

THE BYLAWS OF THE GRANBURY BAND BOOSTER CLUB

OUR MISSION: The Pride of Granbury Band Boosters assist the Granbury ISD band program and its Directors in achieving program goals through providing volunteers for projects and raising of funds for district approved activities, scholarships and travel. Areas of support include but are not limited to clinician fees, meals, private lesson assistance, travel, supplies, hydration and general band supplies.

GISD BAND BOOSTER GUIDELINES 2022-2023

REVISED: August 2022

THE BYLAWS OF THE GRANBURY BAND BOOSTER CLUB

Article I- Name

The name of the association and the name by which it shall be known is The Granbury Band Booster Club, herein referred to as the "The Pride of Granbury Band Boosters."

Article II-Purpose

The objects and purposes of the association shall be as follows:

- To function as a friendly, creative contact between the band programs, its directors and the community.
- To promote the interest of the whole group without losing consideration for the personal relationship of each band member and his or her contact with moral, social, home and spiritual values.
- To promote an atmosphere of positive thinking and morale building and activities related to the band program, the school and this organization.
- To be democratic in considering all matters, courteous in hearing all proposals, and cautious in each vote, while avoiding controversial issues.

- To be ever conscious that the only valid reason for the existence of this group and its sole and final purpose is to promote the welfare and best interests of our students in their relationship to the Granbury ISD Band Program.

Upon dissolution of this organization, assets shall be distributed exclusively to the Granbury High School Band Program which would then qualify under the provisions of section 501(C)(3) of the Internal Revenue code and its regulations as they now exist or as they may be here after amended.

To assist the band directors and the Granbury bands in fundraising, communications, public relations and generally in helping to promote a sense of pride within the community.

Article III-Membership

The membership of this association shall not be limited. Anyone interested in the progress and development of the Instrumental Music Department of the Granbury public schools is eligible for membership upon payment of dues. The annual dues for membership shall be voted on and accepted at a Summer meeting each year.

Rights and Responsibilities: The members shall have the right and responsibility to attend meetings and events sponsored by the organization, nominated to serve on committees and be nominated and elected to office. Executive committee members will have the right to vote for the officers, review and approve the annual budget and approve amendments to these Bylaws.

Article IV-Policies

Section 1:

The purpose of this organization shall be for the benefit of the band program and band members of the Granbury ISD and shall be developed through conferences, projects and committees.

Section 2:

This organization shall maintain one checking account. Checks written require two signatures.

Section 3:

This organization shall not seek to direct the administrative activities of the Band program or to control its policies. This organization may cooperate with other schools or community groups active in promoting the best interest and welfare of Granbury ISD students.

Section 4:

If for some reason a board member resigns without completing the term, the board president may appoint a new representative and that said representative that resigned must remain off the board for an entire calendar year.

Article V- Executive Committee

Section 1:

The officers of The Pride of Granbury Band Boosters shall be President, Vice President, Secretary, Treasurer, Fundraising Coordinator, Hospitality Coordinator, Logistics Coordinator, Public Relations Coordinator, Color-guard Representative, Spirit Wear, Transportation Coordinator, Uniform Coordinator, AMS Representative and GMS Representative.

Section 2:

The Pride of Granbury Boosters elected officers and band directors shall form the executive committee.

The band directors may serve on committees and attend all meetings. The band directors will not have voting power.

Section 3:

The Pride of Granbury Band Boosters elected officers and coordinators shall serve the executive committee in an advisory and voting power capacity.

Executive Officer Duties

- **President:** shall preside at all meetings of the Boosters, appoint all committees and shall be an ex-officio member of all committees. The President is also responsible for communications between the board and the directors, as well as between the board and the general membership. The President shall name a replacement for any officer who is unable to complete their term of office. The President must have the Booster Board read and sign Booster Bylaws yearly. The President must also schedule an audit of records or request an audit if the need should arise during the school year.
- **Vice President:** The Vice President shall assume all the duties of the President in his/her absences. He/she shall be an ex-officio member of all project committees and shall confer regularly with the President during their term of office.
- **The President and Vice President:** should have been a parent or Guardian of a student in the GISD band program for at least one year prior to assuming office.
- **Secretary:** shall keep the records and the minutes of all meetings. The Secretary should maintain the records of the minutes and any standing committee rules. The Secretary maintains records of attendance at the Board meetings.
- **Treasurer:** shall collect all dues and keep an accurate account of all receipts and disbursements. After an account has been established at a local banking institution, and

a deposit has been made, all checks must be signed by the treasurer and approved and signed by the President. Each check will require two signatures. The treasurer shall present a financial report at each meeting. The Treasurer needs to file a financial report by September 1st each year with the District Executive Board. The Treasurer must file a sales tax report as required by the State Comptroller's office (monthly, quarterly, or annually), file an annual IRS form 990 in a timely manner, and submit records to the audit committee appointed by the Booster President upon request or at the end of the year.

- **Public Relations Officer:** shall be in charge of all media (print & social).
- **Fundraiser Coordinator:** shall provide information research and suggestions for fundraising efforts throughout the year in accordance with GISD and UIL Fundraising guidelines. The Fundraising Coordinator shall be responsible for providing fundraising events for the band program throughout the year. Duties shall include, but are not limited to facilitating corporate sponsorship throughout the summer for the upcoming school year, scheduling and promoting fundraising events and collecting all monies.
- **Hospitality Coordinator:** shall coordinate volunteers for meal deals and other band meals. He/she is also responsible for organizing the band banquet and any other social activities. The Hospitality Coordinator will be responsible for providing refreshments and meals for band students, directors, and volunteers. The Hospitality Coordinator will prepare the physical facility to serve and to clean up after meals.
- **Middle School Representatives (AMS & GMS):** shall ensure that the board is kept informed of the middle schools' activities by attending each band booster meeting. Middle School Representatives must have a child enrolled in the Middle School band program.
- **Color-guard Representative:** must have a student in color-guard and is responsible for contacting all students and parents in Color Guard, help to size and order uniforms and equipment, schedule parent volunteers, and to work closely with the booster board with fundraising and other ideas.
- **Transportation Coordinator:** shall organize bus chaperones, first-aid, and any other items that may be needed when the band, or any portion of the band, travels.
- **Uniform Coordinator:** shall coordinate the distribution of uniforms for both marching band and concert band. They are also responsible for making sure the uniforms get cleaned before they are stored.
- **Spirit Wear:** shall make spirit wear orders and display and sell items at games and performances. Will design and distribute corporate sponsor shirts once all sponsors are set and logos are provided. Provide seniors with a t-shirt that commemorates and celebrates their time in band.

Section 4:

Compensation: No officer shall receive compensation for any service he/she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

- Executive Officers must turn in receipts and fill out reimbursement forms prior to the start of the next Board Meeting.

Article VI-Committees

Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet. The Hospitality Coordinator shall chair the committee and name its members as needed.

Fundraising Committee. Responsible for developing and managing fundraising projects and corporate sponsorship. The Fundraising Committee will chair the committee and name its members as needed.

Membership Committee. Distribute membership information and coordinate membership drive. The Vice President shall chair the committee and name its members as needed.

Scholarship Committee. Responsible for coordinating the scholarship application and selection process. The Presidents shall chair the committee and name its members as needed.

Concession Committee. The Executive board is responsible for partnering with music boosters to stock and run concessions for the Football and soccer seasons.

Article VII- Meetings

- In a general meeting, a quorum consists of 10 members of the Boosters, which may include officers of the Boosters. In an executive meeting, a quorum shall consist of a majority of the officers, which shall be 7 officers and coordinators.
- The association meets every month from July to May, unless otherwise directed by the President.
- The President may call a meeting at any other time as necessary for operation of the Booster.
- Due to the need for a quorum for voting on Booster Board issues, it is necessary that reasonable prior notice be given to the President or Vice President if an officer is unable to attend a regular monthly board meeting.
- In case of a public shut down and if needed Booster Board meetings can be held virtually at the Director's advisement. Whenever possible meetings will be held on campus.
- The Booster Board shall provide band parents and other community members with the opportunity to know what The Pride of Granbury Band Boosters is doing in all its services, programs and activities through social media and The Pride of Granbury Band

Boosters page of the GISD website. It shall serve as a source to band parents and other community members to express their concerns and ideas pertaining to all areas of the Band Boosters organization, not to be confused with the band program itself. The Pride of Granbury Band Boosters has the ultimate right to make and enforce its own rules and require that its members refrain from conduct injurious to the Boosters or its purpose. No one should be allowed to remain a member if his/her retention will do this kind of harm.

Article VIII-Projects

The principal and band directors will approve all projects before being acted upon by the Boosters. The Boosters will use local merchants as much as possible in making purchases for all projects.

Article IX-Disbursements

The band directors and the executive committee will approve all disbursements of funds. There will be a complete audit of the books each year by a local accountant or an audit committee comprised of two members of the band booster club (excluding the President and Treasurer). An outside auditor shall be retained yearly to perform a limited review, review or audit of the books and records of the association as determined by the executive committee. The audit shall be presented to the principal upon request.

Article X-Elections

Elections will be held at the final meeting of the school year. Nominations for open board positions must be submitted no later than one week prior to the meeting of the election. Interested parties may submit nominations of individuals or may self nominate. The nominating committee (consisting of 3 people chosen by the President and director) shall select a candidate(s) for each office and present the slate at least one day prior to the election. Voting shall be by voice vote if a slate is presented. If more than one person is running for an office, a ballot vote shall be taken.

Article XI-Amendments

The constitution and bylaws may be amended by a majority vote of the members present at any regular meeting. All amendments must have been presented at the preceding meeting of The Pride of Granbury Band Boosters. A committee designated by the President shall revise or amend the bylaws yearly. The amended bylaws must be submitted to the district no later than September 1st.