

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 PflISD 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 Officers who will best represent them in effectively transacting WBBC business in a way consistent with purpose outlined in Article II.
- 3.2 The Executive Board membership shall consist of the elected Officers and 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 Executive 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 Executive 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 Board 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 board conflict with another event during the upcoming year, the Executive Board shall change the meeting date for that month accordingly.
- 4.2 A quorum of the general membership shall be a quorum of the Executive 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.

Executive Board

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

Fundraising Committee
Chaperone Committee
Hospitality Committee
Public Relations Committee
Uniforms Committee
Equipment Committee
Safety & First Aid Committee
Spirit Items Committee
Concessions Committee

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 Board. To be reviewed annually, the Chair would need to be 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 Executive 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 Executive 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 Executive 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 Executive 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 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 Executive Board. Dereliction of duty shall be determined by the Executive Board based on concerns expressed by members of the WBBC.

Article VI.

Officers and Their Elections

- 6.1 The Officers shall consist of the President, Vice President, Treasurer, Treasurer-Elect, and Secretary. The term of each officer shall be for one (1) year unless otherwise extended by these Bylaws.
- 6.2 The Vice President will be elected at a meeting of the general membership in April of each year. The Vice President will succeed the President in the school year following election. The Vice President shall have a student in the Program with a classification of Junior, Sophomore or Freshman. If for some reason, the standing Vice President is unable to succeed to President in the following school year or if the standing Vice President position is vacant, a President and Vice President will be elected at the April meeting.
- 6.3 The Treasurer-Elect will be elected at a meeting of the general membership in April of each year. The Treasurer-Elect will succeed the Treasurer in the school year following election. The Treasurer-Elect shall have a student in the Program with a classification of Junior, Sophomore or Freshman. If for some reason, the standing Treasurer-Elect is unable to succeed to Treasurer in the following school year or if the standing Treasurer-Elect position is vacant, then both a Treasurer and Treasurer-Elect will be elected at the April meeting.
- 6.4 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.
- 6.5 The terms of office for all Officers shall begin on June 1st and end on May 31st 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 1st. 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.

- 6.6 A Nominating Committee consisting of five (5) WBBC voting members shall be appointed annually by the Vice President and the Directors. The Nominating Committee shall consist of these five members and the Directors. Current Officers of the WBBC may not serve as members of the Nominating Committee.
- 6.7 The Nominating Committee must submit a written report to the Vice President listing one nominee for each office to be filled. The report must be signed by a majority of the members of the Nominating Committee.
- 6.8 A married couple shall be considered as one nominee for purposes of holding office.
- 6.9 Employees of PflSD shall not serve as an officer in a financial capacity.
- 6.10 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 Committee 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.
- 6.11 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.

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 except the Nominating Committee, appoint members to conduct an annual audit and perform other duties as requested by the Executive Board.
- 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.
- 7.3 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, submit annual financial statements for review during the annual audit and ensure that the PfISD audit is completed prior to the first day of school and prepared in accordance with the current year's Booster Club Parent Organization Manual, and perform other duties as requested by the Executive Board. It is recommended that the Treasurer has a strong financial and/or accounting background.
- 7.4 The Treasurer-Elect shall be responsible for assisting the Treasurer in the performance of his/her duties, and perform other duties as requested by the Executive Board. The Treasurer-Elect must be willing to assume the responsibility of Treasurer after one year of service. It is recommended that the Treasurer-Elect have a strong financial and/or accounting background.
- 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 Executive Board member may serve in more than one elected officer position concurrently.

- 7.9 All officers must declare conflict of interest to the Board in accordance with the Weiss Band Booster Club Conflict of Interest Policy.

Article VIII.

Committees

- 8.1 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.
- 8.4 The Hospitality Committee Chair shall oversee committees for but not limited to: feeding the Program at all football games and Program contests, arranging pick up and distribution of drinks at each game, Program parties (including the banquet, celebrations and goodie bags), maintain a list of parent volunteers willing to assist in various hospitality related functions, as well as additional activities requested by the Directors.
- 8.5 The Public Relations Committee Chair shall be responsible for community outreach, advertising and publicity for the Program, overseeing management of the website and technology, and organization of events such as Parent/Spirit nights at local restaurants in conjunction with the Fundraising Committee Chair. They will also be in charge of social events for Band Members and WBBC.
- 8.6 The Uniforms Committee Chair shall be responsible for the care, altering, cleaning and inventory of the Program's uniforms and costumes.
- 8.7 The Equipment Committee Chair 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.

- 8.8 The Chaperone Chair will be responsible for recruiting parents who will supervise Weiss Band Students at events. This Chair will work with Weiss Band Student Leadership to take attendance and insure Weiss Band students are accounted for before and immediately following events.
- 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 Spirit Items Committee 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.
- 8.11 The First-Aid and Safety Committee Chair will be responsible for collecting health information regarding allergies and medications for Weiss Band Members, maintaining a medical bag for band games and events. Following PISD Policies related to medication administration for Weiss Band Members.
- 8.12 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 _____ day of _____, 2017.

Head Band Director

Vice-President

Treasurer-Elect

Secretary