

**CONSTITUTION and BYLAWS**  
**of**  
**ELGIN BAND BOOSTERS**

The objective of Elgin Band Boosters shall be to support the band program of Elgin Independent School District to the end that the Elgin school bands shall be a credit to the school and the community. It shall further be the objective of the members of Elgin Band Boosters to assist the officers in promoting a closer unification among parents, band members and directors, and to interest the school and community in the efforts and activities of the bands.

The Elgin Band Boosters shall be solely a nonprofit organization.

**ARTICLE 1: Name**

The name of this organization shall be Elgin Band Boosters.

**ARTICLE II: Purpose**

The purposes for which the Elgin Band Boosters is organized are exclusively charitable and educational within the meaning of section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United State Internal Revenue law.

**ARTICLE III: Policies**

Section 1: This organization shall cooperate with other organizations, provided no commitments are made which bind this group without proper approval of the Executive Committee.

Section 2: This organization shall not seek to direct the administrative activities of the band or of the school, or to control the policies of either.

**ARTICLE IV: Membership**

Any parent of a member of the bands, any alumni, and or any adult non-student interested in the objectives for which this organization is organized may become an active member.

## **ARTICLE V: Selection of Officers**

Section 1: The officers of this organization shall be members in good standing and a parent/guardian of a current band student, shall be a President, Vice President, Vice President of Concessions, Secretary, and Treasurer. The positions of President and Vice President may not be filled by a husband and wife.

Section 2: The officers shall be elected annually by ballot at the regular meeting in May. Nominations may be made from the floor. If there is only one candidate for any office the election may be by voice motion from the floor.

Section 3: Officers shall serve for a term of one year, effective June 1<sup>st</sup> through May 31<sup>st</sup>. With the exception of the President, officers shall be eligible for the same office for more than two consecutive terms with majority approval.

Section 4: A vacancy in any office during the term year shall be filled by an Executive Committee appointment.

## **ARTICLE VI: Duties of Elected Officers**

### Section 1: PRESIDENT

Shall preside over all meetings and appoint committees with the advice and consent of the Executive Committee.

Shall represent the Booster Club at school board meetings, to Band Directors, and to School Principals. The President or designee shall also attend all band related activities (i.e. football games, home and away, band competitions and concerts.)

Shall be an ex-officio member of all committees.

Shall work with all Elgin ISD Band Directors.

Shall institute meetings of the Executive Committee as deemed necessary.

Shall review and make available to other officers both the By-Laws and the UIL Handbook for Booster Clubs to assure compliance with the By-Laws and UIL rules.

Shall invite Superintendent, Principals, School Board and community members to band functions.

Shall perform additional duties not included here, but outlined in the *EISD Booster Club Guidelines*.

## Section 2: **VICE PRESIDENT**

Shall act as an aide to the President and shall perform the duties of the President in the absence of that officer.

Shall be a member of any committee as required.

Shall perform additional duties not included here, but outlined in the *EISD Booster Club Guidelines*.

## Section 3: **VICE PRESIDENT OF CONCESSIONS**

Shall act as an aide to the President and shall perform the duties of the President in the absence of both the President and the President-Elect.

Shall train the Assistant Vice President of Concessions in all aspects of this position.

Shall manage the Concession Stand Operation.

1. Shall coordinate with the Athletic Boosters.
2. Order and/or purchase food commodities and supplies as needed.
3. Keep an inventory of items purchased and items used (approximate amounts of food sold at each game.)
4. Store food properly to avoid waste and spoilage.
5. Be sure all volunteers have a specific job to do, be sure they know how to do it, and see that the jobs get done.
6. Help with jobs whenever necessary.
7. Return food items if necessary for credit.
8. Return any borrowed items in working and clean condition.
9. Maintain clean and sanitary conditions at all times.
10. Check that all equipment is in working condition. Report items needing repair or replacement.
11. Maintain a tangible inventory list of all concession related equipment owned by Elgin Band Boosters.
12. Be sure concession stand is clean, trash is taken out, appliances, electricity turned off, and the building securely locked before leaving.

Shall coordinate the lending and/or distribution of all items stored in the concession stands.

Shall perform additional duties not included here, but outlined in the *EISD Booster Club Guidelines*.

Section 4: SECRETARY

Shall accurately record, prepare and distribute the minutes of all general and Executive Committee meetings, one copy on file with each of the Secretary, President, Band Director and School Principal.

Shall prepare and send booster correspondence.

Shall maintain files of all correspondence.

Shall perform additional duties not included here, but outlined in the *EISD Booster Club Guidelines*.

Section 5: TREASURER

Shall have custody of all funds belonging to the organization excluding the student fund account.

Shall keep a full and accurate account of the receipts and expenditures of the organization.

Shall make disbursements as authorized by the Executive Committee.

Shall present a financial statement at each meeting of the organization and at other times when requested.

Shall sign all checks with the President, President-Elect or Vice President of Concessions acting as co-signer.

Shall be responsible for the coordination and distribution of funds connected with “Booster” activities, i.e. concession, Dinner Fundraiser, etc.

Shall submit accounts annually for audit.

Shall coordinate preparation of any tax filings or returns when required.

Shall perform additional duties not included here, but outlined in the *EISD Booster Club Guidelines*. If Executive Committee requires, give a bond for faithfully discharging his or her duties in a sum with a surety as determined by the Executive Committee and paid from the Elgin Band Boosters general fund.

## **ARTICLE VII: Duties of Non-Elected Officers**

### **Section 1: UNIFORM COORDINATOR**

Shall coordinate the fitting of uniforms and maintain a list of uniform assignments.

Shall coordinate repair of uniforms.

Shall coordinate cleaning of uniforms.

Shall coordinate with Student Uniform Coordinator to insure all uniform parts are transported to events.

### **Section 2: EQUIPMENT COORDINATOR**

Shall coordinate with Band Directors for movement of needed equipment and supervision of the loading crew.

### **Section 3: COLOR GUARD COORDINATOR**

Shall coordinate with Color Guard Instructor and/or Band Directors.

### **Section 4: WEBSITE COORDINATOR**

Shall coordinate with Band Directors and primary board members.

Shall communicate future and ongoing activities through a webpage specific to band.

Shall facility the band calendar on this website.

Shall make accessible documents, photographs, and board member contact information.

### **Section 5: TRANSFER OF MATERIALS**

ALL OFFICERS SHALL DELIVER TO THEIR SUCCESSORS ALL OFFICIAL MATERIAL WITHIN 30 DAYS FOLLOWING THE MEETING IN WHICH NEW OFFICERS WERE ELECTED.

### **Section 6: BACKGROUND CHECKS**

ALL OFFICERS MAY BE SUBJECT TO A CRIMINAL HISTORY BACKGROUND CHECK TO BE PERFORMED BY **THE ELGIN INDEPENDENT SCHOOL DISTRICT**. THESE SEARCHES ARE PERFORMED THROUGH THE STATE REPOSITORY OF CRIMINAL RECORDS, **TEXAS DEPARTMENT OF PUBLIC SAFETY**.

**Section 7: REMOVAL FROM OFFICE**

Any officer may be removed by the membership only with good cause. Removing an officer will be without prejudice to the officer's contractual rights, if any. Any officer may be removed by the affirmative vote of 51 percent of the members present and voting at the meeting called for such purpose.

**ARTICLE VIII: General Meetings**

Section 1: General meetings of the organization shall be held at least six times during the school year at a place designated unless otherwise provided by the Executive Committee, reasonable notice having been given.

Section 2: The general membership shall receive reports on the approval of all major projects as well as the budget on a routine basis at the general meetings.

Section 3: The last general meeting shall be the annual meeting in June at which annual reports shall be received and the new officers assume duties.

**ARTICLE IX: Executive Committee**

Section 1: The Executive Committee shall be composed of the President, Vice President, Vice President of Concessions, Secretary and Treasurer.

Sections 2: Duties of the Executive Committee include (a) transacting necessary business in the intervals between general meetings and such other business as may be referred to it by the organization; (b) approving the plans of work by any committee, (c) approving all bills, except routine bills which may be approved by the President or Vice President; (d) a vacancy in any office shall be filled by Executive Committee appointment.

Sections 3: Executive meetings shall be held as designated by the President.

Sections 4: A majority of Executive Committee members must be present for any executive meeting, one member of which must act as Secretary if that officer is absent.

**ARTICLE X: Committees**

The Executive Committee shall establish all committees and appoint chairpersons during the school year as needed for any projects.

Section 1: Officers and chairpersons of all committees shall maintain accurate records and shall present such reports as may be required by the President.

## **ARTICLE XI: Disbursements and Deposits**

Section 1: All disbursements in the General Booster account shall be made by check, signed by the Treasurer and President, Vice President or Vice President of Concessions; two signatures are required on all checks. No officer will sign a check made payable to themselves or a family member.

Section 2: There shall be a minimum of three signatures on any General Booster bank account signature card: Treasurer, President, Vice President, and Vice President of Concessions.

Section 3: Deleted

Section 4: Deleted

Section 5: All deposits shall be made by the 3rd business day following the fundraising event, and funds are to be counted by at least two volunteers and verified by the Treasurer or his/her designee.

Section 6: Booster Funds shall be separated into multiple deposits based on type of funds being deposited (i.e. concession stand proceeds, t-shirt sales, mums, etc.)

## **ARTICLE XII: Amendments**

Section 1: These Bylaws shall be reviewed annually and any proposed revision shall be submitted to the Executive Committee by any active member.

Section 2: These Bylaws may be amended at any regular meeting of this organization by a two-thirds vote of the members present, providing notice of any proposed amendment has been given at the previous regular meeting.

## **ARTICLE XIII: Parliamentary Authority**

Parliamentary Authority shall be Robert's Rules of Order.

## **ARTICLE XIV: Power Clause**

Notwithstanding any other provision of the constitution, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

## **ARTICLE XV: Dissolution Clause**

In the event of dissolution, the residual assets of the organization will be turned over to one or more organization which themselves are exempt as organizations described in sections 501(c)(3) and 170 (c)(2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code or to the Federal, State, or local government for exclusive public purposes.

### **ELGIN BAND BOOSTERS OFFICERS**

**PRESIDENT – Randy Castillo**

**VICE PRESIDENT – Jennifer Bigley**

**VICE PRESIDENT OF CONCESSIONS – Deborah Blackmore**

**SECRETARY – Loretta Dolman**

**TREASURER – Kim Densmore**

**PARLIMENTARIAN – Sylvia Hernandez**