.

Section 2 - The purpose of this organization shall be to promote enthusiasm and provide financial, physical, and moral support and assistance to the band program at Wichita Falls High School, including any ensemble associated with the band program.

Section 3 - Membership in this organization is open to all persons interested in the welfare and support of the Band Booster Club who have paid membership fees. Voting privileges are limited to those paid members who are parents or legal guardians of active students in the Band.

ARTICLE II

Section 1 - The officers of this organization shall be President, Vice-President (VP), Fundraising Chair, Social Chair, Governance, Secretary, and Treasurer

Section 2 - The President shall preside at all meetings of the organization, appoint all needed committees, and be an ex-officio member of all committees.

Section 3 - The VP shall assume all duties of the President in his/her absence, maintain the membership of the Band Booster Club and prepare and disseminate communication with the members of the band booster club at the request of the President and/or the band director.

Section 4 - The Fundraising Chair shall be the chair of the fundraising committee.

Section 5 - The Social Chair shall act as social chairman for band parties and banquets.

Section 6 - The Governance shall be responsible for governance, including maintaining the by-laws and ensuring that all meetings are conducted according to Robert's Rules of Order. This person shall also chair the nominating committee.

Section 7 - The Secretary shall keep all records and minutes of all meetings in permanent form. A copy of the minutes shall also be stored in the band hall at WFHS.

Section 8 - The Treasurer shall receive all funds due the organization and make all disbursements. All expense reimbursements must be accompanied by receipts and have prior

approval of the executive committee. The Executive Committee shall have oversight to disburse funds for any items that were approved by the organization on the annual budget provided funds are available. Any expenditure exceeding \$250.00 that is not covered specifically by the budget must be approved by the organization. Payments of bills for items that are covered by fees collected do not require club approval. A detailed treasurer's report shall be made available to the membership at each regular meeting, and a permanent record shall be retained by the organization and a copy shall be stored in the band hall at WFHS.

ARTICLE III

Section 1 - The Executive Committee shall be composed of the elected officers of the organization. The band directors shall be ex-officio members and shall be advisors to the Executive Committee. A quorum of the Executive Committee shall be defined as 5 members of the Executive Committee.

Section 2 - It shall be the duty of the Executive Committee to have general supervision of the affairs of the organization.

ARTICLE IV

The annual meeting shall be in May of each year. The organizational regular meetings shall be conducted monthly during the school year, as needed. Special meetings shall be held on the call of the President. Notice of special meetings shall be distributed to the membership via the most expedient means available.

ARTICLE V

This constitution may be amended at a called meeting for such purposes or at a regular meeting. A written copy of the proposed amendments must be made available to the membership at least one calendar week prior to the meeting called for such purposes. All amendments to be adopted shall require a two-thirds vote of the quorum present.

ARTICLE VI

The Executive Committee shall meet with the band directors prior to the final meeting each school year to develop a proposed budget for the upcoming school year. The budget will be presented to the membership for approval. It shall be the goal of the executive committee to develop a budget with complete transparency of proposed spending.

BY-LAWS

Section 1 - TIME AND PLACE OF MEETINGS

The regular meetings shall be conducted as specified in Article IV of the constitution. The membership shall be notified of the specific time and place at least two days prior to the meeting.

Section 2 - DUES

The dues of the organization shall be an amount established annually by the Executive Committee.

Section 3 - VOTING

Only paid members of the organization who are parents or legal guardians (which is assumed to include those parents or legal guardians listed on the band student's AGR card on record at WFHS) may vote on any matters presented to the organization. Each eligible person shall have one vote. Voting may be conducted at any meeting by show of hand or bay ballot vote. Voting may also be conducted via electronic means if a regular meeting will not occur before a vote is required. If the Executive Committee calls for a vote electronically, the membership will be notified via email at the address of record. A quorum shall consist of votes of at least 5 members of the executive committee and other members to total at least 7 member responses.

Section 4 - ELECTION OF OFFICERS

A nomination committee shall be appointed by the President at the February meeting each year. This committee, chaired by the Governance, shall present their nominees first to the Executive Committee. Upon approval of the Executive Committee, the slate will be presented at the April meeting. Nominations may also be made from the floor at this meeting. No name shall be placed in the nomination without the consent of the nominees. Elections shall be held at the last meeting of the school year, and new officers shall be installed at this meeting.

If a position may become open (due to resignation, removal, etc.) during the school year, the Executive Committee shall determine, depending on the position and the time of year, whether or not to fill the vacant position. If the determination is made to fill the vacancy, the Executive Committee shall appoint the replacement person.

Section 5 - STANDING COMMITTEES

Standing committees may be appointed as the need arises by the President. The President shall appoint a committee chair. The President shall serve ex-officio on all committees.

Section 6 - AMENDMENTS

The by-laws may be amended at a called meeting for such purposes or at a regular meeting, upon written presentation of the proposed amendment. All amendments to be adopted shall require a two-thirds vote of the quorum present.

Section 7 - DISSOLUTION

Circumstances may occur which necessitate the dissolution of the organization. If a simple majority of the Executive Committee feels the organization should be dissolved, the membership and directors shall be notified in writing. A call for a vote of the membership shall occur at the next regular or special meeting. A two-thirds majority vote made by the membership in favor of dissolution shall dissolve the organization.

Upon dissolution of the organization, the Executive Committee shall, after making provisions for the repayment of any debts of the organization, disposed of all noncash assets and transfer the net cash assets to the WFHS Band activities account.

Section 8 - EX-OFFICIO MEMBERS

Honorary members shall be the directors of the band and the principal of WFHS. The organization shall accept, on occasion, ex-officio membership to fulfill specific needs of the organization or to perform a service or in support of the WFHS Band. Ex-officio members are not permitted to vote. They shall serve in a professional capacity or advisory capacity.

Section 9 - NOTIFICATION

Proper notification shall be made by the most expedient method, which may include email.

Section 10 - POLICY

It shall be the policy of this organization to adopt a definite constructive program for the aid and benefit of the students in the Wichita Falls High School Band, and devote its efforts to the accomplishment of this program. The organization shall not interfere with the academic and educational activities of the WFHS Bands which are customary and normal. This organization shall abide by the policies set forth by the Wichita Falls Independent School District and by the University Interscholastic League.

Any question not herein covered shall be governed by Roberts Rules of Order.

This Constitution and By-Laws of the Wichita Falls High School Band Booster Club are ratified and adopted this ___ day of August, 2023.

WFHS Band Booster Club President

Nominations & Governance Chairperson