

## **Constitution and Bylaws of the Cypress Falls Band Boosters**

### **Section I – Constitution**

#### **Article I. - Name**

1. The name of the organization shall be the Cypress Falls Band Boosters (CFBB).

#### **Article II. - Purpose**

2. This organization is organized exclusively for the charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
3. This organization shall support the directors of the Cypress Falls High School Band (hereinafter called “the Band”) in reaching the Band program’s 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.
4. The organization shall be a non-profit organization and shall be non-sharing and noncommercial.
5. 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**

6. The parent(s) or legal guardian(s) of any student in at least one of the Band ensembles, including Marching Band, Symphonic and Concert Bands, Percussion, Color Guard/Winter Guard, or any other official ensemble within the Band program, shall be considered a CFBB member. The Band Director, Assistant Band Directors, and the School Principal shall be members, hereinafter called “the Members”

#### **Article IV. - Elected Officers**

7. The elected officers of the organization shall be President, 1st Vice-President of Fundraising and Sponsorship, 2nd Vice-President of Membership, Secretary and Treasurer.

#### **Article V. - Meetings**

8. The organization shall conduct regular meetings as established in the bylaws.

#### **Article VI. - Dissolution**

9. A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Band Director to 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.
10. 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 Falls 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 or no longer a qualified distributee, or 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**

11. 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**

12. The term of membership shall be from August 1 to July 31 of each year. 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.
13. Band Booster alumni may participate in supportive roles of CFBB activities as and when requested by the Band Directors and/or the Executive Board.
14. Alumni of the Band, or Band Boosters may receive communications about band activities for a nominal fee.
15. 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**

16. The organization shall hold regular monthly meetings during the school year. Other meetings may be called as needed by agreement of the President and Band Director. Meeting nights should correspond to the school activities nights as set by the District.
17. A quorum shall be defined as twenty Members.

### **Article III. - Executive Board**

18. The elected officers, Band Director, Assistant Band Directors, and committee chairpersons shall constitute the Executive Board.
19. A quorum shall be defined as eight (8) members and must include at least four (4) elected officers. The President, or a Vice-President must be one of the elected officers present.
20. The Executive Board shall act for the organization as necessary between regular meetings, set meeting time 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.

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

21. The Executive Board shall present for ratification by the membership the names of five members as the nominating committee at the regular meeting prior to the April Meeting. This committee shall consist of two members of the Executive Board, two members from the membership at large, and the Band Director.
22. The duly appointed nominating committee shall make nominations for elected officers. These nominations shall be communicated to the membership at least two weeks prior to the election held at the April Meeting. Additional nominations for elected officers shall

- be permitted from the floor before the election is conducted. Election shall be by ballot unless there is only one nominee.
23. A person may not hold more than one elected office at a time. Elected officers shall be elected to serve for one year. The newly elected officers shall assume office at the close of the last meeting of the school year.
  24. To be eligible for the office of President, a candidate must have been an active member in good standing for at least one full school year prior to the election. Candidates for President must be approved by the Executive Board before being placed on the ballot; leadership standards and history of compliance with organization policies may be considered during the vetting process. Individuals with substantial past noncompliance may be deemed ineligible.
  25. The President shall serve a one-year term and may serve one additional consecutive term. No person who has previously served as President shall be eligible to serve as President again, regardless of when that service occurred.
  26. Each committee will report to an elected officer who is also an ex-officio member of the committee. Such responsibilities are shown in the Organizational Chart in the “Appendix A”. The reporting authorities may be changed on the Organization Chart as required to facilitate operations of the organization with majority vote of the elected officers.
  27. 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 shall have the responsibility to validate checks of the organization by co-signing thereon.
  28. In the absence of the President, the 1st Vice-President of Fundraising and Sponsorship shall preside at meetings and assume all other duties of the President, including the responsibility to validate checks of the organization by cosigning thereon. The officer shall be an ex-officio member of all committees under his/her direct responsibility as shown on the Organization Chart.
  29. The 1st Vice-President of Fundraising and Sponsorship shall serve as an aide to the President. This position is 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. This position is also responsible for conducting various fundraising events and activities. The 1st Vice-President shall recommend fundraising projects 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 shall be approved by the Executive Board prior to commencement of the activities
  30. The 2nd Vice-President of Membership shall encourage all parents and/or legal guardians to be active members. The committee shall also assist the Band directors in recruiting and communicating with future Band students, and in recruiting and mentoring new parents. In addition, this position is responsible for tracking VIPS hours for the organization, the preparation of membership information such as a directory, and advising and assisting Band students with the coordination and implementation of student-planned activities such as a lock-in event and band banquet.
  31. The Secretary shall keep a correct record of all meetings of the general membership and Executive Board. The officer shall be an ex-officio member of all committees under his/her direct responsibility as shown on the Organization Chart.

32. The Treasurer shall be the custodian of all funds of the organization and has the authority to co-sign checks of the organization. The Treasurer shall provide a financial report at all regular meetings. The Treasurer shall be an ex-officio member of all committees under his/her direct responsibility as shown on the Organization Chart.
33. In the event of a vacancy in the office of President, any other elected office shall be filled by appointment of the Executive Board.

#### **Article V. - Committees**

34. The President shall appoint all committee chairpersons. Removal of any chairperson shall be by the majority vote of the elected officers.
35. Standing committees shall be Audit, Budget, Chaperone, Color Guard, Communication, Equipment, Merchandise, Percussion, Refreshment, Scholarship, and Uniform.
36. The Executive Board may establish and dissolve committees other than those set forth in these bylaws. Any such committee shall be reflected in the organization chart appended to these bylaws and a definition of the committee shall be included in the bylaws as "Appendix B".
37. All committees shall be comprised of at least the chairperson and the elected officer responsible for the committee. The responsible officer shall advise the chairperson regarding the necessity for additional committee members.
38. A committee member may be removed from a committee with the consent of both the chairperson and the responsible officer.
39. The Audit Committee shall be responsible for an annual internal audit of the books of the organization as meets the Cypress Fairbanks Independent School District guidelines. The internal audit shall be completed within thirty (30) days of the end of the organization's fiscal year (July 31). The report on the internal audit shall be presented to the first Executive Board meeting and subsequent general meeting following the completion of the report.
40. The Budget Committee shall draft a budget that outlines the expected income and expenditures of the organization, and a cash flow projection. The budget shall be presented at the first regular meeting of the school year and shall be reviewed and accepted for presentation by the Executive Board prior to its presentation. The committee shall be comprised of at least the President, Budget Committee chairperson, 1st Vice-President of Fundraising & Sponsorship and Treasurer. If a chair is not selected or is unable to carry out his/her duties, then the Treasurer and/or President must chair the committee.
41. The Chaperone Committee shall be responsible for coordinating and communicating with chaperones and volunteers for all events as requested by the Band Director and/or Assistant Band Directors. Responsibilities include overall planning, guidance, and communication to volunteers and other committees for events. The chair of this committee, or his/her designee, serves as the lead chaperone coordinator for such events. The committee shall assist in recruiting and organizing volunteers for other Band activities such as workdays or clerical projects identified by the Band Director.
42. The Color Guard Committee shall be responsible for providing assistance to the Color Guard, Color Guard Director, Band Director and/or Assistant Directors. The committee works closely with other committees and receives guidance from the lead chaperone for events.

43. The Communication Committee shall inform members of organization and band activities, by use of various communication vehicles including, but not limited to, email, web pages and various social media, as well as more traditional methods such as print and telephone. The committee is responsible for overseeing and recommending strategies for the booster organization's web presence. The committee is also responsible for identifying noteworthy achievements and announcements related to the organization and the Band and publicizing them to potential interested parties and the public at large. This committee shall coordinate with the Band Director with regard to any inquiries made by outside sources about the Band.
44. The Equipment 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.
45. The Merchandise Committee shall recommend merchandise to promote and benefit the band program and be responsible for the acquiring and marketing of the merchandise. All merchandise recommended by the committee shall be approved by the Executive Board prior to its acquisition.
46. The Percussion Committee shall be responsible for providing assistance to the Percussion, Percussion Director, Band Director and/or Assistant Directors. The committee works closely with other committees and receives guidance from the lead chaperone for events.
47. The Refreshment Committee shall provide refreshments for band and organization activities. The committee works closely with other committees and receives guidance from the lead chaperone for events.
48. The Scholarship Committee shall be responsible for the solicitation, coordination, and administration of the Scholarship Review Board.
49. The Uniform Committee shall assist the Band Director and/or Assistant Band Directors by issuing and maintaining uniforms and providing for periodic cleaning. In addition, this committee shall make recommendations for uniform fees and provide assistance with uniforms at all performances.

#### **Article V-A. - Volunteer and Chaperone Expectations**

50. All volunteers and chaperones participating in Band activities must conduct themselves responsibly, respectfully, and professionally at all times. Volunteers must follow all Band Director instructions, CFISD policies, and applicable safety procedures.
51. Only the Band Director or their designated CFISD representative shall have the authority to approve or restrict volunteer participation. The Booster Board may document concerns regarding volunteer conduct and communicate those concerns to the Band Director, but the Booster Board does not have the authority to remove or restrict volunteers from participation.

#### **Article VI. - Standing Rules and Resolutions**

52. 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.

53. 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.
54. If there is a conflict between a Standing Rule or Resolution and either the Constitution or Bylaws, the Constitution and/or Bylaws shall prevail.

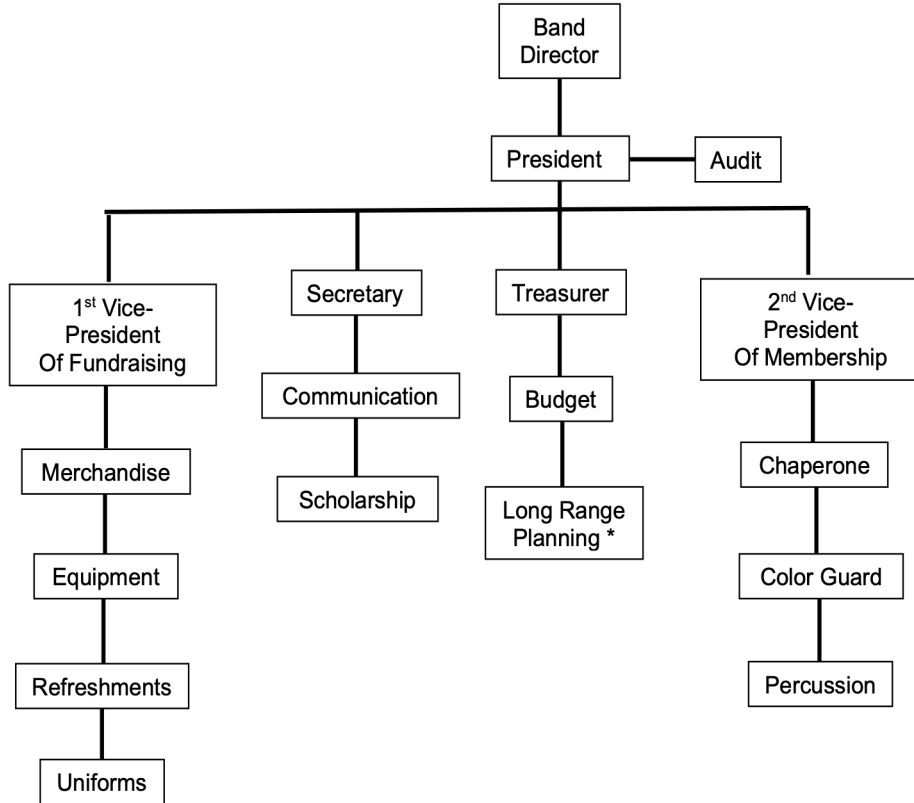
**Article VII. - Parliamentary Authority**

55. 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 Bylaws.

**Article VIII. - Amendment**

56. 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.
57. The Constitution and Bylaws reflect changes made in February 2014 and accepted by the membership in February 2014.
58. The current Constitution and Bylaws reflect changes made in April 2023 and accepted by the membership in April 2023.

## Appendix A Cypress Falls Band Boosters Organization Chart Effective (April 2023)



\* The long range planning committee is optional and typically chaired by the president. See Appendix B for further information.

## **Appendix B**

### **Cypress Falls Band Boosters**

#### **Additional Committees Approved by the Executive Board**

*Effective (Date approved by Members)*

Following are committees are above and beyond the committees identified within the CFBB bylaws.

59. Long Range Planning Committee: Each year, the President and Elected Officers may determine to implement a long range planning committee typically to be chaired by the President. The focus should be on improving booster activities and operations in subsequent years.