

**CONSTITUTION AND BYLAWS  
WEISS HIGH SCHOOL BAND BOOSTER CLUB  
“WBBC” or “Weiss Band Booster Club”**

**Article I.**

Name

- 1.1 The name of the organization shall be the Weiss Band Booster Club (hereinafter called “WBBC”). It is registered with the IRS as the Weiss Band Booster Club.

**Article II.**

Purpose

- 2.1 WBBC is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. The organization shall be a non-profit organization and shall be non-commercial.
- 2.2 The WBBC shall support the Weiss High School Band (hereinafter called “the Program”) and assist the Weiss High School Band Directors (hereinafter called “the Directors”) in reaching the Program goals as defined by the Directors and in conjunction with the WBBC.
- 2.3 WBBC shall serve to help stimulate and sustain an enthusiastic interest in the Program among band parents, band members, student body, and members of the community.
- 2.4 WBBC shall provide financial support to the Program through fundraising activities jointly developed with the Directors. All WBBC fundraising activities and donations are voluntary. The IRS prohibits tax-exempt organizations from requiring people to participate in fundraisers and prohibits the use of individual accounts. Parent participation in the WBBC is not required for students to participate in the Program.
- 2.5 The activities of the organization shall not conflict with the policies of the Pflugerville Independent School District, the PfISD Booster Club Guidelines and the UIL guidelines for Booster Clubs and shall be sanctioned by school officials.

### **Article III.**

#### Membership

- 3.1 WBBC membership shall consist of all parents and legal guardians of students enrolled in the Program. The Booster Club membership's voting responsibility will be the annual election of Executive Officers who will best represent them in effectively transacting WBBC business in a way consistent with purpose outlined in Article II.
- 3.2 The Booster Board membership shall consist of the elected Executive Officers and Standing Committee Chairs as listed in Article V and Article VIII. Primary responsibilities of this group is the review and approval of the annual budget, ensuring expenses/revenues are consistent with that approved budget, coordinating volunteers to staff subcommittees to support the program events and fundraising activities, and providing timely news and information about his/her area of responsibility to the general membership at monthly meetings or written/electronic communications.
- 3.3 Parents or legal guardians who have children in the Program are eligible to participate in either the general or Booster Board membership. Should a student leave the program, the parents or legal guardians of the student may continue to participate in WBBC activities, but they relinquish the right to Booster Board membership.
- 3.4 The Band Directors and PfISD Staff without students in the Weiss Band are not eligible to vote.
- 3.5 There shall be no proxy voting.

### **Article IV.**

#### Meetings

- 4.1 Meetings of the WBBC for a given school year shall be announced prior to the beginning of the first day of school. The Executive Officers shall review the dates for the ensuing year and develop a schedule of meetings for the active membership with meetings for the board membership in between said meetings. Should a pre-determined date as set forth by the Executive Officers conflict with another event during the upcoming year, the Executive Officers shall change the meeting date for that month accordingly.
- 4.2 A quorum of the general membership shall be a quorum of the Booster Board and include at least ten (10) Active members at large.

- 4.3 The rules contained in Robert's Rules of Order Newly Revised shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with this Constitution and Bylaws.

## **Article V.**

### Booster Board

- 5.1 The Booster Board shall consist of the elected Executive Officers, the Directors, the immediate Past President, and the chairpersons of the following standing committees:

Concessions Committee Chair  
Contest Host Coordinator  
Fundraising Committee Chair  
Hardship Committee Chair  
Hospitality Chair  
Merchandise Chair  
Meal Coordinator  
Senior Parent Chair  
Social Media Chair  
Sponsorship Coordinator  
Volunteer Coordinator

Any active member in good standing shall be eligible for committee chairperson or committee membership. Good standing for the purposes of the WBBC means having a child in the Weiss Band and without conflict of interest for the office or chair that individual holds. Ad hoc chairs may be appointed and added during the year as needed upon majority vote of the Executive Officers. To be reviewed annually, the Chair would need to voted upon and added to the By-laws as an amendment.

- 5.2 If the Past President does not have a child participating in the Program during the year immediately after holding office, his/her participation in the Executive Board shall be at his/her discretion. If he/she does not have a child participating in the Program, the Past President shall be a non-voting member.
- 5.3 A quorum of the Booster Board shall be defined as seven (7) members and must include at least three (3) Officers and a Band Director. The President or Vice President must be one of the Officers present.
- 5.4 The Booster Board shall act for the organization as necessary between regular meetings and make recommendations to the membership. No actions taken shall conflict with actions taken by the membership in regular or called meetings.
- 5.5 Each Booster Board member must be a voting member in good standing whose child is currently in the Program.

- 5.6 Prior to the end of each school year, the Booster Board will develop and vote on the upcoming year's budget. The approved budget will then be presented to the active membership at the next scheduled meeting
- 5.7 Standing Committee chairpersons may be asked to resign due to dereliction of duty or conflict of interest. The current President shall appoint a voting member in good standing to complete the term with the approval of the Booster Board. Dereliction of duty shall be determined by the Booster Board based on concerns expressed by members of the WBBC.

## **Article VI.**

### Executive Officers and Their Elections

- 6.1 The Executive Officers shall consist of the President, Vice President, VP of Equipment, Treasurer, and Secretary. Officers are allowed to serve more than one term, but no more than two concurrent in the same position, unless voted and approved by full parent meeting.
- 6.2 The Executive Officers (President, Vice President, Secretary and Treasurer) will be elected at a meeting of the general membership in April of each year. The Executive Officers shall have a student in the Program with a classification of Senior, Junior, Sophomore or Freshman.
- 6.3 The President must have served on the board for one year before becoming President.
- 6.4 The Vice President of Equipment is an appointed position. The nominee must be approved by the Executive Officers. The VP of Equipment must have served with the Haulers for one year before becoming VP of Equipment
- 6.5 The Secretary will be elected at a meeting of the general membership in April of the year that each preceding term expires. The Secretary shall have a student in the Program with a classification of Senior, Junior, Sophomore, or Freshman.
- 6.6 The terms of office for all Officers shall begin on June 1<sup>st</sup> and end on May 31<sup>st</sup> to coincide with the fiscal year, which runs for the same time period. Should a vacancy occur during the elected office term, the vacancy shall be filled for the unexpired portion of the term by the Executive Board. During the remaining few weeks of school following the April election, standing Officers are expected to transfer all relevant information, contacts and documentation required for elected officers to perform his/her roles effectively starting June 1<sup>st</sup>. Likewise, newly elected officers should use the remaining few weeks of

school after the April election to identify members to chair the necessary subcommittees within his/her responsibility.

- 6.7 A married couple shall be considered as one nominee for purposes of holding office.
- 6.8 Employees of PfISD shall not serve as an officer in a financial capacity.
- 6.9 Officers wishing not to complete their terms of office should submit a letter of resignation to the Executive Board. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board. If the President submits a letter of resignation, the Vice President will assume the President's role for the remainder of resigning President's term and continue the role of President for the next appointment term. The Executive Officers will appoint a new Vice President to complete the term. This Vice President will not move into the Vice President's role, unless voted into office by the membership.
- 6.10 Officers may be asked to resign due to dereliction of duty or if there is a conflict of interest found that makes them unable to fulfill the roles of their office. The current President shall appoint a voting member in good standing to complete the term with the approval of the Executive Board. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the WBBC.

## **Article VII.**

### Executive Officer Duties

- 7.1 The President shall preside at all WBBC meetings, oversee all aspects of the WBBC, call meetings of the membership and Executive Board when necessary, serve as ex-officio member of all committees, and perform other duties as requested by the Executive Board. The president shall oversee the following committees: Host Contest, Volunteer, Meal Coordinator, Hardship and Concessions.
- 7.2 The Vice President shall assume the duties of the President in the absence of the President, assist the President as requested, provide assistance to the Program as requested by the Directors, and perform other duties as requested by the Executive Board. The VP shall oversee the Following Committees: Hospitality, Merchandise, fundraising, sponsorship and Senior.
- 7.3 The Vice President of Equipment shall be responsible for trailer maintenance; supervision of loading and unloading instruments and

equipment at football games and competitions; for construction of props; and for coordinating volunteers to help with these responsibilities. They shall also oversee the equipment and prop budget and coordinate with the director and treasurer as needed.

- 7.4 The Treasurer shall record all financial matters of the WBBC, collect receipts or bills for all disbursements, prepare an annual budget to be reviewed and approved by the Executive Board in May, report on financial matters to the Executive Board and general membership, and perform other duties as requested by the Executive Board. It is recommended that the Treasurer has a strong financial and/or accounting background. The tax return must be filed to the IRS by 10/15 or extended and filed accordingly, through confirmation in the Executive Officer Meeting Minutes.
- 7.5 The Secretary shall record minutes of all Executive Board and general membership meetings; submit minutes for approval at successive meetings; prepare correspondence of the WBBC in coordination with the Band Director, President, and/or Executive Board; and perform other duties as requested by the Executive Board.
- 7.6 All officers may be co-signers on WBBC funds with the exception of PfISD employees. The decision of who will be designated signatories will be documented in the WBBC minute notes before granting accesses to the WBBC bank account.
- 7.7 Elected Officers may serve as Committee Chairs with majority approval of the Executive Board.
- 7.8 No Booster Board member may serve in more than one elected officer position concurrently.
- 7.9 All Executive officers must declare conflict of interest to the Board in accordance with the Weiss Band Booster Club Conflict of Interest Policy.

## **Article VIII.**

### Standing Committees

- 8.1 Standing Committee Chairs shall be appointed by the President. Removal of any committee person shall be by the President with the consent of a majority of the Executive Board. Committee Chairs will be responsible for recruiting volunteers and overseeing their respective Committees.

- 8.2 Any voting member in good standing shall be eligible for committee chairperson or committee membership.
- 8.3 The Fundraising Committee Chair shall oversee coordination and approval through PfISD for all WBBC fundraising sub-committees and fundraising activities as applicable. This includes spirit nights at restaurants, March-a-thon, and other activities identified by the Booster Board.
- 8.4 The Hospitality Committee Chair shall oversee committees for but not limited to: Program parties (including the banquet and celebrations ), parent socials, and goodie bags as indicated by the directors as well as additional activities requested by the Directors. The Senior Parent Chair will be underneath the Hospitality Chair.
- 8.5 The Meal Coordinator shall be responsible for feeding the Program at all football games and Program contests, arranging pick up and distribution of drinks at each game, prepare bulk snack bags for the buses for each game and contest and as needed by the director, work with the volunteer coordinator to get the necessary volunteers to help with service.
- 8.6 Senior Parent Chair will be responsible for the Senior Activities for the band. This individual must be a senior parent. If a volunteer cannot be found, the role will be completed by the Hospitality Chair. The responsibilities include Fall Senior, Senior Band Breakfast, Senior Baskets, and Senior Parade. They will manage the Senior Parent Channel on Slack.
- 8.7 The Uniforms Committee Chair shall be responsible for the care, altering, cleaning and inventory of the Program's uniforms and costumes. They will coordinate with the directors as needed.
- 8.8 The Volunteer Coordinator will be responsible for coordinating the volunteer needs of the WBBP and supporting the volunteer needs of the Weiss Bands various events. This chair will run the Sign-Up Genius Page for the WBBP. They will coordinate with the various chairs to determine volunteer needs and post sign ups on the main sign up genius. They will manage the volunteer channel in slack.
- 8.9 The Concessions Committee Chair will be responsible for inventorying and selling food and beverage items at games and events. This chair will be responsible for recruiting volunteers to assist in these tasks. They will work with the treasurer to maintain appropriate records and receipts. They will also be WBBCs delegate to the Pfield Concessions Coop.
- 8.10 The Merchandise Chair will be responsible for selling and inventorying items at Weiss Band events. All spirit items will need the approval of the WBBC Executive Board and Director prior to soliciting their creation and

subsequent selling. Two quotes are required for each item. All items for sale must be posted in the booster store.

- 8.11 The Social Media Committee Chair will be responsible advertising and publicity for the Program, overseeing management of the website and technology, managing the social accounts of the Weiss Band Boosters and partnering with the Directors for posting on the Weiss Band official pages.
- 8.12 The Sponsorships Committee Chair will be responsible for soliciting and recruiting formal sponsorships for our Weiss Band Boosters Program. Additionally, they will be responsible to develop and maintain the sponsorship packages, intake forms, and ensure that all logos are kept on file for required branding. They will work with the Treasurer and Social Media and Communications chairs to ensure recognition and advertisement of sponsors.
- 8.13 Hardship Committee Chair will be responsible for the Fall Semester Hardship Fund, Senior Scholarships, and any other potential scholarship/hardship fund processes that are developed. This includes creating a budget to be approved by the executive board, application gathering process, assembling blind voting volunteers, and disbursement of funds. They will create a scholarship review committee that includes two current Booster Board parents, a community member and a teacher. None of these individuals can be a parent or associated with an active senior in the program.
- 8.14 Contest Host Coordinator will be responsible for coordinating any hosting duties the WBBP is responsible for including 5A and TSSEC. This person will work with the President and director to determine the support needs of the band and WBBP.
- 8.15 All committee chairs must declare conflict of interest to the Board in accordance with the Weiss Band Booster Club Conflict of Interest Policy.

## **Article IX.**

### Dissolution

- 9.1 A resolution to dissolve passed by a majority vote of the Executive Board may be presented by the Band Director at 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 voting members present shall be required to approve the resolution.



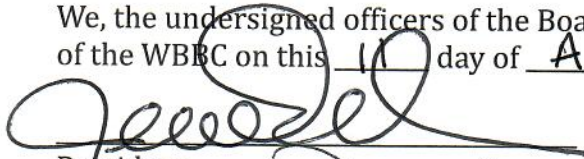
- 9.2 Upon dissolution of the organization, the Executive Board shall, after making provisions for the repayment of all liabilities of the organization, dispose of all noncash assets. The assets of this organization shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c)(3) of the Internal Revenue Code.

**Article X.**

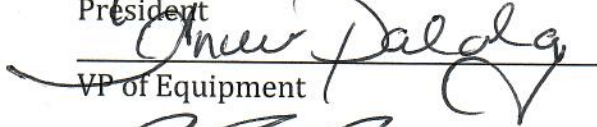
Amendments

10.1 This Constitution may be amended by a three-fourths vote of the members present provided that any amendment is presented in writing and read at the previous regular meeting. All members must be notified of the amendment at least two weeks prior to the date of the meeting in which the vote to amend is to be taken.

We, the undersigned officers of the Board, do hereby certify and adopt the foregoing Bylaws of the WBBC on this 10 day of April, 2023.



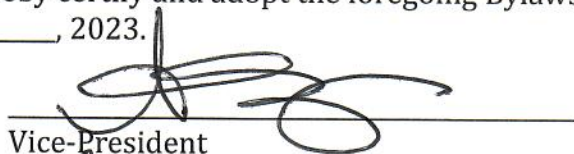
President



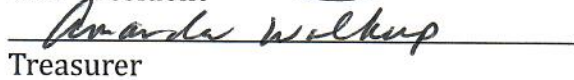
VP of Equipment



Secretary



Vice-President



Treasurer