

# **BIRDVILLE UNITED BAND BOOSTERS**

## **BYLAWS**

### **ARTICLE I - NAME**

This organization shall be known as the Birdville United Band Boosters elsewhere known as BUBB.

### **ARTICLE II - PURPOSE**

BUBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c) (3) of the Internal Revenue Code.

This organization will abide by all guidelines and regulations set forth by the Birdville Independent School District (BISD) and the Texas University Interscholastic League (UIL) as well as State and Federal Laws as they apply to Non-Profit Tax-Exempt organizations.

BUBB core objectives are to create interest and stimulate growth in all BHS band programs while providing support for the band programs including, but not limited to, marching band, concert bands, jazz bands, percussion, color guard, and winter guard.

The purpose of BUBB, in accordance with the philosophy of BISD, are as follows:

- Promote parental understanding of the band members' activities, opportunities, and objectives in band programs
- Foster connections between parents, band members, and Band Directors
- Create connections between parents of middle school band members and parents of high school band members
- Promote music culture in the community and public support of band activities
- Render financial aid in areas necessary for realizing the objectives of BUBB and the Birdville High School band programs

### **ARTICLE III – RULES OF ORDER**

Robert’s Rules of Order, Newly Revised shall be the authority on all questions of procedure not specifically stated in the constitution or bylaws.

### **ARTICLE IV – MEMBERSHIP**

Section 1 – Any person with special interest in the Birdville High School band programs, upon payment of membership dues as herein provided, may become members of BUBB.

Section 2 – Membership dues are set by the Executive Board as outlined in Article VII.

Section 3 – Parents and legal guardians of current band members who are current on all fees and other financial obligations relating to BUBB and the band program are eligible to vote at BUBB meetings.

### **ARTICLE V – MEETING OF GENERAL MEMBERSHIP**

Section 1 – General membership meetings shall be held up to four times per school year. The dates shall be set by the Executive Board according to the needs of BUBB and communicated with reasonable notice in the band calendar. General membership meetings are open to all BUBB members and other persons attending at the discretion of the presiding officer.

Section 2 – The President, with the consent of the Executive Board, shall have the power to cancel a meeting, change the date of a meeting or, in an emergency, to call an additional meeting.

Section 3 – Quorum for general membership meetings shall be at least 20 voting members or 10% of the general membership, whichever is lower.

### **ARTICLE VI – BOARD OF DIRECTORS, EXECUTIVE BOARD, AND TERMS OF OFFICE**

Section 1 –The business of BUBB shall be managed by a Board of Directors consisting of the elected officers (hereafter referred to as the Executive

Board), Chairpersons of standing committees, and Representatives of color guard, percussion, and each feeder middle school. The Executive Board shall have control and management of the affairs of BUBB.

Section 2 – The Executive Board shall consist of the President, Vice-President, Treasurer, Secretary, and the school Band Director.

Section 3 – All voting members of BUBB are eligible to serve on the Executive Board. To be nominated for President, the nominee must be currently serving on the Board of Directors.

Section 4 – Members of the Executive Board shall be elected at a spring general membership meeting with transfer of responsibility effective the start of the fiscal year. The slate of nominees shall be presented by the Nominating Committee. Nominations may also be made from the floor with prior consent of the nominee. Executive Board members shall be chosen by a simple majority of BUBB members in attendance.

Section 5 – Terms for members of the Executive Board are for one year. No BUBB member shall hold the same elected office for more than two consecutive years. However, any elected Executive Board member's term may be extended by a majority vote of the Board of Directors.

Section 6 – Executive Board members may not chair a committee, nor shall any member of the Board of Directors chair more than one committee, unless there is no one willing to fill the position.

Section 7 – In the event of a vacancy of an elected office, the vacancy will be filled by appointment approved by majority of the Board of Directors. If the vacancy occurs in the office of President, the Vice-President shall become President.

Section 8 – Any Executive Board member may be removed by a two-thirds vote of the Board of Directors if the Executive Board finds there is sufficient cause for removal.

Section 9 – Board of Director members, including the Executive Board, shall receive no compensation of any kind for their service. Board of Director members may be reimbursed for out-of-pocket expenses associated with their service.

Section 10 – The Executive Board may make decisions regarding frequency of Board of Director meetings as it deems necessary.

Section 11 – At Board of Director meetings, sixty-five percent (65%) of the Board of Director members shall constitute a quorum. Each member of the Board of Directors shall have one vote and voting may be done by proxy. Voting shall be decided by a simple majority.

## **ARTICLE VII – DUTIES OF EXECUTIVE BOARD OFFICERS**

Section 1 – All Executive Board Members shall:

- Understand UIL and BISD guidelines and ensure BUBB is in compliance
- Perform any duties, in addition to those listed below, as deemed necessary to their position
- Set the yearly amount for membership dues, which can include an amount of zero dollars, with every parent/guardian listed on the intent form counted as a member of BUBB

Section 2 – The President shall:

- Supervise and control the business and affairs of BUBB
- Serve as liaison between the Band Director, School Administration, and BUBB
- Set the agenda and preside at all meetings
- Appoint all Committee Chairs as the need arises and as deemed necessary to promote the objectives of BUBB
- Serve as an ex-officio member of all committees except the Nominating Committee

Section 3 – The Vice President shall:

- Assume the position of President in the event of absence or resignation of the President
- Serve as an ex-officio member of committees as requested by the President
- Direct all general fundraising activities in cooperation with the Fundraising Committee

Section 4 – The Treasurer shall:

- Maintain financial records for all BUBB activities
- Maintain and reconcile bank accounts
- Account for and deposit all monies
- Pay all purchases authorized by BUBB
- Render a detailed monthly financial report including revenue, disbursements, and assets to the Board of Directors, Band Directors, and BHS Administration
- Render a financial report to the organization at all general membership meetings
- Prepare the annual budget
- Provide the necessary information to the Tax Accountant in a prompt and accurate manner for the annual filing of IRS Form 990
- Prepare and issue a Form 990-NEC for each contractor as required by the IRS
- Ensure all financial records and official duties are complete and accurate prior to transfer of duties

Section 5 – The Secretary shall:

- Record minutes of all Board of Director and general membership meetings
- Provide a copy of the minutes to the Board of Directors prior to the following meeting and present it for approval at the meeting
- Provide a copy of the minutes to the Communication Committee chairperson for distribution on the website or other communication channels
- Maintain a list of general members if requested

**ARTICLE VIII- COMMITTEES AND REPRESENTATIVES**

Section 1 – There shall be the following standing committees, whose chairperson will serve on the Board of Directors: Communication, Fundraising, Volunteers/Festivals, Chaperones, Logistics, Band Member Events, Special Events, Band Member Hospitality, Event Hospitality, Uniforms, and Historian. The Board will also include the Color Guard Representative, Percussion Representative, and Middle School Representative(s). There shall

be two ad hoc committees formed from existing Board of Director volunteers: Nominating and Scholarship.

Section 2 – The Communication Committee Chairperson shall be responsible for the following:

- Communicate regularly with the Band Director to facilitate communication to band members, band families, and the public
- Direct Communication Committee members
- Update and maintain the website
- Facilitate online sales of merchandise and event ticketing
- Assist with social media content
- Helpful Skills for this position: ability to communicate, website design, graphic design

Section 3 – The Fundraising Committee Chairperson shall be responsible for the following:

- Coordinate with the Vice President on fundraising opportunities for the entire year
- Direct Fundraising Committee members
- Develop sponsorship packages
- Work to secure community sponsors
- Research fundraising possibilities
- Create donation request letters and order forms
- Coordinate the sale, production, and distribution of buttons, yard signs, and other band merchandise
- Follow through with all stages of fundraising from conception to completion
- Helpful skills for this position: ability to communicate, organizational skills, experience with digital design, ability to work with a team of volunteers

Section 4 – The Volunteers/Festivals Committee Chairperson shall be responsible for the following:

- Recruit and coordinate volunteers for district festivals, marching contests, and all other committees

- Disperse volunteer information to Committee Chairpersons based on expression of volunteer interest
- Connect with other band parents to increase parent participation and ensure BHS Band has adequate volunteers at events
- Helpful skills for this position: ability to communicate volunteer needs effectively to band families, recruiting skills, organizational skills

Section 5 - The Chaperone Committee Chairperson shall be responsible for the following:

- Lead a team of parent volunteers to assist the Band Directors by overseeing the band members during football games, bus rides, contests, festivals, trips, etc.
- Ensure band members have equipment and supplies and are safe at all times while under band supervision
- Ensure band members are ready and where they need to be at the right time
- Enforce rules regarding interactions with parents/guardians during games and competitions
- Communicate with the Band Directors regarding logistics of the band
- Helpful Skills for this position: organizational skills, ability to lead a team, ability to communicate, ability to work with band members

Section 6 – The Logistics Committee Chairperson shall be responsible for the following:

- Maintain close communication with the Band Director regarding props and logistics of band equipment
- Work directly with the Band Director over the summer and into the fall as the “set” is designed and constructed
- Coordinate with the props volunteers to construct, maintain, and store props for the marching show
- Organize the loading and moving of props from the school to various locations using the BHS Band semi and other box trucks as needed
- Direct a team of volunteers to help move props as well as equipment onto the field for performances

- Coordinate with the CDL/box truck driver(s) who will transport the band instruments, equipment, and props to marching contests, shows, football games, and other events as requested by the Band Director
- Helpful Skills for this position: experience with logistics, design and/or construction, ability to lead and coordinate a large volunteer group, time and project management

Section 7 – The Band Member Events Committee Chairperson shall be responsible for the following:

- Direct Band Member Events Committee members
- Guide the designated group of Social Officers (band members) and instruct on how to lead a band member committee
- Oversee fundraising efforts for band member events
- Organize Senior Night awards/reception and any other activities specific to Senior events
- Organize Band Banquet, including decorating, ticket sales, venue management, and other tasks
- Communicate with the Band Directors regarding expectations for Senior Night, Band Banquet, and other band member events
- Helpful skills for this position: experience with event planning, ability to work with band members and Band Directors, flexibility to meet with band members after school

Section 8 – The Special Events Committee Chairperson shall be responsible for the following:

- Direct Special Events Committee members
- Organize the Annual Jazz Dinner and Auction, including decorating, ticket sales, venue management and other tasks
- Solicit and secure live and silent auction items
- Organize a team of volunteers to help decorate, run both the silent and live auctions, and ensure a smooth event
- Communicate with the Band Directors regarding Jazz Dinner date and expectations
- Plan and execute other special events as requested



- Helpful skills for this position: experience with event planning, ability to work with Band Directors, ability to lead a team, ability to solicit large and small donations

Section 9 – The Band Member Hospitality Committee Chairperson shall be responsible for the following:

- Direct Band Member Hospitality Committee members
- Coordinate with the Band Director on meals for the band members during away games as well as marching contests, UIL State Competition, and any other events that require band members to be fed
- Facilitate with restaurants to order, pick up food, or have food delivered at specific times, while staying within budget
- Coordinate a team of volunteers to pick up and distribute food
- Attend all contests or make arrangements for team members to coordinate the logistics of the food for the band members
- Helpful skills for this position: ability to communicate with Band Directors, flexibility to facilitate meals for band members at irregular times and at multiple events, ability to lead a large team of volunteers

Section 10 – The Event Hospitality Committee Chairperson shall be responsible for the following:

- Direct Event Hospitality Committee members
- Provide a warm, hospitable, friendly, and professional atmosphere for Judges, Band Directors, and other distinguished guests at marching contests, solo contests, and any other events as requested by the Band Director
- Coordinate food and drinks, set up, serve, and clean up with volunteers assisting
- Helpful skills for this position: friendly, hospitable, ability to organize and direct volunteers, willingness to be at events early to set up

Section 11 – The Uniforms Committee Chairperson shall be responsible for the following:

- Direct Uniforms Committee members

- Coordinate a team of volunteers to assign, fit, and alter uniforms for band members for marching and concert seasons
- Facilitate check-out and check-in of uniforms for each event
- Coordinate volunteers to pass out and collect plumes/shako wraps at games and competitions
- Maintain emergency uniform supplies to be brought to each marching contest
- Facilitate cleaning/pressing and altering uniforms as needed (uniforms include bib, jacket, gloves, hat, plume, socks, shoes, and other clothes as designated by the Band Director)
- Helpful skills for this position: ability to work well with band members, organizational skills, flexibility to attend events, ability to lead a team of volunteers

Section 12 - The Historian shall be responsible for the following:

- Direct a committee of volunteers
- Catalog the events of the Mighty Hawk Band by methods including, but not limited to photographs, videos, and written documentation
- Be present, or arrange for another committee member to be present, at every major event
- Provide photos to be posted on social media
- Coordinate with the Communications Committee Chairperson to upload photos and videos to the website
- Arrange for videographer for marching performances, competitions, and concerts
- Maintain photos and videos for year-end compilation video
- Arrange individual and group photos for buttons and other fundraising needs
- Helpful skills for this position: organizational skills, experience with photography/videography, must have proper equipment

Section 13 – The Color Guard Representative must be a parent/guardian of a current Color Guard member and shall be responsible for the following for both Color Guard and Winter Guard (hereafter referred to as Color Guard):

- Work closely with the Color Guard Director and Band Director and serve as a liaison between Color Guard parents/guardians and Color Guard Director
- Promote well-being, preparedness, and group cohesion with the band as a whole
- Enforce rules regarding interactions with parents/guardians during games and competitions
- Coordinate assistance from volunteers, overseeing committees (if any) formed for Color Guard needs
- Helpful skills for this position: ability to communicate, organizational skills, ability to work well with color guard members

Section 14 – The Percussion Representative must be the parent/guardian of a current percussion band member and shall be responsible for the following:

- Work closely with the Percussion Director and Band Director and serve as a liaison between Percussion parents/guardians and the Percussion Director
- Promote well-being, preparedness, and group cohesion with the band as a whole
- Enforce rules regarding interactions with parents/guardians during games and competitions/travel
- Coordinate assistance from volunteers, overseeing committees (if any) formed for percussion needs
- Helpful skills for this position: ability to communicate, organizational skills, ability to work well with percussion members

Section 15 – The Middle School Representative(s) must be the parent/guardian of a current middle school band member, preferably one liaison from each feeder middle school, and shall be responsible for the following:

- Coordinate with middle school Band Directors regarding events
- Communicate with middle school Band Directors and parents/guardians regarding the transition from 8th to 9th grade band
- Helpful skills for this position: ability to communicate

Section 16 – Ad Hoc Nominating Committee, consisting of three volunteers from the Board of Directors, shall be appointed by the President prior to the last general membership meeting of the year. The BUBB President shall not be a member of the Nominating Committee. The committee shall be responsible for the following:

- Form a slate of elective officers for presentation to the general membership
- Ensure no one is nominated for any position without his/her consent
- Attempt to fill Standing Committee Chairs
- Helpful skills for this position: ability to communicate, organizational skills

Section 17 – Ad Hoc Scholarship Committee. If the Board of Directors decides BUBB has the funds to make college scholarship(s) available to graduating senior band members, an ad hoc Scholarship Committee will be formed. The Scholarship Committee of four volunteers from the Board of Directors shall be appointed by the President each February. Parents of eligible seniors shall not be members of the Scholarship Committee. The committee shall be responsible for the following:

- Update the scholarship forms and rubric if necessary
- Provide scholarship packets to the Band Director for distribution either in hardcopy form or electronically
- Evaluate the scholarship entries and decide on the scholarship winner(s)
- Helpful skills for this position: organizational skills, ability to be impartial

## **ARTICLE IX – FINANCIAL STRUCTURE**

Section 1 – The fiscal year shall be January 1 – December 31.

Section 2 - All bills shall be paid by checks signed by the Treasurer and either the President or Vice-President. Debit cards may be used by the President or Treasurer with email/text documentation between the Treasurer and President or Vice-President.

Section 3 – Income may be secured from membership fees, grants, gifts, donations, and fundraising projects.

Section 4 – All monies shall be placed in a general fund, with middle school funds kept in their own general fund, separate from Birdville United Band Boosters (high school) monies.

Section 5 – The budget shall be developed by the Band Directors and Executive Board and approved by the general membership. If, during the year, a budgetary change is needed, Band Directors or Committee Chairs may recommend an amendment to the budget for approval by the Board of Directors. This flexibility clause further provides that funds designated for one purpose may, with the proper approval, be re-designated for new purposes.

Section 6 – High school band members may, with Birdville Independent School District approval, raise funds specifically earmarked for trips or social projects with the school office or Birdville United Band Boosters serving as the clearinghouse for these funds. Middle school band members, if a specific need arises, and with Birdville Independent School District approval, may sponsor independent “non-door-to-door” projects such as car washes, skating parties, concession stands, etc., without obligation to BUBB. These shall not in any way conflict with existing BUBB projects.

Section 7 – All funds, except those raised independently by band members for non-booster projects, shall be deposited in the general fund with the expenditures going toward the fulfillment of the BUBB budget. Every fundraiser should be designated for general BUBB use or for band member-led projects (such as band banquet) before the fundraiser is approved.

Section 8 – Taxes must be prepared professionally, and the CPA must perform an examination of the books. The Treasurer will be responsible for reading the CPA’s findings and reporting the findings to the Board of Directors.

### **ARTICLE X – LINE OF AUTHORITY**

The final authority in controversial policy of decision-making must rest with the head Band Director, BISD Fine Arts Director, and the administration of Birdville Independent School District.

### **ARTICLE XI – AFFILIATION**

Section 1 – This organization, although not officially affiliated with any other organization of adults in BISD, shall recognize the need for unity in the schools. BUBB may aid other bands and support other activities in BISD.

Section 2 – BUBB may not supersede, nor be subordinate to, any other booster organization.

### **ARTICLE XII – RESTRICTIONS**

No part of the net earnings of BUBB shall be used for the benefit of, or distributed to, its members, officers, or other private persons, except that the organization shall be authorized to pay reasonable compensation for services rendered and to make payments in the furtherance of the purposes set forth in ARTICLE II. No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

### **ARTICLE XIII – AMENDMENTS**

Any proposed amendment to these bylaws is to be first presented to the Board of Directors and approved by a two-thirds majority. A copy shall then be introduced at a general membership meeting or distributed thirty days before a general membership meeting and approved by a two-thirds majority of members present at that meeting.