

AMENDED AND RESTATED BYLAWS  
OF  
SACHSE HIGH SCHOOL BAND BOOSTER CLUB  
(a Non-Profit Association)



**Sachse High School Band Booster Club**

5250 Highway 78  
Suite 750-170  
Sachse, Texas 75048

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**AMENDED AND RESTATED BYLAWS  
OF  
SACHSE HIGH SCHOOL BAND BOOSTER CLUB  
(A Non-Profit Association)**

These Amended and Restated Bylaws (these “**Bylaws**”) are hereby adopted in their entirety by the Board of Directors (the “**Board**”) of Sachse High School Band Booster Club, a non-profit association (the “**Booster Club**”), effective as of May 10, 2022 (the “**Effective Date**”).

**ARTICLE I - NAME**

The name of the association shall be Sachse High School Band Booster Club.

**ARTICLE II - PURPOSE**

The Booster Club is formed to promote and encourage community and area support for the Sachse High School Band Program, including Colorguard (the “**Band Program**”), within the requirements of Section 501(c)(3) of the Internal Revenue Code (the “**Code**”) as follows:

- a. To encourage and maintain the interest of the students in all phases of band and instrumental music.
- b. To lend support wherever and whenever possible to the Board and Band Program, and to cooperate with the Board and school administration in all phases of Band Program activities.
- c. To encourage Band Program exposure by involving the community.
- d. To actively support all performances and activities of the Band Program.
- e. To enter and carry out fundraising projects necessary to support the financial needs of the Band Program.
- f. To remain neutral in any grievances between the Board and individual students, parents, administrators, or school authorities.

**ARTICLE III – MEMBERSHIP**

3.1 Membership : Membership in the Booster Club shall be open to all parents or legal guardians of students in the Band Program and any other interested persons (the “**Members**”).

3.2 Levels of Membership : The levels are as follows:

- a. General Member: A parent or legal guardian of a student(s) currently enrolled in the Band Program. The General Members have voting privileges and may hold office.

b. Associate Member: Anyone interested in the progress and development of the Band Program, other than a General Member. Associate members do not have voting privileges.

c. Corporate Member: Any business that pays to the Booster Club basic corporate membership dues. Corporate Members do not have voting privileges.

d. Student Member: Any student officer of the Band Program (including the President, Vice President, Secretary, and Treasurer). Student Members do not have voting privileges.

e. Board Member: An individual who, meeting the criteria set forth in these Bylaws, holds a position on the Board and is the parent or legal guardian of a student(s) currently in the Band Program. Only Executive Board Members have voting privileges.

f. Director: Directors of the Band Program ("**Directors**") shall be ex-officio Members providing guidance to the Booster Club. Directors do not have voting privileges per UIL mandate.

3.3 Term of Membership : Membership in the Booster Club shall be for one school year period. Membership must be renewed each school year.

3.4 Resignation : Any Member may resign at any time. Resignation shall be made in writing sent to the President or Secretary of the Booster Club.

3.5 Suspension and Expulsion : Any Member may be suspended or terminated for cause. Sufficient cause for suspension or termination of membership shall include, without limitation, violation of these Bylaws or any lawful rule or practice duly adopted by the Booster Club, or any other conduct prejudicial or detrimental to the interests of the Booster Club or the Band Program. Suspension or expulsion shall be by two-thirds vote of the entire membership upon recommendation of the Executive Board; provided, that a statement of the charges shall have been sent by certified or registered mail to the last recorded address of the Member at least 10 days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Executive Board at which the charges shall be considered, and the Member shall have the opportunity to appear in person and/or be represented by counsel to present any defense to such charges before action is taken thereon.

3.6 Members in Good Standing : All Members whose dues are current shall be considered in good standing and entitled to full privileges of such Member's class of membership.

#### **ARTICLE IV – MEMBER DUES AND CONTRIBUTIONS**

4.1 Payment of Dues : All dues must be paid in full before becoming a General Member, Associate Member or Corporate Member.

4.2 Annual Dues : At the meeting immediately prior to registration for the Band Program, the Executive Board shall establish the dues for membership for the following year. The membership dues are paid at the time of registration to fulfill the Booster Club's operating budget.

4.3 Corporate Dues : Basic Corporate Member membership dues shall be a minimum of \$100.00 per year. A scaled membership program may be established by the Executive Board and put into effect by June 1 of such membership year.

4.4 Sponsorship : Any business or group that desires to sponsor the Band Program may do so by, among other things, advertising in the Band Directory, spirit wear, band trailers and/or website. Advertising in additional activities and/or venues may be approved by a majority vote of the Executive Board.

4.5 Contributions : Contributions may be accepted by the Board from any source authorized by law; provided, that the Board shall not accept any contributions from any person that would affect the Booster Club's tax-exempt status under the Code.

#### **ARTICLE V – MEETINGS**

5.1 Meeting Purpose : General membership meetings exist for the purpose of disseminating information, making critical decisions, and planning for upcoming events. General membership meetings are not intended to be an open forum for criticism or the airing of grievances. Such matters must be brought to the attention of the Executive Board for consideration in the setting of agenda items for each meeting. Dismissals of meetings shall be at the discretion of the Booster Club President.

5.2 General Meetings : The Head Band Director and the Booster Club President will meet prior to the physical school year and agree on Booster Club meeting dates for the entire school year that will not affect activities scheduled for the Band Program. These meeting dates will be posted prior to the beginning of the school year on the Bands Program's website calendar. If a change to a meeting date is needed after the original meeting date was posted, then the meeting will be moved accordingly, and a notice will be sent out to the Board and Band Program parents of the newly scheduled date no less than 10 days before such meeting date.

5.3 Board Meetings: The Board shall meet prior to the general meetings as deemed necessary by the Booster Club President. A minimum of 24 hours' notice must be provided prior to such meeting being held.

5.4 Budget Meeting: There shall be a Budget approval agenda item at the last meeting of the Booster Club in May of each year. The budget for the succeeding fiscal year shall be reviewed at the scheduled May general meeting for the approval of the proposal. A review of the budget will be held at the scheduled September general meeting for the benefit of incoming Members.

5.5. Annual Meeting: There shall be an annual meeting of the Booster Club at the regularly scheduled April general meeting for the election of officers for the next year along with any annual reporting and the transaction of other business. Notice of such meeting shall be issued and delivered via e-mail to each Member not less than 10 days before the date of such meeting.

5.6. Emergency Meetings : The President or two Executive Board members may call emergency meetings of the Booster Club as deemed necessary. Notice of these meetings shall be issued and delivered to each Member via email at the addresses published in the Booster Club directory.

5.7 Voting List : At least 10 days before any meeting of the Booster Club, a complete list of the Members entitled to vote at such meeting (arranged in alphabetical order) shall be provided by the 2<sup>nd</sup> Vice President – Membership to the Secretary to be kept on file. The list shall also be produced and kept open at the time and place of such meeting, include a sign in of all Members attending such meeting, and shall be subject to the inspection of any Member during the entire time of such meeting.

5.8 Quorum : The Members present at each meeting shall constitute a quorum at any meeting of the Booster Club for any general or emergency meeting.

5.9 Proxy : At all meetings of the Booster Club, votes shall be cast in person. There shall be no voting by proxy.

## ARTICLE VI – BOARD OF DIRECTORS

6.1 Purpose : The Board shall have supervision, control, and direction of the affairs of the Booster Club, shall determine its policies or changes therein within the limits of these Bylaws, shall actively prosecute its purposes and shall have discretion in the disbursement of its funds. The Board may adopt such rules and regulations for the conduct of its business as shall be deemed advisable, and may, in the execution of the powers granted herein, appoint such agents to act on the Booster Club’s behalf as it may consider necessary.

6.2 Composition of the Board : The Board shall consist of the Booster Club Officers, the Booster Club Standing Committee Chairpersons and the Band Program Directors.

6.3 Election: The Booster Club Officers and the Booster Club Standing Committee Chairpersons (the “**Board Members**”) shall be elected from among the General Members who are in good standing in the Booster Club. The Board Members shall be elected by a majority vote of the General Members present and voting at the Booster Club’s annual meeting.

6.4 Term of Office of Board Members : Each Board Member shall hold an office for a term of one year, not to exceed two consecutive terms in the same office, or until the Board Member resigns. A Board Member who has served more than one-half of a term shall be credited with having served that term. Under Special circumstances a Board Member may exceed their 2 year term with a majority vote from the Executive Board Members.

6.5 Vacancies : Any vacancies that may occur on the Board shall be appointed by a majority vote of the remaining Executive Board Members for the remainder of the term. If the President resigns, the 1<sup>st</sup> Vice President – Fundraising will preside until the Executive Board meets to appoint a new President to complete the remainder of the term.

6.6 Resignation or Removal : Any Board Member may resign at any time by delivering written notice of such resignation to the President, the Secretary or to the entire Board. Such resignation shall take effect at the time specified, or, if no time is specified, at the time of acceptance by the President or the Board. Any Board Member may be recommended to be removed for a specific cause by a majority vote of the Executive Board at any Board meeting at which a quorum is present. Upon a majority vote of the Executive Board to recommend removal of a Board Member, the recommendation must then go to the Booster Club membership for a majority vote to approve the removal of the Board Member.



6.7. Absenteeism : Any Board Member who is absent for three meetings of the General Board meetings and/or Board meetings, unless excused by the Board, shall be considered to have vacated the office and shall be replaced at the next Board Meeting.

6.8. Regular Meetings : The Board shall meet at least once per month during the school year.

6.9. Emergency Meetings : The President may call an emergency meeting of the Board as he or she deems necessary. Notice of such emergency meetings shall be delivered by email and/or telephone to the Board Members.

6.10. Turn-Over Meeting : The Board shall meet in May for the transition to the new Board for the upcoming year.

6.11. Quorum : A majority of the Executive Board Members shall constitute a quorum for the transaction of business at any Board meeting. If less than a majority of the Executive Board Members is present, the majority of those Board Members present may adjourn the meeting.

#### **ARTICLE VII – OFFICERS, EXECUTIVE BOARD AND STANDING COMMITTEE CHAIRPERSONS**

7.1 Officers: The Officers of the Booster Club shall be: President, 1<sup>st</sup> Vice President – Volunteers, 2<sup>nd</sup> Vice President – Fundraising, 3<sup>rd</sup> Vice President – Hospitality, 4<sup>th</sup> Vice President – Communications, 5<sup>th</sup> Vice President - Colorguard, 6<sup>th</sup> Vice President - Merchandise, Secretary, Treasurer, and Parliamentarian.

7.2 Executive Board: The Executive Board shall be composed of the Officers and the Member-At-Large. The Band Directors shall be ex-officio members of the Executive Board.

7.3 Standing Committee Chairpersons : The Standing Committee Chairpersons of the Booster Club shall be: Secretary, Treasurer, and Member-At-Large. Standing Committee Chairpersons need to attend the Board Meetings if they are to make a report to the Board. Standing Committee Chairpersons do not have voting privileges in the Board meetings, with the exception of Member-At-Large who is a member of the Executive Board.

#### **ARTICLE VIII – DUTIES OF OFFICERS AND STANDING COMMITTEE CHAIRPERSONS**

8.1 President : The President shall be the executive head of the Booster Club and shall:

- a. Preside at all meetings of the Board and the Booster Club using Robert’s Rules of Order.
- b. Be an ex-officio member of all committees, except for the Nominating Committee.
- c. Exercise general supervision of all the affairs of the Booster Club.
- d. Enforce these Bylaws.

- e. Execute all orders and resolutions of the Board.
- f. Keep the Board fully informed and consult with the Board concerning the business and activities of the Booster Club.
- g. Designate annually, subject to the approval of the Executive Board, the chairpersons of the Standing Committees.
- h. Serve (or select another to serve) on the PTSA Board of Directors.
- i. Perform other such duties as are set forth in these Bylaws or shall be assigned by the Board.

8.2 1<sup>st</sup>Vice President – Volunteers :

- a. Actively recruit volunteers from the Booster Club throughout the school year to support the Band Program.
- b. Assist coordinating volunteers with the other Vice Presidents and Band Directors to establish volunteer needs for various activities.
- c. Maintain a list of all volunteers along with complete contact information for each volunteer.
- d. Maintain a monthly log of volunteers, along with hours worked, to be presented to the Head Band Director.
- e. Communicate needs and report outcomes of all volunteer activity to the Board and the Booster Club.

8.3 2<sup>nd</sup>Vice President – Fundraising :

- a. Establish fundraising events to create opportunities for band members to raise funds to help reduce the cost of specific items, such as the band trip.
- b. Shall remit in a timely manner all collected funds to the Treasurer.
- c. Select and present preliminary plans for fundraising projects for the following school year at the last general meeting of each year in order to allow time for approval of fundraising projects by the school administration.
- d. Communicate needs and report outcomes of fundraising activities to the Board and the Booster Club.

8.4 3<sup>rd</sup>Vice President – Hospitality :

- a. Work with the Band Directors, the students, and the Booster Club in planning social events for the Band Program throughout the year.
- b. Secure sponsors, food/catering services, event facilities, and necessary items for each event, including beverages for students at all games, competitions, and special events.
- c. Arrange for refreshments for judges and officials during any special event hosted by the Band Program.
- d. Recruit chairpersons and committees at Band Program registration for the school year for the Band Program activities and communicate needs and report outcomes of all hospitality activity to the Board and the Booster Club.

8.5 4<sup>th</sup> Vice President – Communications :

- a. Coordinate with the Band Directors and the Board to publish information on all Band Program activities for the parents, the students, and the Booster Club.
- b. Provide regular updates to all Band Program social media links, including, but limited to, the Band Program app platform, Facebook, Twitter, Instagram, and the Band Program website.
- c. Keep all Members informed of important dates, events and other pertinent information relating to the Band Program.
- d. When necessary, provide information to local newspapers, television stations, and other media as appropriate regarding the Band Program activities and accomplishments, and otherwise advertise the Band Program in the community.
- e. Create and produce a video and a scrapbook to document the Band Program events and activities throughout the school year. Videos will be used at the Band Program banquet and scrapbooks will be used for slide shows at the Band Program banquet.

8.6 5<sup>th</sup> Vice President – Colorguard :

- a. Coordinate with the Band Directors, the instructors, the students, and in connection with the needs of the Color Guard and the Winter Guard programs.
- b. Keep records of all Color Guard and/or Winter Guard students. Work and coordinate with VP-Volunteers and Volunteers Coordinator for various Band Program activities and competitions.
- c. Communicate the needs and report the outcomes of all Color Guard and/or Winter Guard activity to the Board and the Booster Club

8.7 6<sup>th</sup> Vice President - Merchandising :

- a. Sell Band Program spirit merchandise at games and other school events.

b. Work with and assist with designing and purchasing all Sachse High School spirit wear and accessories.

8.8 Secretary :

- a. Record the minutes of all meetings for the Board and the Booster Club.
- b. Manage all business correspondence relating to the Booster Club.
- c. Report the minutes of the previous meeting to the Board and the Booster Club.
- d. Provide Booster Club minutes to the school administration, the Band Program website and/or the Band Program Charms app ("**Charms**").
- e. Keep or cause to be kept in books provided for such purpose the minutes of such meetings to include the Treasurer's Report and all handouts from each meeting.

Keep a register of the address of each Board Member and property keep, file and maintain the books, reports, statements, certificates, and other documents and records required by law.

8.9 Treasurer :

- a. Maintain financial records of all Booster Club monies, issue checks, and report financial standing of the Booster Club at each meeting.
- b. Maintain all monies in the Booster Club General Account.
- c. Present a formal monthly statement of account (including bank reconciliations) at each general meeting.
- d. Present the Booster Club report to the school administration, the Band Program website and/or Charms.
- e. Recruit an assistant to assist with updating Charms ledgers for students.
- f. Present the Audit Committee report to the school administration.
- g. Create a confidential hard copy record (printed format and optional electronic format) of the student fee payment disposition ledger summary showing both detailed transactions and final balance prior to closing Charms out for the end of the year.
- h. Track and document the collections of all fees from students.
- i. Provide statements of payments and balances of student activity fees.

j. Provide statements to each student indicating outstanding balance for activity fees. Fees managed shall include, but are not limited to, annual band activity fees, Color Guard fees, competition fees, and trip fees. Tracking and notification may be performed via Charms Office Assistant.

8.10 Parliamentarian: Responsible for implementing Robert's Rules of Order (latest revision) at each Board and Booster Club meeting.

8.11 Standing Committee Chairpersons : Each Standing Committee Chairperson will have the responsibility for recruiting committee members for the projects of the position.

a. Member-At-Large: Perform functions as needed by the Booster Club in addition to serving as chairman of the Nominating Committee. Member-At-Large has voting privileges on the Board.

b. Assistant Treasurer: Assist Treasurer with student Charms account.

c. Volunteer Assistant: Assist VP of Volunteers in all aspects needed and assigned to Volunteer Assistant.

d. Lead Chaperone: Assist VP of Volunteers and Volunteer Coordinator to ensure chaperones know their role, who they are responsible for, and how to check-in on the bus and at events.

e. Props Master:

i. Oversee development of props, work with the President and the Band Director on designs for upcoming shows, follow UIL/BOA rules as needed and understand all prop field placement.

ii. Work with transportation lead on packing/transport logistics and assign responsibility to prop field placement leads.

iii. Work with VP Volunteer and coordinator on volunteer assistance.

f. Transportation Coordinator:

i. Manage box truck and trailer needs for practice, football games and competitions.

ii. Work with Props Master and student crew to pack props, oversee team of volunteers to assist, and work with VP Hospitality for competition logistics

g. Hospitality Assistant: Assist VP Hospitality with collecting donated snacks/water and purchase such items when needed for competitions, school-hosted events, etc.

h. Fundraising Assistant: Assist with all aspects of fundraising.

i. Uniform Committee Lead:

i. Fit, distribute, and maintain Band Program uniforms and plumes.

ii. Fit Band Program students for uniforms, manage distribution and collection of uniforms, oversee team of volunteers to assist, communicate to band members/parents necessary details/dates, etc.

iii. Manage uniform emergencies at games and competitions.

iv. Set up sizing stations at registration, assist Band Program students to select sizes, order summer uniforms from supplier, and communicate as needed and distribute uniforms to Band Program students.

j. Medical Nurse: Assist with any Band Program medical needs during games, competitions, and/or trips.

8.12 Removal : Any Board Member or Standing Committee Chairman may be removed by a majority vote of the Executive Board as stated in these Bylaws.

#### **ARTICLE IX – STANDING COMMITTEES**

9.1 Definition : Standing Committees shall be the Budget & Finance Committee, the Nominating Committee, and the Audit Committee. The committees are defined as follows:

a. Budget & Finance Committee: Shall consist of the Treasurer who will serve as chairman, the Secretary who will record minutes of the meetings, the 2<sup>nd</sup> Vice President – Fundraising, the President, and the Band Directors. Each Board Member, Chairperson and Band Director shall submit a written itemized request to the committee chairman for funds no later than March 30<sup>th</sup>. The committee will present to the Executive Board a written proposal of the budget for the upcoming year no later than two weeks prior to the last Booster Club meeting of the current year. Following the Executive Board's approval, the proposed budget will be presented to the Booster Club at the last meeting of the school year (Budget Meeting).

b. Nominating Committee: Shall be appointed by the President in February and the Member-At-Large shall be the chairperson. It shall consist of three general members from different grade levels (freshman, sophomore and junior) and two alternates. The Band Directors shall be present at all meetings and serve as ex-officio members of this committee. The committee shall be responsible for presenting a slate of nominees of officers and Standing Committee Chairpersons for the following year at the March scheduled general meeting. Nominations may be made from the floor after the report of the Nominating Committee is made.

c. Audit Committee: Shall be appointed by the President at the April scheduled general meeting and will consist of the following: one member from the Booster Club, one member from the Board, and one non-member. The incoming Treasurer shall be an ex-officio member of the committee. The outgoing Treasurer must be present at all meetings. The audit of

the books will be concluded by the end of June and reported at the first General Meeting of the Booster Club of the new school year. Should the Treasurer resign or the signature authorities for the general account change, an audit of the books must be concluded within a month of the transition and reported at the next general meeting in addition to the annual audit of the books.

## ARTICLE X – FINANCES

10.1 General Account : The General Account will be used for the deposit and safe keeping of all monies collected from, donated to, or raised for the Booster Club. Statements of account will be provided to the Band Directors and school administration monthly with a year-end summary reflecting all financial activity of the Booster Club.

10.2 Deposits : All monies received by the Booster Club shall be deposited into the General Account. Deposit receipts thereof shall be retained as part of the financial records of the Treasurer and shall ultimately be retained as permanent records of the Booster Club.

- a. Cash receipts shall be counted by at least two persons.
- b. All deposit receipts shall be initialed by at least two persons.
- c. Procedures shall be set by a fully bonded Treasurer and every precaution shall be taken to provide for the protection of individuals handling funds from physical attack and from accusations of misappropriation.
- d. All monies shall be deposited the same day collected or as soon as possible thereafter.

10.3 Payments : No monies shall be expended, except by check or by draft on the General Account.

- a. All checks and drafts shall be signed by two of the three authorized signature authorities: the Treasurer, the President, and the 1<sup>st</sup> Vice President – Fundraising.
- b. No two members of the same family will be authorized to sign checks.
- c. No checks or drafts shall be written unless the Treasurer is presented a requisition form accompanied by receipts or an invoice, containing the appropriate signatures.
- d. Budgeted funds may be dispersed as requested.
- e. Non-budgeted items must be approved by the Executive Board prior to payment being made. The Board will then present the non-budgeted item and their proposed budget adjustment at the next General Meeting to be voted on for approval by the Booster Members.

10.3 Bond Insurance : The Treasurer must be insured or bonded for the protection of monies raised or collected by the Booster Club. Annual policy premiums for bond insurance shall be paid by the Booster Club.

10.4 Signature Card : The Treasurer shall supply the Booster Club and the Band Directors with a signature card corresponding to the current officers. A copy of the minutes of the meeting in which these officers are elected shall be made available to the bank if requested.



10.5 Retention of Records : The Treasurer shall retain all statements and canceled checks as part of the Booster Club's permanent financial records.

10.6 Software : The Treasurer shall use a commercially available off-the-shelf software accounting package provided by the Booster Club to manage and report all accounting matters for the Booster Club and the Band Program.

#### **ARTICLE XI – GENERAL**

11.1 Auditors : The Board may each year designate a firm of Certified Public Accountants to act in concert with the audit committee for the Booster Club for the current fiscal year.

11.2 Fiscal Year : The fiscal year of the Booster Club shall end at the close of business on the 31<sup>st</sup> day of May each year.

11.3 Notices : Any notice to the Members shall be deemed sufficiently given if issued and delivered to the last post office box address, street address, fax number, or email address furnished to the Booster Club.

11.4 Official Newsletter : The Booster Club may publish an official newsletter, which shall be mailed or emailed to all Members as well as posted to the Band Program link on the Sachse High School homepage. All official and legal notices required to be issued by the Booster Club to the membership shall be considered as so issued when published in the official newsletter.

11.5 Order of Business at Meetings : The latest edition of Robert's Rules of Order shall govern all meetings of the Booster Club, the Board, and all committees on any point not covered by these Bylaws. The order of business at meetings shall be as follows:

- a. Call to order.
- b. Declare a quorum.
- c. Review and approve minutes of the previous meeting.
- d. Receiving communications.
- e. Review and approve Treasurer's Report.
- f. Reports of all other Officers.
- g. Reports of Standing Committees.
- h. Unfinished business from prior meetings.
- i. New business.
- j. Election of Board (annual meeting only).

k. Adjournment.

The order of business may be altered or suspended at any meeting by a majority vote of the General Members present. The usual parliamentary rules as laid down in the latest version of Robert's Rules of Order shall govern all deliberations, when not in conflict with these Bylaws.

#### **ARTICLE XII – DISTRIBUTION OF ASSETS UPON DISSOLUTION**

At any time that dissolution of the Booster Club is authorized, pursuant to law, the Board shall apply and distribute its assets as follows:

12.1 Liabilities and Obligations : All liabilities and obligations of the Booster Club shall be discharged, or adequate provision made thereof.

12.2 Conditional Assets : Assets held on condition requiring return or other disposition in case of dissolution shall be returned or disposed of.

12.3 Unconditional Assets : All other assets shall remain in the possession of the Band Program and monies shall be transferred to the Sachse High School Band's School Agency Account.

#### **ARTICLE XIII – BAND STUDENT FEE POLICY**

13.1 Purpose : The primary purpose is to maintain a management and tracking process to ensure all Band Program student fees are collected and properly attributed to the student.

13.2 Removed .

13.3 Removed .

13.4 Statements : The Treasurer will be responsible for distribution of student fee statements. These statements shall indicate the amount of fees paid by activity and the remaining balance owed by the student. These statements will also be posted on the Charms website for each student.

13.5 Disbursement of Student Fees : Reimbursable fees are fees paid by the parent or legal guardian only for registration fees and other Band Program requirements. Band Program activity fee reimbursement shall be at the discretion of the Band Director. In the event the student is graduating or otherwise leaving the Band Program, the reimbursable fees will be dispersed as follows:

a. The fees can be transferred to the parent or legal guardian upon receipt of written request.

b. The fees can be donated to the Booster Club for administrative expenditures, upon receipt of written request from the student's parent or legal guardian.

c. If there is no written request from the parent or legal guardian as to the disposition of the fees within thirty days from the end of the school year or departure from the Band Program, the fees will automatically go to the Booster Club under Option b above.

d. All written requests must be submitted to the Band Directors or placed in the lock box for the Booster Club, which is located in the band hall.

#### **ARTICLE XIV – BAND TRIP POLICY**

14.1 Payments : It is necessary to make payments for transportation, lodging, meals, etc. for any scheduled trips at regular intervals. Therefore, funds shall be due and payable from the student in accordance with the schedule determined by the Executive Board and/or the Band Directors. Deductions can be made, if available, from the individual student funds of planned participants according to that schedule. If such funds are not available from individual student ledgers, payment of necessary funds must be made per the established schedule for the student to maintain eligibility for participation in scheduled events.

14.2 Refunds : All funds disbursed from the student fund and all payments made shall be considered non-refundable unless the Band Director cancels the trip, and a refund is available and received from the provider of the contracted service. If a scheduled trip is officially canceled, uncommitted and recoverable funds will be credited to the individual student ledgers within a reasonable time period.

14.3 Loss of Eligibility : There will be no trip reimbursements to a student who either drops enrollment or loses eligibility due to academic, disciplinary, or other reasons as determined by school administration.

14.4 Estimated Costs: The Executive Board shall approve the estimated costs of each trip and allocate such costs to each student. Generally, the estimates will be as close as possible; however, actual amounts may differ from the estimated costs depending on the number of students attending the trip, price increases and/or other unforeseen expenses.

#### **ARTICLE XV – AMENDMENTS**

15.1 Approval : Amendments to these Bylaws must be approved at a regular meeting of the general membership; provided, that notice of such amendment has been introduced for consideration to the general membership no less than 30 days prior to a vote.

15.2 Special Committee : Upon a majority vote of the members present and voting or a two-thirds majority vote of the Executive Board, a special committee may be appointed to recommend revised Bylaws to replace the existing Bylaws. Any revisions made by the Bylaw Committee shall require approval by a two-thirds majority vote from those of the general membership present and voting.

#### **ARTICLE XVI – RECOGNITION OF EXEMPTION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE**

16.1 Purpose : The Booster Club is organized exclusively for charitable, religious, educational, and scientific purposes, including the making of distributions to organizations that qualify as exempt organizations under the Code, or corresponding section of any future federal tax code.

16.2 Distributions of Net Earnings : No part of the net earnings of the Booster Club shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Booster Club shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the Section 16.1 above. No substantial part of the activities of the Booster Club shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Booster Club shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Booster Club shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under the Code, or corresponding section of any future federal tax code; or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

16.3 Distribution of Assets upon Dissolution : Upon the dissolution of the Booster Club, assets shall be distributed for one or more exempt purposes within the meaning of the 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 county in which the principal office of the Booster Club is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

SIGNATURE AND ATTESTATION:

Adopted by the Sachse High School Band Booster Club on this \_\_\_\_ day of \_\_\_\_\_, 2022.

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**Secretary**