



## **By-Laws**

Proposed Revisions: September 26, 2023

Approved: TBD

## **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. The 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 **at least** four authorized signatures on file at the organization's banking facility. Checks written over the value of \$500 shall require two designated signatures or electronic approval by two members of the **Executive committee members Board** 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~~ who are active and in good standing.
- 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 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. Any Officer or Board Member may be removed from office, with cause, by a vote of a majority of the Executive Board.

D. 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.

E. There is a continuous four-year maximum term that members may serve in roles as the President or Treasurer. In addition, only one member of a family may serve as an officer at the same time, unless parents are serving as co-chairs in the same office which limits the family's vote to one.

F. When an elected chairperson is not fulfilling their responsibility as prescribed in these by-laws or engages in conduct injurious to the organization or its purposes, the Executive Board by 2/3 affirmation vote, may remove the individual from the position.

## 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~~ board
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~~ board 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~~ ABB 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 if necessary~~
10. Shall oversee the management and updating of all ABB files for future Executive Board use and to aid in the sharing of information from one operational year to the next

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~~ board
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
16. 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~~ board
6. Shall present the annual budget as determined by the executive ~~committee~~ board 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~~ ABB activities and collaborate with band directors regarding information to be publicized. This includes, but is not limited to: social media, area local 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 and social media) as needed regarding ~~booster club~~ ABB meetings, band performances, and band related issues.
4. Shall serve as Webmaster for the current website
5. Shall develop and update ~~Aledo Band Booster~~ ABB website and ABB social media accounts 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~~ ABB 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~~ ABB 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~~ ABB 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 ~~with campus~~ representatives who are responsible for sub-functions of the annual fundraisers
  - a. Sponsorship shall be a sub-committee of the fundraising chairperson—elected in the May election
  - b. Bid The Sound shall be a sub-committee of the fundraising chairperson—appointed by the Executive Board

L. Scholarship Chairperson:

1. Will ~~secure a community donor~~ work with the Fundraising Chair to ~~allocate funds to distribute~~ Aledo Band Scholarships ~~through community contributions~~
2. Will form a committee of 2-3 ~~Booster~~ ABB 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 Chairperson:

1. Shall be responsible for ABB membership drive, including but not limited to creating membership forms and 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 ~~to the Executive Board~~
4. Shall be responsible for ~~volunteers 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' discussions will begin will be discussed starting no later than June for the next school year. Meetings with directors will occur over the summer with the Executive Board to discuss proposed budgets, with a final budget being voted on at the September August booster ABB 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 1<sup>st</sup> of each year
- F. An amount of money may be voted at the May ABB meeting to be available during the summer to the band directors for expenditures for the summer **Note: This is currently being approved with the Executive Board.)**
- 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. Upon written request from a member in good standing, a financial audit can occur and will be conducted by a committee comprised of **ideally** 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 seven~~ 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 documented in writing and reviewed/approved by the Executive Board;

C. All transactions of the ABB ~~should~~ **shall** 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, McAnally Middle 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.

D. The ABB shall operate within the guidance of the Aledo Independent School District Parent Organization Handbook

## **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 at least 5 days prior but no more than 30 days prior to the scheduled meeting where voting will occur.
3. The proposed changes shall then be presented at a scheduled meeting for approval.
4. A ~~super majority~~ two-thirds ~~majority~~ approval vote of the voting members present is required for amendment to the by-laws.

B. Newly approved amendments should be added in a timely manner, and updated into the current copy of the by-laws kept by the Secretary;

C. Newly approved by-laws shall be ~~distributed~~ ~~made public~~ 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.