

Bylaws of the Conroe High School Band Boosters

The Bylaws (referred to as the "Bylaws") govern the affairs of Conroe High School Band Boosters (referred to as the "Association"), a 501(c)(3) non-profit corporation registered with the Secretary of State of Texas.

Article 1 - Name

1.01 The Association shall be known as Conroe High School Band Boosters.

Article 2 - Purpose

2.01 The purpose and objectives of the Association is to:

- (a) Help provide enthusiastic, financial, and hands-on support and morale to the Conroe High School Band; and
- (b) To generate and maintain public interest and support of the music and the association-approved activities of the Conroe High School Band.

Article 3 - Definitions

3.01 Advisory Council – A group that advises the Executive Committee and the Board of Directors in a non-voting capacity, consisting of the Band Directors, Conroe High School Principal(s), and/or other Conroe ISD administrators as needed.

3.02 Association – Refers to the Conroe High School Band Boosters

3.03 Band Directors/Directors – The educators in charge of the musical activities of the Conroe High School Band, including band directors, instructional technicians, and/or supportive instructors.

3.04 Board of Directors/Board Members – A group comprised of all officers and committee chairs.

3.05 Conroe High School Band – The student group that includes all students enrolled in band and/or guard programs at Conroe High School, including the Conroe Tiger Band (marching band and color guard), Winter Guard, Drumline, Winter Drumline, Jazz Band, concert-season bands, and/or any additional band groups the Band Directors create.

3.06 Executive Committee – A group comprised of the officers, including President, First Vice President, Second Vice President, Treasurer(s), and Secretary.

3.07 Member – Refers to a person who has membership in the Association, see Article 4.

3.08 TBOC – Refers to the Texas Business Organization Code, the Code put forth by the State of Texas to guide practices of businesses, corporations, and non-profit organizations.

3.09 TNPCA – Refers to the Texas Non-Profit Corporation Act, the State of Texas legislation that allows for the formation of non-profit corporations and regulates their activities.

Article 4 - Membership

4.01 Membership shall consist of parents or legal Guardians of students who are members of the Conroe High School Band (including the Conroe Tiger Band, Color Guard, Winter Guard, Winter Drumline, etc.) and other persons residing in Conroe Independent School District (CISD) who desire to promote and support the Conroe High School Band.

4.02 Membership will not be dependent on dues.

4.03 Each Member attending a meeting shall be entitled to one (1) vote on matters submitted to a vote at that meeting by the Board of Directors or the Executive Committee.

4.04 Members who volunteer to promote and support the Conroe Tiger Band will not be financially compensated, nor will any extra monetary credit be given to the Member's Student, for any

services provided. This includes, but not limited to, Board of Directors, Executive Committee Chairs, members, fundraising programs, etc.

- 4.05 The Executive Committee may suspend, expel, and reinstate membership of any Member for good cause after a hearing.
- 4.06 All real and personal property, including all improvements located on any property acquired by the Association shall be owned by the Association. A member shall have no interest in specific property of the Association.

Article 5 - Policies

- 5.01 The Association shall be noncommercial, nonsectarian, and nonpartisan.
- 5.02 The name of the Association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or effort or purpose not appropriately related to promotion of the objectives of the organization.
- 5.03 The Association shall not – directly or indirectly – participate or intervene (in any way, including publishing or distributing statements) in any political campaign on behalf of, or in opposition to, any candidate for public office.
- 5.04 Upon the dissolution of this organization, assets shall be distributed for one or more exempt purposes with the meaning of section 501 (c) (3) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

Article 6 - Meetings

- 6.01 Regular meetings of the Association shall be held monthly, as determined by the Executive Committee at the beginning of each school year, to ensure the collaboration of information between members. There will be no regular meetings in June and July. The regular meeting in May shall include an election for officers. The general Membership will be notified of the time and location either by mail, email/electronic message, and/or website/social media posting not less than 10 days and not more than 60 days prior to the meeting (TBOC 22.156(a)).
- 6.02 Board of Director meetings may be held by some or all of the Board of Directors to manage Association activities.
- 6.03 Executive Committee Meetings may be held by the elected Officers of the Association to manage the finances and business of the Association.
- 6.04 A Special Meeting may be called to address specific topics as needed. A Special Meeting may be called by (a) the President and an additional executive officer; or (b) by three (3) Board Members; or (c) by 10% of voting members. The general Membership will be notified of the time and location either by mail, email/electronic message, and/or website/social media posting not less than 10 days and not more than 60 days prior to the meeting (TBOC 22.156(a)).
- 6.05 A Member (Secretary or another designee) shall keep minutes of the meetings of the Association's Members, of its governing body, and of committees of its members and governing body (TBOC 3.151).
- 6.06 If a member of the Association is unable to be present to vote at a meeting, that person may assign a proxy through notification, by written communication, to the Secretary of the Association. Proxies must be members of the Association in good standing and only apply to the votes at the meeting designated to the Secretary.
- 6.07 The presence at any meeting of at least eight (8) Voting Members of the Association, at least two (2) of which are Executive Committee members, shall constitute a quorum for any action. In the absence of a quorum at a meeting of Members, a majority of those Members may adjourn the meeting to a time not less than five (5) days nor more than forty-five (45) days from the meeting date.

6.08 The presence at any Board of Directors meeting of a majority of the required attendees shall constitute a quorum for any action.

6.09 The presence at any Executive Committee meeting of four (4) elected Officers shall constitute a quorum for any action.

6.10 The order of business at all meetings for the Members shall be as follows:

- (a) Roll call or sign in of each member;
- (b) Reading of Minutes of preceding meeting;
- (c) Reports of Officers;
- (d) Reports of Committees;
- (e) Unfinished/Old Business; and
- (f) New Business

6.11 Robert's Rules of Order, as found at www.robertsrules.com and as may be revised from time to time, shall govern the Association when not in conflict with these Bylaws.

Article 7 - Board of Directors and Executive Committee

7.01 The activities of the Association shall be managed by a Board of Directors consisting of the elected Officers of the Association and the Committee Chairs, and advised in a non-voting capacity by an Advisory Counsel consisting of the Band Directors, the Color Guard/Winter Guard Director, and the Principal of Conroe High School.

7.02 The business and finances of the Association shall be managed by an Executive Committee, consisting of the elected Officers of the Association.

7.03 The Association must have the approval of the Principal or the appropriate school administrator (VP of operations, superintendent, etc.) prior commencing on-campus activities as requested by the advisory council.

7.04 A Member of the Board of Directors may be removed from office by a two-thirds (2/3) vote of the voting Members. A Member of the Board of Directors who misses fifty percent (50%) of the meetings during any semester may be removed by a two-thirds (2/3) vote of the Board of Directors.

7.05 The Executive Committee must authorize all contracts and agreements entered into by the Association.

7.06 A Nominating Committee shall be appointed by the President in February; the Second Vice President shall be the Chairman. Said committee shall present a slate of Officers to the general membership at the regular meeting in April. The Officer elections will take place at the regular meeting in May. Nominations from the floor will also be accepted prior to the final vote in May.

7.07 All positions with expired terms will be open to the general members.

7.08 All nominees for Officers on the Executive Committee shall have been a member of the Association for at least one (1) year.

7.09 The outgoing and incoming Executive Committee Officers for each position shall have a meeting prior to band registration for the following school year. The outgoing officers' terms end and the incoming officers' terms begin on band registration day for the following school year.

7.10 All resignations of Executive Committee Officers must be in written communication to the Secretary and vacancies may be filled by appointment of the President with ratification of a majority of the Executive Committee.

7.11 No member of the Board of Directors shall receive compensation for any services he/she may render to the Association.

Article 8 - Officers' Duties

8.01 The officers of the Association will be elected at the regular meeting in May.

8.02 President (1 year term with possible extension)

- (a) Call and preside over meetings.
- (b) Appoint and dismiss all committees.
- (c) Supervise and expedite all business of the Association.
- (d) Shall oversee activities of the Loading Crew Chair and Pit Crew Chair

8.03 First Vice President – Ways and Means (1 year term with possible extension)

- (a) Assist the President and preside in that officer's absence or resignation.
- (b) Shall oversee all fundraising activities associated with the Fundraising Chair, Corporate Chair, Competition Chair, and those other events as approved by the Executive Committee.
- (c) Shall review records of all fundraising activities.
- (d) May appoint members to chair individual fundraising activities.

8.04 Second Vice President – Membership (1 year term with possible extension)

- (a) ASSIST THE CTB DIRECTORS WITH THE annual information packet to be distributed to all band/color guard families prior to summer band practice either by mail, electronic mail, web site posting, or personal distribution.
- (b) Secure chaperones for all football games, contests, parties, trips, and whenever requested by the Board of Directors
- (c) Shall oversee activities of the Chaperone Chair, Social Chair, Uniform Chair, Meals Chair, Medical Chair, Color Guard Chair, Percussion Chair, and Jazz Band Chair.
- (d) Chair the Nominating Committee.

8.05 Secretary (1 year term with possible extension)

- (a) Shall keep the minutes of all meetings.
- (b) Shall retain copies of all committee reports and officers' reports.
- (c) Shall conduct all delegated correspondence.
- (d) Shall furnish copies of all minutes to school office, if requested.
- (e) Shall coordinate and submit the appropriate and required paperwork to the State of Texas and to CISD on behalf of the Association.
- (f) Shall maintain an accurate directory of general membership contact information.
- (g) Shall be the contact person between the general membership and Board of Directors (Parent Liaison).
- (h) Shall publish and email information to the parents informing them of the activities of the band and of this organization.
- (i) Shall oversee activities of the Communications Committee

8.06 Treasurer/Co-Treasurer(s) (1 year term with possible extension)

- (a) Receive/disburse all monies of the Association.
- (b) Keep accurate records of all monies of the Association.
- (c) Present a statement at each regular meeting of the Association's Balance Sheet and a Year-to-Date Profit and Loss Statement against the Fiscal Year Budget.
- (d) Responsible for filing state sales tax and federal tax returns.
- (e) Ensure compliance with CISD accounting practices.
- (f) Create a financial statement at the end of the Fiscal Year bearing the signatures of the Treasurer and the President presiding during that Fiscal Year, and make that financial statement publicly available to the Association's membership.
- (g) Coordinate Registration with the Band Directors and the Executive Committee, and all products associated with Registration.
- (h) Coordinate purchasing and distribution of Conroe Tiger Band merchandise.

- (i) Keep accurate records of all monies exchanged by fundraising activities.
- (j) Develop and maintain Financial Policies and Procedures.

Article 9 - Committees and Chairs Duties

9.01 Communications Chair (1 year term)

- (a) Reports to the Secretary and oversees activities of the Communications Committee.
- (b) Shall keep all records and memos of the progress of the Band.
- (c) Shall notify the media and the area of any activity considered to be newsworthy.
- (d) Shall oversee and maintain the online presence of the Association in coordination with the Band Directors, which may include official websites, social media accounts, and online information.

9.02 Social Chair (1 year term)

- (a) Reports to the Second Vice President
- (b) Coordinates all special items to be given to the band students before competitions and games.
- (c) Plans and coordinates the Band Banquet.
- (d) Coordinate any Concert Band receptions.
- (e) Coordinate any Spirit activities for parents and supporters.

9.03 Meal Chair (1 year term)

- (a) Reports to Second Vice President
- (b) Shall arrange for meals at games and competitions
- (c) Will coordinate all game day food orders
- (d) Will coordinate any snack food taken on band trips.

9.04 Uniform Chair (1 year term)

- (a) Reports to Second Vice President
- (b) Works with the student uniform leadership to assist when necessary.
- (c) Coordinate the repair of damaged items and make recommendations to the directors regarding needed replacements of damaged or lost parts.
- (d) Coordinate measuring and fitting students for uniforms as necessary.

9.05 Pit Crew Chair (1 year term)

- (a) Reports to the President.
- (b) Shall organize a crew of parents and students to design, fabricate, and maintain show props, as well as to set up and remove the pit equipment and show props during half time at football games and at marching contests.
- (c) Shall oversee the logistics and maintenance for any Association-owned golf carts.

9.06 Loading Crew Chair

- (a) Reports to the President
- (b) Shall oversee the truck loading crew.
- (c) Coordinates ice and water for all band games and competitions.
- (d) Shall oversee the logistics and maintenance for any Association-owned trailers and accessory equipment.

9.07 Medical Chair (1 year term)

- (a) Reports to the Second Vice President
- (b) Shall organize a group of trained parents/adults to be available to provide Basic First Aid and/or medical attention for minor injuries and/or illnesses at performance and events.
- (c) Shall oversee and maintain first aid kits and available medical supplies.

9.08 Color Guard Chair (1 year term) (as needed)

- (a) Reports to the Second Vice President.
- (b) Coordinate with the Color Guard Director(s) to assist when necessary.
- (c) Ensure effective communication with color/winter guard activities.

- 9.09 Percussion Chair (1 year term) (as needed)
 - (a) Reports to the Second Vice President.
 - (b) Coordinate with the Percussion Director(s) to assist when necessary.
 - (c) Ensure effective communication with percussion/winter drumline activities.
- 9.10 Jazz Band Chair (1 year term) (as needed)
 - (a) Reports to the Second Vice President.
 - (b) Coordinate with the Jazz Band Director(s) to assist when necessary.
 - (c) Ensure effective communication with Jazz Band activities.
- 9.11 Fundraising Chair (1 year term)
 - (a) Reports to the First Vice President
 - (b) Each band fundraiser may have an appointed Chairperson as determined by first VP.
 - (c) Coordinate, oversee and manage specified fundraising activity(ies) for the band.
 - (d) Keep accurate records of all monies exchanged for a fundraiser.
- 9.12 Corporate Donations Chair (1 year term)
 - (a) Reports to the First Vice President.
 - (b) Oversee solicitation of corporate and private donations to the band.
 - (c) Coordinate the publicity and recognition of corporate and private donors with the Communications Chair.
- 9.13 Competition Chair (1 year term) (as needed)
 - (a) Reports to the First Vice President
 - (b) Each competition hosted by the Association may have a chair as needed, determined by the First Vice President.
 - (c) Coordinate, oversee, and manage various competitions as determined by the Band Directors
 - (d) Keep accurate records of all monies exchanged by the Band Competitions
- 9.14 Conroe Tiger Band Alumni Chair (1 year term)
 - (a) Reports to the First Vice President.
 - (b) Serves as the primary liaison with CTB Alumni and other group chairs.
 - (c) Coordinates, oversee and manage specified Alumni fundraising activities to benefit CTB students, identified by the CTB Band Directors, who need financial support for band fees.
 - (d) Keep accurate records of all monies exchanged and submits records to Charms Treasurer for payment.

Article 10 - Financial Policy

10.01 All monies, except the petty cash fund, received by the Association shall be held in a checking account, money market or certificate of deposit in a local bank. All checks require two signatures. The President and Treasurer(s) / Co-Treasurer(s) shall be the signatures authorized. In the event of one of these officers being ineligible to sign, the Executive Committee can approve a replacement. All monies received by the Association shall be used solely for current CTB students. Exceptions can be made, through a majority vote of the Executive Committee.

10.02 The fiscal year for the Association shall be from June 1-May 31.

10.03 A budget of estimated income and expenses for the fiscal year shall be determined and adopted during the "rollover" period of the exiting AND incoming Executive Committees. This budget shall include, but not be limited to, budget requests by the Band Directors.

10.04 The Association shall maintain current and accurate financial records with complete entries as to each financial transaction of the corporation, including income and expenditures, in accordance with generally accepted accounting principles. (TBOC 22.352(a))

10.05 In accordance with TBOC guidelines (TBOC 22.352(b)) and CISD policies, a thorough review of the financial records of the Association will be conducted after the end of the Fiscal Year. The Executive

Committee will appoint a committee to review the books and records of the Association and prepare a report of their findings. The report will be presented at the first regular meeting of the following year. The report must conform to accounting standards as adopted by the American Institute of Certified Public Accountants and must include:

- (a) A statement of support, revenue, and expenses;
- (b) A statement of changes in fund balances;
- (c) A statement of functional expenses; and
- (d) A balance sheet for each fund.

10.06 The Association shall keep records, books, and annual reports of the Association's financial activity at the Association's registered or principal office in this state for at least three (3) years after the close of the Fiscal Year. The Association shall make the records, books, and reports available to the public for inspection and copying at the Association's registered or principal office during regular business hours. (TBOC 22.353)

10.07 At the discretion of the membership, through a majority vote of those present at any scheduled meeting of the Association, an outside auditor shall be retained to perform a limited review or review of the books and records of the organization, as determined by the membership.

10.08 Pending financial availability, the Association may choose to make a one-time scholarship available for graduating senior students for tuition, books, or any other school expenses.

- (a) The number of scholarships, the amount of the varying scholarships, and the number of students that may be awarded each scholarship will be based on the availability of funds and determined by the Executive Committee.
- (b) Applications for the scholarships will be made available for graduating senior students, and the due dates for the applications will be announced. After the close of the application due date, the Executive Committee will score and review the applications, and awardees will be selected based on merit, application score, and input for the Band Directors as needed.
- (c) Students being awarded scholarships will be announced at the Spring Band Banquet. Scholarships will be submitted directly to each student's college/university of choice.
- (d) All band fees must be paid in full before graduation date to be awarded scholarship.
- (e) Scholarship award will not be used to pay off band fees.
- (f) Scholarship amounts are awarded per total point value as follows:
 - 115 – Higher = \$500.00
 - 100 – 114 = \$400.00
 - 85 – 99 = \$250.00
- (g) Scholarship winners must submit proof of acceptance from a 2- or 4-year public/private college or accredited vocational school or trade school by September 1.

10.09 All financial purchase and reimbursements requests must have prior approval of the Executive Committee. Reimbursements will require the submission of a CTB reimbursement form and proof of purchase (receipt). Exceptions can be made, through a majority vote of the Executive Committee.

10.10 All vendor payment requests are to be submitted through the vendor payment request document. Vendors must have a W-9 on file and be approved by the Treasurer before payment will be processed. Payment can take 7-10 days to be received once vendor is approved.

Article 11 - Principal and Registered Offices

11.01 The principal office of the Association in the State of Texas shall be located at 3200 West Davis, Conroe, Texas 77304-2098. The Executive Committee may change the location of the office of the Association. Meetings of Members and the Executive Committee may be held at such places within the State of Texas as may be designated by the Board of Directors.

11.02 The Association shall comply with the requirements of the Texas Non-Profit Corporation Act and maintain a registered office and registered agent in Texas. The registered office may, but need not, be identical with the Association's principal office in Texas. The registered agent may, but need not, be the Head Director of Bands of Conroe High School. The Executive Committee may change the registered office and the registered agent as provided in the TNPCA.

Article 12 - Amendments

12.01 These Bylaws may be amended by a majority vote of the Executive Committee and a majority vote of the General Membership present, voting at any meeting of the Association.

Revised: Approved by majority vote and effective as of September 05, 2023