

**HENDRICKSON HIGH SCHOOL
BAND BOOSTERS
2905 FM 685
Pflugerville, Texas 78660**

BY-LAWS

**Article I
NAME AND PURPOSE**

SECTION 1. The name of this organization is “Hendrickson High School Band Boosters”, or “HHS Band Boosters”.

SECTION 2. The purpose of the HHS Band Boosters shall be:

- a. to develop and carry out programs to promote a greater understanding, visibility and appreciation of music through education and any appropriate purpose provided by law.
- b. to promote, facilitate, assist and encourage a spirit of fellowship and cooperation among the membership of the HHS Band Boosters and the community.
- c. to work in cooperation with the members of the school district, and public and private entities to support and encourage the development of progressive music education programs.
- d. to provide for and maintain an efficient and progressive band program in a manner that is consistent with the University Interscholastic League (U.I.L.) Guidelines for booster clubs and school events.
- e. to provide moral and financial support, and to accept and disburse funds and otherwise assist the band through cooperation with and guidance of the band director(s).

**Article II
FOUNDATION MEMBERSHIP**

SECTION 1. The HHS Band Boosters shall be a part of the Hendrickson High School Hawks Foundation, Inc., a non-profit 501(c)(3) foundation, and shall abide by the rules and regulations thereof.

SECTION 2. An individual shall be designated by the voting membership to serve as an official representative or director, as the case may be, of the HHS Band Boosters to the Hendrickson High School Hawks Foundation, Inc. This individual, hereby designated as the Foundation Representative, shall act on behalf of the HHS Band Boosters at meetings of the Foundation, and shall make frequent and periodic reports to the HHS Band Booster membership about the activities and actions of the Foundation. The Foundation Representative shall be a member of the Executive

Committee (see Article VI below). As a member of the Executive Committee, the Foundation Representative may act as a signatory, if necessary, on checks. In addition, the Foundation Representative may designate appropriate voting members of the organization to act as Middle School Liaisons between the Booster organization and similar organizations at any of the PISD middle schools that feed into HHS.

Article III
GENERAL MEMBERSHIP

SECTION 1. Band students, parents, guardians, grandparents, alumni and other persons interested in promoting the purposes of the organization may be members of the HHS Band Boosters.

SECTION 2. Voting on all matters relating to the organization, or brought before the organization for consideration, shall be limited to band parents or legal guardians (hereinafter referred to as “voting membership” or “voting member”), and all others shall be considered as ex-officio members in such instances.

Article IV
LIMITATIONS

SECTION 1. All policies pertaining to the operation of the HHS Band Boosters will be under the jurisdiction of the Pflugerville Independent School District (PISD) Superintendent or Hendrickson High School principal or their designated representatives as referenced to the U.I.L. Guidelines for Band Booster Clubs. In addition, all members of the Band Boosters are required to follow a Code of Conduct (as established in Robert’s Rules of Order¹). Also, any and all members of the Band Boosters may, at any time at the discretion of the Executive Committee, be subject to a background check.

SECTION 2. No part of the net earnings of the HHS Band Boosters shall inure to the benefit of any member, officer, or private individual except for the reimbursement for the actual expenses incurred on behalf of HHS Band Boosters, and no funds may be expended directly or indirectly for political purposes. Upon dissolution of the HHS Band Boosters, any funds remaining shall be distributed to the Hendrickson High School Band activity account or otherwise in a manner determined by the membership at the time of dissolution.

SECTION 3. All instruments, uniforms or other equipment purchased by the HHS Band Boosters shall immediately and automatically become the property of the PISD.

SECTION 4. With respect to financial operations of the organization, the following shall be in affect:

- a) The organization's fiscal year shall be June 1 through May 31

- b) The voting membership may impose expenditure limitations above which level would require approval by the voting members. The voting membership may also develop specific spending criterion as from time to time may be deemed appropriate.
- c) All checks or disbursements of funds will require the signature of at least two members of the Executive Committee (not including the band directors or PISD employees), at least one of which must be the President or the Treasurer. Disbursement of funds not by check must also be signed off in this manner and documented with an appropriate receipt signed by all parties involved. If one of the Executive Committee (not including the band directors) is to be the recipient of a disbursement of funds, they are not allowed to be one of the signatories of the disbursement. This requirement can be waived at the discretion of the Executive Committee for the purpose of ad hoc purchases on an as needed basis from a third party vendor.
- d) Personal checks for funds shall not be cashed under any circumstance.
- e) A minimum amount of \$2500.00 shall be carried over into each new fiscal year.

Article V
PRINCIPAL OFFICE AND RESIDENT AGENT

SECTION 1. The principal location of the HHS Band Boosters shall be within the PISD boundary prescribed for Hendrickson High School. The principal location may be moved within the boundary from time to time as determined by the voting membership.

SECTION 2. The President shall serve as the resident agent. The resident agent is authorized to accept service of process for the HHS Band Boosters; and notice served upon such agent, or mailed to such agent, shall be deemed service upon or notice to the HHS Band Boosters

Article VI
EXECUTIVE COMMITTEE

SECTION 1. The Executive Committee shall consist of the following Officers: President, Vice President, Treasurer, Secretary, Concessions Chair, Fundraising Chair, Event Support Chair, [Color Guard Chair](#), Foundation Representative, and Band Directors.

SECTION 2. The duties of the Executive Committee shall be to transact necessary business between regular meetings of the HHS Band Boosters, and such other business as may be required by the HHS Band Boosters; to approve the plans of work of any sub-committee or Special Committee

Chairs, and to present a report of its activities at the regular meeting of the HHS Band Boosters.

SECTION 3. The Executive Committee may meet prior to the regular meeting at a time and place determined by the President. Quorum for meetings shall consist of a minimum of seven members, of which at least one must be a band director. Meetings may be open to all voting members of the Booster organization who may offer input and advice on matters before the Executive Committee, but only attending Executive Committee members are eligible to vote on matters before the Executive Committee at these meetings. However, the President may choose to close meetings of the Executive Committee for certain confidential discussions.

SECTION 4. It shall be the responsibility of the Executive Committee to develop an annual budget that is to be approved by the voting membership during or prior to the regular September meeting.

SECTION 5. Officer positions can only be occupied by individuals who are eligible voting members of the HHS Band Boosters.

SECTION 6. Officers serve one year terms. No member of the Executive Committee may serve more than two consecutive terms in the same position.

SECTION 7. The Executive Committee shall approve nominations of sub-committee chairs as presented by the Treasurer, Secretary, Concessions Chair, Fundraising Chair, Event Support Chair, [Color Guard Chair](#), and Foundation Representative, to positions to fulfill obligations of their various duties as required for each of their positions as stipulated in Article IX below. These positions may be comprised of any number of voting and/or ex-officio members, however, none of these positions may fulfill the direct responsibilities of the members of the Executive Committee.

SECTION 8. The Executive Committee may, from time to time, appoint Special Committees and their Chairs to fulfill specific tasks as deemed necessary.

Article VII

EXECUTIVE COMMITTEE ELECTION PROCESS

SECTION 1. Prior to the April meeting of the Boosters, the President shall appoint, with the approval of the voting membership at the April meeting, a Nominating Committee that shall consist of no fewer than three voting members chosen from among the membership. The President shall designate an eligible voting member to chair the Nominating Committee. It shall be the duty of the Nominating Committee to meet annually to nominate individuals to serve in positions on the Executive Committee. The Nominating Committee shall report its recommendations to the membership prior to the elections.

SECTION 2. Nominations for officers shall be made during or prior to the regular May meeting by the Nominating Committee.

- SECTION 3.** Additional nominations may be made at the May meeting from the floor only with the prior consent of the individual who is to be nominated.
- SECTION 4.** Once all nominations have been accepted by the voting membership and nominations have been closed according to proper parliamentary procedures, a vote will be taken at the May meeting to choose those officers for the positions on the Executive Committee stipulated in Article VI, Section 1 above. A plurality of the votes of the voting members present at this meeting shall be sufficient for the election of any officer.
- SECTION 5.** Officers serve for a one-year term of office. Newly elected officers will assume their duties immediately following their installation, or at a time when each outgoing officer completes their duties scheduled for that year.
- SECTION 6.** In the event that an officer resigns their position or otherwise becomes unable to complete the entire term of office, an individual from among eligible voters shall be appointed by the Executive Committee to serve the remaining tenure.
- SECTION 7.** Any Executive Committee position not filled during the election of officers, or vacated by the act of removal of an officer, may be either appointed by the Executive Committee or left vacant until the first regular meeting of the following school year. Committee positions appointed by the Executive Committee shall be ratified by the membership at the next regular meeting.

Article VIII
REMOVAL OF EXECUTIVE COMMITTEE OFFICERS

- SECTION 1.** An officer may be removed from office for any illegal act or activity of offense against HHS Band Boosters, U.I.L rules and regulations, PISD rules and regulations, or violations of the Code of Conduct. The process of removal shall be as follows. A hearing shall be held before the Executive Committee (and only the Executive Committee) whereby the violations of the officer in question shall be presented to the Committee by the President, unless the President is the officer in question, in which case the violations shall be presented by the Vice-President. The accused officer will have the right to present their version of said violations. Discussion and questions may be heard by any member of the Executive Committee. At the end of discussion a secret vote will be taken. If, by simple majority of members of the Executive Committee present, there is agreement that the officer in question violated above said rules and regulations, then that officer shall be removed from office. This does not preclude the removed officer from continuing to participate in the activities of the Booster organization, nor is it meant to preclude any other investigation into alleged misconduct; its purpose is to simply remove said officer from their position. It shall be at the discretion of the Executive Committee as to how to inform the Booster organization of any removal that has occurred.

Article IX
DUTIES OF EXECUTIVE COMMITTEE OFFICERS

SECTION 1. The President shall:

- a) Call meetings as provided in the by-laws
- b) Set the meeting agenda and preside at all regular and special meetings of the HHS Band Boosters
- c) Shall appoint special committees as the need arises
- d) Shall preside over the Executive Committee
- e) Serve as ex-officio member of all committees
- f) Serve as liaison between the Band Boosters organization and Band Directors.
- g) Obtain approval from the Director of Bands and Executive Committee before authorizing the acceptance of funds or goods that are offered to the organization with the intent of funding anything other than the General Fund.
- h) Serve as signatory on checks, if necessary
- i) Notify the bank of any changes in officers or authorized signatures on the account
- j) At the beginning of the year, will prepare and distribute to the General Membership, at the August General Membership meeting, a timeline of all known events occurring during the fiscal year. Events are subject to change. These events include but are not limited to:
 - General Membership and Executive Committee Meetings
 - Football games
 - Marching Competitions
 - Concerts
 - Spring Competitions
 - Band Trips
- k) Communicate as necessary with the General Membership via email or mail
- l) Coordinate events with other Booster Presidents/Groups, if possible

SECTION 2. The Vice President shall:

- a) In the absence of the President, preside at all meetings of the HHS Band Boosters and its Executive Committee, and shall fulfill any other duties as becomes necessary
- b) Serve as signatory on checks, if necessary
- c) The positions of Vice-President and Foundation Representative may be combined into a single Vice-President/Foundation Representative position, or maintained as separate, as may be prescribed from time to time by the voting membership

SECTION 3. The Treasurer is responsible for all fiscal accounts of the Association. The Treasurer shall:

- a) Receive, deposit and disburse all HHS Band Boosters funds as directed by the membership. This includes, but is not limited to, collecting all monies at Booster, Band, or Color Guard related activities. As a precautionary measure, once monies are collected and counted, the Treasurer must have the collected funds reviewed and certified, in writing, by at least one other member of the Executive Committee. All cash receipts must be deposited within four business days. Certification of collected funds must match deposit receipts. In the event the Treasurer cannot make a deposit then the deposit can be made by another member of the Executive Committee
- b) Maintain a working financial ledger on each account of receipts and disbursements
- c) Reconcile bank statements monthly and report back to the Executive Committee
- d) Make a financial report at each Executive Committee, regular and special meeting as required. In this report the Treasurer must also present to the members information relating to the use of Booster funds by the Band Directors.
- e) Present the following to the Hendrickson High School Hawks Foundation:
 - An annual record of account by July 15th of each year for audit
 - Sales tax reports as required by the Foundation
 - A yearly tax return
 - Other information requested by the Foundation as deemed necessary
- f) an annual record of account to the Hendrickson High School Hawks Foundation by July 15th each year for audit, as well as sales tax reports as needed
- g) Additional audits can be called for by the members of the Executive Committee at any time deemed necessary
- h) Serve as signatory on checks, if necessary
- i) Appoint, if desired, an assistant treasurer position for the purpose of maintaining Student Accounts

SECTION 4. The Secretary shall:

- a) Keep an accurate and cumulative record of the minutes and the meetings. Copies of all minutes shall be kept on file with the band director as is stipulated by UIL regulations
- b) Maintain the meeting sign-in lists for Executive Committee and General Membership meetings
- c) Be responsible for the posting and/or distribution of recorded minutes within one week following a meeting
- d) Coordinate the agenda with the officers and post one-week prior to the general membership meeting
- e) Be responsible for maintaining all documents pertaining to the organization's operation
- f) Be responsible for any correspondence or acknowledgment letters for organization activities

- g)** Provide a copy of the bylaws at each meeting
- h)** Advise on matters of parliamentary procedure
- i)** Act as vote tabulator in all voting matters
- j)** Clarify bylaws when needed
- k)** Serve as signatory on checks, if necessary
- l)** Be responsible for Public Relations
- m)** Be responsible for creation and coordination of sub-committees, sub-committee chairs, and volunteers, with the approval of the Executive Committee, needed to carry out necessary duties, to include but not limited to:
 - Timely submission of press notifications to the School Principal newsletter, local newspapers, neighborhood associations, TV and radio media about band functions and special achievements
 - Act as liaison between the organization and the Band Directors for matters pertaining to public relations
 - Develop, monitor, update and be responsible for the Band Booster website
 - Maintain a volunteer database
 - Obtain photographs for purpose of posting on website and historical archives of band history
 - Other responsibilities as needed

SECTION 5. The Concessions Chair shall:

- a)** Be responsible for any concession stands/areas for which the organization has primary charge
- b)** Oversee all matters pertaining to the operation of concession stand/areas; including menu development and pricing, product inventory, purchasing, and assignment of concession stand volunteer duties
- c)** Submit for approval to the membership those matters relating to concessions, which may be deemed to have a significant impact on the operation, organization, or fund raising ability of any concession stands/areas for which the organization has primary responsibility
- d)** Act as liaison between the HHS Band Boosters and the band directors for matters pertaining to concession activities for the band
- e)** Serve as signatory on checks, if necessary
- f)** Be responsible for creation and coordination of sub-committees, sub-committee chairs, and volunteers, with the approval of the Executive Committee, needed to carry out necessary duties, to include but not limited to:
 - Overseeing concession operations at football games other than Varsity games
 - Overseeing concession operations at Soccer games
 - Overseeing concession operations at other special events as they are established over time
 - Coordination of volunteers for all concession operations

SECTION 6. The Fundraising Chair shall:

- a) Obtain approval of all fund raising activities or solicitation of funds in the name of the organization from the band director(s) and members of the organization prior to implementation
- b) Be consulted on all matters pertaining to fund raising
- c) Be responsible for oversight of all fundraising activities (excluding concessions operations) sponsored by the organization. These include but are not limited to: merchandising, annual Marching Contest, March-a-thon, and golf tournament.
- d) Research and develop fund raising activities
- e) Design, print, and/or obtain all material necessary for completion of any planned fund raising event
- f) Be responsible for any merchandise stands/areas for which the organization has primary responsibility, as well as any HHS Band Booster participation in the development and sales of programs at designated events (including athletic events)
- g) Oversee all matters pertaining to the operation of merchandise stand/areas; including product inventory, purchasing, pricing and assignment of merchandise stand volunteer duties
- h) Report to the Executive Committee and membership the status of all ongoing fundraising activities
- i) Act as liaison between the organization and the band directors for matters pertaining to fundraising activities
- j) Serve as signatory on checks, if necessary
- k) Be responsible for creation and coordination of sub-committees, sub-committee chairs, and volunteers, with approval of the Executive Committee, needed to carry out necessary duties, to include but not limited to:
 - Merchandising
 - Marching Contest
 - March-a-thon
 - Golf Tournament
 - Other fundraising activities as established over time

SECTION 7. The Event Support Chair shall:

- a) Be responsible for all on-field and on-stage ancillary matters associated with the band's participation in special events and/or performances
- b) Coordinate the transportation of equipment to and from events
- c) Obtain and organize training for all parents wanting to volunteer for medical personnel
- d) Be responsible for the maintenance of Band uniforms, including uniform selection, assignment and fitting, uniform check-in process, distribution and collection of rain gear as necessary, and uniform storage
- e) ~~Coordinate activities related to the support of the Color Guard program, including activities related to uniform selection and creation, as well as flag selection and creation. These activities~~

~~include support for the maintenance of Color Guard uniforms, flags, and other equipment~~

- f) Arrange and provide meals for Band members on trips, whether these are marching events (for example, football games) or special events (for example, the spring trip)
- g) Work with Band Directors to provide support for Band members during Summer Band Camp
- h) Providing for chaperone support for the oversight of Band members when traveling
- i) Be in charge of ordering band shirts and nametags annually for members of both the Band and the Booster organization
- j) Act as liaison between the organization and the Band Directors for matters pertaining to event support for the band
- k) Serve as signatory on checks, if necessary
- l) Be responsible for creation and coordination of sub-committees, sub-committee chairs, and volunteers, with the approval of the Executive Committee, needed to carry out necessary duties, to include but not limited to:
 - Distribution and collection of marching hat plumes
 - Distribution and collection of water and/or drinks to band members during events
 - Movement of drum major and pit equipment at half-time shows and other events as they occur
 - Uniform/Sewing support
 - Provide support to the Band Directors at Summer Band Camp
 - ~~Color Guard Support~~
 - Student meal support
 - Chaperone support
 - Medical/First Aid support

SECTION 8. The Color Guard Chair shall:

- a) Be responsible for all on-field and on-stage ancillary matters associated with the Color Guard's participation in special events and/or performances
- b) Coordinate the transportation of equipment to and from events where Color Guard performs independently of the Band
- c) Coordinate activities related to the support of the Color Guard program, including activities related to uniform selection and creation, as well as flag selection and creation. These activities include support for the maintenance of Color Guard uniforms, flags, and other equipment
- d) Arrange and provide for meals for Color Guard members on trips separate from Band trips (Winter Guard events)
- e) Providing for chaperone support for the oversight of Color Guard members when traveling separate from the Band to events
- f) Serve as signatory on checks, if necessary
- g) Be responsible for creation and coordination of sub-committees, sub-committee chairs, and volunteers, with the approval of the

Executive Committee, needed to carry out necessary duties, to include but not limited to:

- Event transportation for events not including Band
- Providing of meal support to Color Guard members at events not including the Band
- Uniform/sewing support of Color Guard outfits
- Chaperone support

Article X **BOOSTER MEETINGS**

SECTION 1. Regular meetings of the HHS Band Boosters may occur at such times and at such places as the members deem appropriate.

SECTION 2. A majority of the members present shall constitute a quorum at any meeting.

SECTION 3. Special meetings may be called by the President, the Executive Committee, or by a quorum of the membership for any purpose upon notice given three days in advance of the meeting; said notice need not contain any statement of the business to be transacted except where the meeting is called to consider a vote on amendments or other changes to the by-laws.

Article XI **ORDER OF BUSINESS**

SECTION 1. All meetings of HHS Band Boosters and the Executive Committee shall be governed by parliamentary procedure as established under the current edition of Robert's Rules of Order¹. Items placed before either the Boosters or the Executive Committee for approval shall pass by a simple majority of those present, assuming prior rules regarding quorum for said meetings has been satisfied, and proper parliamentary procedures have brought said items up for general approval.

Article XII **STUDENT ACCOUNT FUNDS**

SECTION 1. Funds remaining in a student's account after the student leaves the band program may be transferred to a sister or brother, or split among siblings, as the case may be, who is/are currently in the Hendrickson Band Program, or who joins within the following, consecutive school year. Any other unexpended funds will automatically transfer into the Activity Account for the Band.

Article XIII

LIABILITY

SECTION 1. To the fullest extent provided by the Texas Non–Profit Corporation Act (Art. 1396–1.01, Vernon's Texas Civil Statutes) or any other applicable law, no person shall be liable to the organization for monetary damages for or with respect to any acts or omissions in his or her capacity as a member of the Executive Committee. No amendment to or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any officer with respect to acts or omissions of such officer prior to any repeal or amendment.

Article XIV
AMENDMENT OF BY-LAWS

SECTION 1. The bylaws of the HHS Band Boosters may be changed or amended by a majority vote of eligible voting members at a regularly scheduled meeting of the organization, provided there has been public notification of intent to change or amend the by-laws, and the proposed changes or amendments were read at the previous regularly scheduled meeting of the HHS Band Boosters. All proposals for change must be in compliance with the rules and regulations of the PISD, UIL and Hendrickson High School Hawks Foundation, Inc.

Adopted _____ Date _____
President

_____ Date _____
Vice-President

_____ Date _____
Band Director

¹ Robert III, Henry M., et al. Robert's Rules of Order. 10. New York, NY: HarperCollins Publishers, 2000.