

# **CROSBY BAND PARENTS BYLAWS**

---

## **ARTICLE I NAME OF ORGANIZATION**

The name of this organization shall be the Crosby Band Parents.

## **ARTICLE II PURPOSE OF THE ORGANIZATION**

### **Section 1. Nonprofit Purpose**

Crosby Band Parents is organized exclusively for charitable and educational purposes, including, for such purposes, the making of distributions to organization that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future Codes. Furthermore, the activities must be consistent with the Guidelines, Procedures, and Policies received by the Crosby Independent School District Administration and the Guidelines published by the University Interscholastic League.

### **Section 2. Specific Purpose**

The purpose of this organization is to support the Crosby High School Band by assisting the Band Directors, District Administrators, and School Officials in the development of excellence in music education, performance skills, and leadership in our students.

The specific objectives and purposes of the organization shall include, but not be limited to:

1. Providing financial support not available through regular budgetary channels or that is otherwise outside the scope of and/or domain of the regular budgetary channels, sponsoring seasonal trips as requested by the Band Directors, and offering scholarships to graduating seniors of the program.
2. Providing volunteers and chaperones for routine events, as well as educational and seasonal trips.
3. Promoting and supporting the entire Crosby Independent School District Band Program, and its students, in accordance with the University Interscholastic League (UIL) guidelines and Crosby Independent School District Guidelines, Procedures, and Policies.

## **ARTICLE III MEMBERSHIP**

### **Section 1. General Membership**

General membership of the organization shall be made up of all parents and/or legal guardians (as defined by Crosby ISD student registrations) of active band students. General membership is automatic in the organization by having a student enrolled in the Crosby High School band program.

Only general members shall be eligible to vote in the general meetings or serve the organization in any of its elected positions.

# **CROSBY BAND PARENTS BYLAWS**

---

## **Section 2. Honorary Membership**

Honorary membership of the organization shall consist of persons who have contributed, or wish to contribute, to the objectives of the organization. Honorary members are invited to attend general meetings; however, they shall not count toward quorums and shall have no voting rights. Honorary members may have their membership terminated by a majority vote of the general membership.

## **ARTICLE IV MEETINGS OF MEMBERS**

### **Section 1. Regular Meetings**

Meetings of the organization shall be held monthly from September to May at a time and day and at a location designated by the Executive Board. Notice of these meetings shall be sent to all members of the organization no less than ten (10) days prior to the meeting date.

### **Section 2. Special Meetings**

Special meetings of the members may be called by the President or a majority of the Executive Board. A petition signed by Eight (8) general members of the organization may also call a special meeting.

Notice of any special meeting of the membership shall be given at least two (2) days in advance of the meeting by electronic methods or by written notice.

### **Section 3. Quorum**

Twelve (12) members of the organization, regardless of their position within the organization, shall constitute a quorum.

## **ARTICLE V EXECUTIVE BOARD**

### **Section 1. General Powers**

The Executive Board shall have control of and be responsible for the affairs and property of the organization and shall transact the necessary business of the Organization between general meetings, or other business that may be referred to it by the membership.

### **Section 2. Number and Terms**

The number of officers on the Executive Board shall be fixed from time-to-time by the membership but shall not consist of less than five (5) nor more than ten (10) members. Officer positions are as defined in Article VI.

Elected officers of the Executive Board shall, upon June 1<sup>st</sup>, immediately enter upon the performance of their duties. All officers shall be considered terminated on May 31<sup>st</sup>.

# CROSBY BAND PARENTS BYLAWS

---

## Section 3. Annual and Regular Meetings

### 1. Annual Meetings

- a) Following the election of officers in May, a transition meeting of both outgoing and incoming Executive Board officers shall take place, at which all operations manuals, binders, and/or files (including any electronic copies) shall be turned over to the newly elected officers. The President and President-elect will coordinate the specific date, time, and location of the transition meeting.
- b) Following the transition meeting, a planning meeting of the Executive Board officers shall take place, at which the Executive Board shall discuss upcoming activities of the association and determine the direction and goals of the organization for the coming year. The President will designate the specific date, time, and location of the planning meeting.

2. Regular meetings of the Executive Board shall be held upon call by the President or at the request of any two (2) members of the Executive Board.

A two-thirds (2/3) majority of the Executive Board shall constitute a quorum.

## Section 4. Forfeiture and Removal

Any member of the Executive Board who fails to uphold the purpose of the organization as stated in Article II, or who is unable to fulfill any of the obligations of their position as set forth in Article VI, shall automatically forfeit their seat on the Executive Board. The President shall notify the Executive Board in writing that a seat has been declared vacant, and the Executive Board may forthwith immediately proceed to fill the vacancy in accordance with Section 5.

## Section 5. Vacancies

Whenever any vacancy occurs on the Executive Board it shall be filled without undue delay by a two-thirds (2/3) majority vote of the remaining members of the Executive Board.

## Section 6. Advisory Council

An Advisory Council may be created by the members of the Executive Board, whose members shall have no duties, voting privileges, nor obligations for attendance at any meeting. Members of the Advisory Council may not be classified as a general member of the organization and are typically members who have served previously on the Executive Board, possess the desire to serve the community, and support the work of the organization by providing expertise and professional knowledge. Members of the Advisory Council shall comply with any confidentiality policies set forth by the organization.

# CROSBY BAND PARENTS BYLAWS

---

## ARTICLE VI OFFICERS

All officers shall:

- a) adhere to the purpose of the organization as stated in Article II;
- b) keep in constant communication with all Executive Board members and Band Directors;
- c) lead by example with positive and responsible leadership qualities;
- d) have access to a current list of band students with their address, parents (general members) names, phone numbers, and e-mail address; and
- e) attend all general meetings and called meetings of the Executive Board unless there is a health or family emergency, or work obligation that prevents attendance.

### **President**

- a) preside over all meetings of the membership, and all of meetings of the Executive Board, in accordance with Robert's Rules of Order;
- b) prepare all agendas of the Executive and General meetings;
- c) institute meetings of the Executive Board as necessary;
- d) serve as an ex officio member of all committees except the nominating committee;
- e) oversee Band supply nights;
- f) provide electronic communication to the membership as necessary;
- g) be responsible, along with the Treasurer, for the post office mailbox and forwarding all invoices to the Treasurer for payment;
- h) have general superintendence and direction of all other officers of this corporation and see that their duties are properly performed; and
- i) coordinate all meals provided by the organization, such as game day meals and UIL lunches.

### **Vice-President**

- a) coordinate scholarship tracking and assist in scholarship fundraising events;
- b) provide the Executive Board an alternate set of duties for band students who cannot fully participate in scholarship fundraiser activities;
- c) retain permanent record of eligible underclassmen for scholarships; and
- d) be vested with all the powers and shall perform the duties of the President during their absence.

### **Secretary**

- a) record the attendance, minutes, and votes of all meetings of the organization;
- b) publish the attendance, minutes, and votes in written form for approval, copies of which will be kept in the secretary's files;
- c) maintain an up to date set of Policies and Procedures of the organization, including copies of the UIL Rules for Music Boosters, in the secretary's files; and

# CROSBY BAND PARENTS BYLAWS

---

- d) compose a letter to the financial institution listing the newly elected officers, along with the minutes of the May meeting, in order to establish which officers will have access to financial accounts.

## **Treasurer**

- a) have custody and responsibility of all accounts and funds belonging to the organization;
- b) make disbursements as authorized by the organization and/or Executive Board;
- c) keep a full and accurate account of the receipts and expenditures for the organization;
- d) present a written financial statement at each meeting of the organization and at other times as requested by the organization and/or Executive Board;
- e) provide adequate start-up funds as needed for all events, and ensure mechanisms are in place to secure all monies during events;
- f) submit final books and chart of accounts to the auditor for annual review in June; and
- g) maintain contact with the auditor as needed to review, confirm, and submit all tax returns with the State of Texas and the IRS, and ensure all other forms deemed necessary have been filed.

## **Concessionaire**

- a) maintain and order the necessary snacks and drinks for all band related activities; and
- b) maintain and order the necessary stock for the Concession Stands.

## **Volunteer Coordinator**

- a) attend Band supply nights in order to assist with collecting volunteers and background checks;
- b) obtain, confirm, coordinate, and schedule chaperones for all events as requested by the Band Directors; and
- c) coordinate and track volunteer hours for all events. Adult volunteers are responsible for signing in and out during events or submitting volunteer hours within five (5) days of an event to the Volunteer Coordinator for tracking and preparation of volunteer hour acknowledgements as needed.

## **Fundraising Coordinator**

- a) request startup monies from the Treasurer prior to any fundraising event in which money needs to be exchanged;
- b) advise the membership of any fundraising opportunities outside of the normally schedule fundraising activities (TopDog, Concessions), and upon approval by the membership, submit a report detailing the fundraising activity to the Band Directors and campus Principal for review, with a copy submitted to the Secretary for inclusion in the secretary's files; and
- c) coordinate a committee of members who will order, dispense, collect monies, and assist in the general administration of fundraising activities outside of the normally scheduled fundraising activities (TopDog, Concessions).

# CROSBY BAND PARENTS BYLAWS

---

## High School/8<sup>th</sup> Grade Liaison

- a) ensure contact information for incoming ninth grade band members is gathered before the end of school each year;
- b) plan and coordinate end of year Banquet; and
- c) attend the Middle School Spring Concert to distribute the High School Band “Welcome Packet” to eighth grade parents.

## Public Relations

- a) provide frequent and appropriate organizational news through social media and news outlets outlining organizational needs, events, and achievements;
- b) review any social media, news outlet, or general communication releases of importance or significance with the club president or vice president prior to release; and
- c) support the Fundraising Coordinator in the solicitation of organizational and event sponsors.

## ARTICLE VII ELECTION OF OFFICERS

1. A nominating committee composed of three (3) general members of the organization shall be appointed by the President at the March meeting.
2. The nomination committee shall submit their slate for officer nominations at the April meeting, and additional nominations may be taken from the floor. At the close of the April meeting, the slate for officer nominations shall be posted.
  - Only general members of the organization who have consented to serve and do not have anything outstanding owed to the organization shall be eligible for nomination.
  - Incoming freshman parents and/or legal guardians interested in serving on the Executive Board must have prior board experience or approval by two-thirds majority of the current membership.
3. Officers shall be elected by a secret ballot at the May meeting.
  - Voting membership for elections shall consist of parents and/or legal guardians who will have a student enrolled in the band program the following year.
  - A majority of the voting members present is required for election to office.
  - Members of the nominating committee shall immediately count the ballots and make known the results.

# **CROSBY BAND PARENTS BYLAWS**

---

## **ARTICLE VII CHAPERONES**

Chaperone opportunities for special events and trips will be given to general members with completed background checks and all required forms filed and cleared with the district. Preference will be given based on volunteer time served, in order of priority given to the Executive Board and general members.

Should the Band Directors advise that additional chaperones are needed which cannot be satisfied by the Executive Board or the general members, the Executive Board will meet with Band Directors to discuss alternative recommendations (such as a grandparent chaperones); however, no person under the age of 21 shall be able to chaperone any event.

## **ARTICLE IX SCHOLARSHIP COMMITTEE**

The Scholarship Committee shall consist of the Executive Board and one (1) Crosby ISD employee who is external to the organization, with a minimum of four (4) people in attendance. No parents of graduating seniors may serve on the committee. In the event that the Executive Board cannot fill the seats of the scholarship committee, eligible members of the organization may be asked to fill any seat vacancies.

A minimum of four (4) scholarships of at least \$500 shall be given each year, provided all bills have been paid and funds are left for start-up for the coming year. Scholarships shall be awarded with consideration given to character, honor, responsibility, leadership, reliability, integrity, cooperativeness, service/condition to the band program and a strong desire to further their education.

Scholarship applications will be made available to eligible seniors by February 1<sup>st</sup> and should be turned in to the Band Director by March 1<sup>st</sup>.

The Vice-President shall verify the cutoff date for scholarship submissions to be included in the programs for graduation exercises with the senior counselor and provide the list of the recipients to the counselor with instructions for recipients to be announced at Senior Award Night.

Recipients of a Crosby Band Parent Scholarship will have their picture taken and will be placed in the local publications and on social media as applicable.

### **SCHOLARSHIP ELIGIBILITY GUIDELINES:**

1. Student shall be enrolled in the band program for a minimum of two (2) years;
2. Student shall have no outstanding balance owed to the organization;
3. Student shall participate in all scholarship fundraising activities required by the Executive Board, including but not limited to:
  - a. Selling tickets, subscriptions, or goods their senior year that are specifically slated as a fundraising activity for acquiring scholarship funds; and
  - b. Volunteering a minimum of four (4) shifts during each TopDog season for each year of their enrollment in the band program.
4. Student shall meet all stated application requirements and submission deadlines.

# **CROSBY BAND PARENTS BYLAWS**

---

Eligibility requirements shall be tracked for all students with a copy of all fundraising activity spreadsheets, sign-in sheets, or other eligibility tracking paperwork maintained in the Vice-President's files. Eligibility results shall be made available to any student or general member upon request. Students missing any volunteer requirements may be provided with a set of alternate duties, provided that the request is made before January 1<sup>st</sup> of their senior year.

## **ARTICLE X DISSOLUTION**

Upon the dissolution of the Crosby Band Parents, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(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 the Court of Common Pleas of the country in which the principal office of the organization, as said court shall determine, which are organized and operated exclusively for such purposes.

## **ARTICLE X AMENDMENTS**

These by-laws may be amended at any general meeting of the Organization by a two-thirds (2/3) vote of the voting members present, provided that notice of proposed amendments shall have been given at a previous meeting.