



# Booster Club Purpose

The Cypress Ranch High School Band Booster Club (the “Club”) shall at all times:

- Support all band members in achieving Trust, Commitment, and Excellence within the band program. In addition to leadership and teamwork, all students are encouraged to focus on their musicianship.
  - Support the band staff. The Club will provide assistance in completing non-instructional and non-disciplinary duties. Instruction and discipline will be the sole domain of the band staff and administrative team of Cypress Ranch High School.
  - Support the band budget. The Club will plan and implement fund raising for necessary items that are not provided by the district budget for the benefit of the students.
  - Encourage membership for all eligible parents and guardians and help members be involved with the operation of the band. Membership is available to all parents and guardians of band and color guard students.
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## Constitution and Bylaws of the Cypress Ranch High School Band Booster Club

### Section I – Constitution

#### Article I. Name

**Section 1.** The name of the organization shall be the Cypress Ranch High School Band Booster Club.

#### Article II. Purpose

**Section 1.** This organization is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. This organization’s purpose is to contribute toward attaining program goals as set by the Director. Booster club members are to provide assistance for band activities and financial support when necessary and possible.



## CYPRESS RANCH HIGH SCHOOL BAND BOOSTER CLUB

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**Section 2.** This organization shall support the directors of the Cypress Ranch High School Band (hereinafter called the “Band”) in reaching the Band program goals. This support shall include, but is not limited to, fundraising, preparing and maintaining an annual budget, organizing committees, and maintaining communication to the membership and the community.

**Section 3.** The organization shall be a non-profit 501(c)(3) organization and shall be non-sharing and noncommercial.

**Section 4.** The activities of the organization shall not conflict with the policies of the Cypress Fairbanks Independent School District and shall be sanctioned by school officials.

### Article III.

#### Members

**Section 1.** The parent(s) or legal guardian(s) of any student in at least one of the Band ensembles, including Marching Band, Concert Band, Percussion, Color Guard/Winter Guard, or any other official ensemble within the Band program, shall be eligible for membership. The Band Director, Assistant Band Directors, and the School Principal shall be members.

### Article IV.

#### Elected Officers

**Section 1.** The elected officers of the organization shall be: President, Executive Vice President, Vice President of Fund Raising, Vice President of Morale & Hospitality, Treasurer, Assistant Treasurer, Secretary, and Parliamentarian (collectively referred to as the “Executive Board”).

### Article V.

#### Meetings

**Section 1.** The organization shall conduct regular meetings as established in the bylaws.

### Article VI.

#### Dissolution

**Section 1.** A resolution to dissolve the organization passed by a majority vote of the Executive Board may be presented by the Band Director at a special meeting of the membership provided that a notice in writing be sent to each member at least two weeks prior to such meeting. A majority vote of those present shall be required to approve the resolution.

**Section 2.** Upon dissolution of the organization, the Executive Board shall, after making provisions for the payment of all liabilities of the organization, dispose of all non-cash assets and transfer the net cash assets to Cypress Ranch High School to support the Band or similar purposes, if there is no longer a



band program. However, if the named recipient is not then in existence, is no longer a qualified distributee, or is unwilling or unable to accept the distribution, then the assets of the organization shall be distributed to a fund, foundation, or organization, as determined by the Executive Board, which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

**Article VII.  
Amendment**

**Section 1.** This Constitution may be amended at any regular meeting of the organization by a three fourths vote of the members present provided that any amendment is presented in writing and read at the previous regular meeting.

**Section II Bylaws**

**Article I.  
Membership**

**Section 1.** All parents or legal guardians of Band or Color Guard students are regarded as members of the Band Booster Organization.

**Section 2.** The term of membership shall be from July 1 to June 30, the fiscal year of the Club. Should a student withdraw from the Band, the parent or legal guardian of that student may remain active for the remainder of the current term of membership.

**Section 3.** Band booster alumni may participate in supportive roles of Band Booster Organization activities as and when requested by the Band Directors and/or the Executive Board.

**Section 4.** Alumni of the Band or Band Boosters may receive communications about band activities.

**Section 5.** There shall be one (1) vote per member parent or legal guardian. Alumnus memberships shall have no vote. The Band Director and Assistant Band Directors shall have one (1) vote each. Members present may cast votes. There shall be no proxy or absentee voting.

**Article II.  
Meetings**

**Section 1.** The organization will hold regularly scheduled booster club meetings no less than once per month, or as determined by the Executive Board.



**Section 2.** A quorum shall be determined as at least 40 members of the membership present at the meeting or 20% of the membership.

**Section 3.** Meetings will be run in accordance with the current version of Robert’s Rules of Order on all points not covered by the by-laws.

**Section 4.** Meetings shall take place in the Cypress Ranch band hall, unless another location is stated by the Director. Examples of an exception could be at a concert or performance where the booster meeting happens along with another event.

**Article III.  
Executive Board**

**Section 1.** The Executive Board shall consist of the Band Directors, President, Executive Vice President, Vice President of Fundraising, Vice President of Morale & Hospitality, Treasurer, Assistant Treasurer, Secretary, and Parliamentarian.

**Section 2.** A quorum shall be defined as five (5) members and must include at least three (3) officers. A Band Director and the President or Executive Vice President must be among the officers present.

**Section 3.** The Executive Board shall act for the organization as necessary between regular meetings, set meeting times and place, and make recommendations to the membership. No actions taken shall conflict with the action taken by the membership in regular or called meetings.

**Section 4.** The Executive Board shall meet no less than once per month prior to regularly scheduled booster club meetings, or as needed by the Band Director with reasonable consideration of the members’ personal schedules.

**Article IV.  
Elections and Duties of Elected Officers**

**Section 1.** The Executive Board shall present for ratification by the membership the names of five (5) members as the nominating committee at the March meeting. This committee shall consist of at least one band director, two officers, and two members at large.

**Section 2.** Nominations for officers shall be communicated to the membership during the April meeting. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations from the floor shall be permitted during the April meeting. All nominees must have the approval of the Band Director before the names may be submitted to membership for a vote. The vote will be held at the May meeting



**Section 3.** Elections shall be conducted orally and/or by a show of hands and determined by simple majority.

**Section 4.** Officers shall be elected to serve for one (1) year. The elected officers shall assume office at the close of the May meeting. There will be no term limitations stated in the by-laws. If a member has a returning student the following year, they will be eligible to serve in an officer's position.

**Section 5.** The President shall preside at all meetings of the organization and of the Executive Board. The President shall be an ex-officio member of all committees and shall perform other duties usually pertaining to the office. The President may have the responsibility to validate checks of the organization by co-signing thereon. The President shall approve all expenditures of the organization by review of supporting documentation provided by the Treasurer or Assistant Treasurer at each monthly Executive Board meeting.

**Section 6.** The Executive Vice President shall preside in the absence of the President, shall serve as an aide to the President and the Directors and shall be responsible for and an ex-officio member of the chaperone, first aid, and uniform committees. The Executive Vice President may have the responsibility to validate checks of the organization by co-signing thereon..

**Section 7.** The Vice President of Fund Raising shall be responsible for soliciting cash gifts and gifts-in-kind from businesses, organizations, and individuals as outright contributions, sponsorships, and/or support for special purposes/campaigns. The Fundraising Committee is also responsible for conducting various fundraising events and activities. The Fundraising Committee shall recommend fundraising activities to meet budgetary requirements as presented by the Budget Committee to benefit the Band program and shall be responsible for implementing those projects. All fundraising activities recommended by the Fundraising Committee shall be approved by the Executive Board prior to commencement of the activities.

**Section 8.** The Vice President of Morale & Hospitality shall provide refreshments for band and organization activities and events hosted by the Band.

**Section 9.** The Secretary shall keep a record of all meetings of the organization and of the Executive Board. The secretary shall prepare the agenda for each Executive Board and Booster Club meeting based on feedback from the executive members, committee chairs, and directors.

**Section 10.** The Treasurer shall be the custodian of all organization funds and student accounts. All disbursements of funds must be verified by original, or copies of original, receipts to the Treasurer. The Treasurer shall present a financial report at all regular Executive Board meetings . Financial reports will also be made available to the general membership at all Booster Club meetings upon request. The Treasurer shall be a cosigner on the bank account with the authority to sign checks of the organization. Any check written for \$5,000 or more will require two signatures. They shall upon completion of their



annual term of office, submit to an audit of the books and funds of the organization. This audit should take place annually and must be completed prior to the end of June.

**Section 11.** The Assistant Treasurer shall assist the Treasurer in any and all duties described above as requested by the Treasurer or the Director. The Assistant Treasurer shall be an ex-officio member of the Audit & Budget committee. The Assistant Treasurer shall be a cosigner on the bank account with the authority to sign checks of the organization.

**Section 12.** The Parliamentarian shall be available to advise the President or any member concerning rules of order in meetings and to assist the President when needed.

**Section 13.** In the event of a vacancy in the office of President, the Executive Vice-President may become President. In the event of a vacancy in the office of Treasurer, the Assistant Treasurer may become Treasurer. A vacancy in any elected office shall be filled by appointment of the Executive Board.

#### **Article V.**

#### **Expenses & Expense Reimbursement**

**Section 1.** Requests for reimbursement by the Club to a Director or Board member must have a reimbursement form signed by the recipient and the Treasurer or Assistant Treasurer

**Section 2.** Emergency expenditures by the Band Director or the President will be necessary from time to time, and it will not be possible to wait for the next meeting. For example: instrument repair or replacement, travel (tie-downs), etc. In the event such a need arises, the Band Director or President shall be authorized to approve and/or expense up to \$1,500.00 per need. The Head Band Director or President are the only two individuals who may initiate such an expenditure. Any expense over \$1,500.00 must be presented to the President, who will then contact board members by phone and obtain approval from a quorum of the Executive Board. Five votes in favor will render the expenditure approved. The President will document who was involved in the approval and present the documentation to the Secretary. The subsequent vote and the approval will be noted at the end of the last executive board meeting's minutes.

#### **Article VI.**

#### **Committees**

**Section 1.** The President shall appoint all committee chairpersons. The Band Director will have the authority to remove any chairperson from their responsibilities. Removal of any chairperson may also be by the President with the consent of a majority of the Executive Board and the Band Director's approval.

**Section 2.** Standing committees shall be: Audit & Budget, Chaperone, Uniform, First Aid, Fundraising, Ranch Roadies, Hospitality, and Publicity.



**Section 3.** The Executive Board may establish and dissolve committees other than those set forth in these bylaws.

**Section 4.** All committees shall be comprised of at least a chairperson and an elected officer responsible for the committee. The responsible officer shall advise the chairperson regarding the necessity for additional committee members.

**Section 5.** Committees other than the standing committees as set forth in these bylaws may be established by a majority vote of the Executive Board. The President will dissolve each additional committee upon completion of the committee's responsibilities.

**Section 6.** The Audit & Budget Committee shall be responsible for an annual audit of the financial records of the organization. The fiscal year shall end on June 30. The audit must be completed by the end of June with a report due approximately two weeks later on or before July 15. This committee must include two members of the general membership.

**Section 7.** The Chaperone Committee shall be responsible for providing, organizing, and coordinating chaperones for all events as requested by the Band Director and/or Assistant Band Directors. The chair of this committee, or his/her designee, is the lead chaperone for such events. This includes overall planning, guidance, and communication to volunteers and other committees for the event. The committee shall help recruit and organize volunteers for other band activities such as workdays or clerical projects identified by the Band Director.

**Section 8.** The Ranch Roadies Committee shall be responsible for assisting the Band Director and Assistant Directors to acquire, build, and maintain equipment and props for the Band program. The committee also loads, unloads, and mobilizes equipment for band events. The committee works closely with other committees and receives guidance from the lead chaperone for events.

**Section 9.** The Color Guard Delegate(s) shall be responsible for assisting to the Color Guard, Color Guard Director, Band Director, and/or Assistant Directors. They work closely with other committees and receive guidance from the lead chaperone for events.

**Section 10.** The Uniform Committee shall assist the Band Director by issuing uniforms, establishing uniform fees, maintaining the uniform room, and providing for periodic cleaning of the uniforms. On years with an auxiliary uniform, the committee will assist the Band Director in design, construction, communication with manufacturers, and sizing of students. This committee will assist in all facets of the program including Concert Band, Jazz Band, Indoor Drum Line, Color Guard, Winter Guard, Marching Band, and Drum Majors.

**Section 11.** The First Aid Committee shall maintain and keep all manner of the necessary first aid equipment to ensure the safety and well-being of all Band/Color Guard members. This includes, but is



not limited to, the first aid tent, ice, water, and other items necessary for the hydration of the students during practices, football games, contests, and keeping the first aid bag stocked at all times.

**Article VI.**

**Standing Rules and Resolutions**

**Section 1.** The Executive Board has the authority to create and establish Standing Rules for the purpose of conducting all business activities not established in the Constitution and Bylaws. Standing Rules may be adopted, amended, or rescinded at any Executive Board meeting by a majority vote of the members present without previous notice.

**Section 2.** A record of any motion adopted by a majority vote of the members present at any regular or Executive Board meeting of the organization shall be kept in the form of a Resolution. Resolutions remain in effect until rescinded, amended, or adopted as part of the Constitution, Bylaws, or Standing Rules.

**Section 3.** If there is a conflict between a Standing Rule or Resolution and either the Constitution or Bylaws, the Constitution and/or Bylaws shall prevail.

**Article VII.**

**Parliamentary Authority**

**Section 1.** The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are not inconsistent with the Bylaws.

**Article VIII.**

**Amendment**

**Section 1.** These Bylaws may be amended at any regular meeting of the organization by a two-thirds vote of the members present, provided that the amendment has been submitted in writing and read at the previous regular meeting.

**Section 2.** The Constitution and Bylaws reflect changes made in September 2019 and accepted by the membership in \_\_\_\_\_ 2019.