

**PILOT POINT BEARCAT BAND BOOSTERS (Revised and Adopted November 2013)
CONSTITUTION AND BYLAWS**

ARTICLE I. - NAME

The name of the organization shall be "Pilot Point Bearcat Band Boosters," a non-profit organization within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

ARTICLE II. - OBJECTIVES

1. To arouse and maintain the interest of students of the Pilot Point schools in all phases of Band and Instrumental Music.
2. To lend all support wherever and whenever possible to the Band Directors, Band and Band program in general, and to cooperate with the Band Directors and the school administration in any and all phases of Band activities.

ARTICLE III. -- MEMBERSHIP

Membership in this organization shall be limited to parents or guardians of students in the Pilot Point ISD Band program.

ARTICLE IV. - OFFICERS

A. Election of Officers

1. The officers of this organization shall be as follows:
 - President
 - Vice President
 - Treasurer
 - Secretary
 - Intermediate/Middle School Representative
2. Nominations for officers will be accepted from the floor at the April meeting. Only persons who have signified their consent to serve, if elected, shall be nominated.
3. Election and installation of officers shall be held at the May meeting (or the last meeting for the current school year) of the general membership. Officers will be elected by a simple majority voice vote. Each regular member shall be entitled to one vote at each balloting of the members, and will vote in person. All voting shall be voice, except that, upon the determination of the presiding chairperson of any meeting or upon the demand of any member, voting on the question in front of the members shall then be by ballot.
4. A person shall not be eligible to serve more than three (3) consecutive terms (a term being a school year) in the same office. One who has served more than one-half of a term shall be considered to have served a full term.
5. A person shall not be eligible to serve in more than one elected office during the same year.

6. Any officer who is absent from more than two consecutive meetings of the general membership and/or Executive Board, unless excused by the Executive Board, shall be considered to have vacated the office and shall be replaced at the next Executive Board meeting.

7. Vacancies occurring during the year in any office, except that of the President, shall be filled for the unexpired term by a person elected by a majority of the Executive Board. If a vacancy occurs in the office of President, the Vice President and Treasurer shall assume the office for the remainder of the term.

8. The elected officers will be collectively referred to as the Executive Board. The High School Band Director shall serve as a non-voting ex-officio member of the Board. The Board shall transact necessary business in the intervals between regular membership meetings, and such other business as may be referred to it by the organization. The Executive Board shall formulate a detailed budget which provides for the anticipated needs of the band program for the upcoming year above those items provided in the school district's budget. The Board will also recommend the annual fund-raising projects required to fund the budget, and will secure the necessary approval of the Pilot Point Independent School District Administration of any such proposed projects. The detailed budget and supporting funding plan will be presented to the general membership at the September meeting or the first Fall meeting.

B. Duties of Officers

1. The President shall preside at all meetings of the general membership and the Executive Board, appoints any committees, with the approval of the Executive Board, and shall serve as an ex-officio member of all committees.

2. The Vice President shall, in the absence of the President, assume all duties and responsibilities of the President. The Vice President shall also serve as chairperson of all booster-sponsored fund-raising activities and projects.

3. The Treasurer shall be responsible for receiving and disbursing funds for the organization, for paying all bills in a timely manner, for maintaining appropriate records of all transactions, for maintaining student accounts, and for reporting the current financial condition to all meetings of the general membership and of the Executive Board.

4. The Secretary shall record the proceedings of all meetings of the general membership and of the Executive Board and attend to matters of general correspondence, including notices of monthly meetings, notifying the Pilot Point High School Curriculum Coordinator of meeting dates and times, and any other booster organization functions, and keeping information current on the PPISD Band Boosters Web Page.

5. The Intermediate/Middle School Representative shall be responsible for coordinating all booster organization activities with the Intermediate/Middle School Band Director and the Intermediate/Middle School parents.

ARTICLE V. - MEETINGS

1. The general membership shall conduct monthly meetings at least 5 times during the school year. The members present shall constitute a quorum and voting body.
2. The Executive Board shall meet, as needed, during periods between general meetings. A majority of the Executive Board members must be present to constitute a quorum.

ARTICLE VI. - FINANCES

1. A checking account shall be maintained in a bank in Pilot Point in the name of the Pilot Point Bearcat Band Boosters with the organization's Treasurer having primary responsibility for depositing funds, writing checks, and reconciling bank statements. Authorized signatures on the account shall be the President and Treasurer. Only one signature shall be required on checks \$500.00 and below; two signatures will be required on checks over \$500.00. All checkbook expenditures will be reviewed at monthly meetings of the general membership.
2. Savings accounts or certificates of deposit, or other interest bearing accounts may be utilized to earn interest on accumulated funds during the year. Such deposits will be approved by the Executive Board upon the recommendation of the Treasurer.
3. The Budget, as approved by the general membership of the Band Boosters, shall govern all expenditures of funds. Funds for budgeted line items may be expended without further approval, provided the expenditure is within the amount allocated for the item. Items not budgeted must be approved by the general membership at its regular meeting upon recommendation by the Treasurer or the Executive Board. Approval of any such miscellaneous or emergency expenditure may be obtained by a means of electronic communication, providing that the member calling for authorization shall submit names of approving members to the Treasurer before payment is made.
4. Procedures shall be set by the Treasurer and every precaution should be taken to provide for the protection of individuals handling cash funds (both physically and from accusations of misappropriation).
5. The Treasurer will be the primary point of contact for the Band Boosters to receive, deposit, and maintain proper records of donations to the organization.
6. The incoming Executive Board should provide for a review of the financial accounts by a disinterested party. All records and a copy of the review should be provided to the incoming Treasurer within thirty (30) days after taking office.
7. In the event the Pilot Point Bearcat Band Boosters dissolves, all equipment and properties acquired and designated for use in the Pilot Point Bearcat Band Boosters program, shall become the property of the Pilot Point Independent School District. In addition, all monies remaining, after all

outstanding debts are paid shall be placed in the "Band Activity Fund" account of the Pilot Point Independent School District.

ARTICLE VII. - FUND-RAISING

1. Concession Stand: The organization shall operate a concession stand for various activities of the Pilot Point Independent School District. The Concession Manager will provide appropriate guidance in the operation of these activities. The President will appoint the Concession Manager for each school year. This position will be an ex-officio member of the Executive Board. The Concession Manager will also assist in obtaining adult and student workers for the concession stand.

All products will be ordered from the vendor who can provide the most competitive price. At closing of each fund-raising event, two adults will be responsible for counting the money and recording the count and both adults will initial the form where indicated. The receipts for the concession stand will be delivered to the Treasurer, along with the cash slip ledger form, for deposit and recording credits for student workers if applicable. The Treasurer will report concession stand sales to date to the general membership at each regular monthly meeting.

2. General Fund-Raising: Other fund-raising projects which are recommended will be voted upon by the general membership at scheduled meetings. Organization members are encouraged to bring fund-raising ideas to any Executive Board member at any time. The Vice President shall coordinate and supervise all such additional projects.

3. Credits: Students may earn credits by working at booster organization fund-raising events. Band students may work, as needed, for a minimum of two (2) hours in the concession stand to earn funds for their individual student account. The number of students needed will be determined by the Concession Manager. These credits can be used for band trips; summer band, drum major or color guard camp; and/or private music lessons. The Secretary will be responsible for maintaining a roster showing all hours worked by each student to date. The exact monetary value of the credit is not determined until the spring of each year. Each student's earned credit money is transferred to each student's individual band account maintained by the Band Boosters as set out below.

4. Student Accounts: The Band Boosters shall hold the monies earned by band students through either Booster sanctioned fund-raisers, and/or work credits earned by the student, in a bank account maintained by the Band Boosters. The Treasurer of the Band Boosters shall keep an accounting of each band student who has money in the account, with a ledger identifying when and how money is added or used for each student, and the student's account balance. This information will be provided to the band student and/or the parents of the band student periodically upon request. Additionally, the Treasurer of the Band Boosters will include on each monthly report the total of all monies held by the Band Boosters in all student accounts.

The money in the band student's account is to be used only for band trips; summer band camp, drum major camp, color guard camp, and/or private music lessons.

Funds in these accounts will be carried over from year to year until the student graduates. Any unused money left in a graduating senior's account will be totaled and brought into the general fund. Any band student that leaves the Pilot Point band program, for any reason, with funds remaining in their student account will be forfeited at the end of the school year and will be totaled and brought into the general fund.

ARTICLE VIII. - GOVERNING RULES

Roberts Rules of Order shall govern this body in all sessions except as provided herein. The University Interscholastic League Handbook for Booster Clubs shall also be used as an operating guideline.

ARTICLE IX. - AMENDMENTS

1. Amendments to these Bylaws must be approved at a regular meeting of the general membership by a two-thirds (2/3rds) majority of those present and voting, provided that notice of such amendment shall have been given to a previous meeting of the general membership at least thirty (30) days prior to the vote.

2. Upon a majority vote of the members present and voting or a two-thirds (2/3rds) vote of the Executive Board, a special committee may be appointed to recommend revised Bylaws to replace existing Bylaws. Such amended Bylaws shall be approved by the general membership as provided for Amendments in paragraph 1 of this Article IX.

3. No amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501(c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.

ARTICLE X. - SCHOLARSHIPS

1. The Pilot Point Bearcat Band Boosters encourage the continuing education of Pilot Point High School graduates by providing funding for scholarships to be awarded annually to graduating seniors.

2. The Pilot Point Bearcat Band Boosters will award at least two scholarships each year to graduating seniors. If less than two graduating seniors meet the eligibility requirements to apply for the scholarship, then the monies will remain in the General Fund for that purpose. If sufficient funds are available the membership may vote to award additional scholarships.

3. SCHOLARSHIP APPLICATION ELIGIBILITY REQUIREMENTS:

Scholarship applicants must have been members of the Pilot Point High School Band each semester that they have attended Pilot Point High School. Applicants must have attended PPHS for a minimum of two years.

4. SELECTION PROCESS:

The Pilot Point Bearcat Band Boosters will request that outside entity or individuals evaluate the scholarship applications and select the recipients using scoring guidelines provided by the Pilot Point Bearcat Band Boosters. No Band Booster member may participate in the evaluation/selection

process of Band Booster Scholarship recipients. Changes to the application requirements and scoring guidelines will be approved by the Executive Board.

5. AWARDS:

Scholarships will be awarded to selected applicants upon enrollment at a post-secondary trade school, junior college, college or university and submission of a Request for Payment of Scholarship Funds and proof of registration to the Treasurer. Payment will be made directly to the educational institution, not to the individual. The scholarship must be claimed within one (1) year of graduation date.

In the event that a scholarship recipient does not complete at least one semester at the institution to which the payment was made, the Pilot Point Bearcat Band Boosters request that the scholarship recipient refund the award. Such refunds will be returned to the Pilot Point Bearcat Band Boosters.

ARTICLE XI. - MISCELLANEOUS

1. Fiscal Year

The fiscal year of the corporation shall be from August 1 to July 31 of each year.

2. Conflict of Interest

The board shall adopt and periodically review a conflict of interest policy to protect the organization's interest when it is contemplating any transaction or arrangement which may benefit any officer or member of a committee with board-delegated powers.

3. Nondiscrimination Policy

The officers shall be selected entirely on a nondiscriminatory basis with respect to age, sex, race, religion, national origin, and sexual orientation. It is the policy of the Pilot Point Bearcat Band Boosters not to discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran's status, political service or affiliation, color, religion, or national origin.

Approved and Adopted the 20th day of November 2013.



Glen Ray, President