

# Glenn High School Band Booster Club Bylaws

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## Article I – Name

1.1 The name of this organization shall be the Glenn High School Band Booster Club (hereinafter called “Booster Club”).

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## Article II – Purpose

2.1 This organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

2.2 The organization shall assist the Director of the Glenn High School Band (hereinafter called “the Band”) in reaching program goals as defined by the Glenn High School Band Director, provide financial support through fundraising activities jointly developed with the Band Director, and stimulate and sustain enthusiasm for the band program among parents, students, and the community.

2.3 The organization shall be a nonprofit, non-sharing, noncommercial organization. Its activities shall not conflict with the policies of the Leander Independent School District and must be sanctioned by school officials.

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## Article III – Membership

3.1 Membership shall consist of all parents or legal guardians of Glenn High School Band students, and any interested persons in the community.

3.2 Parents or legal guardians of current band students are eligible to vote. All other members may participate in Booster Club activities but are not eligible to vote. Should a band student leave the program, their parents or guardians may remain members but relinquish the right to vote.

3.3 There shall be no proxy voting.

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## **Article IV – Meetings**

4.1 General meetings of the Booster Club shall occur 4 times annually, in August, October, February, and April.

4.2 The Executive Board shall review meeting dates before the beginning of each fiscal year and may adjust dates to avoid conflicts.

4.3 A quorum of the general membership shall consist of a quorum of the Executive Board and at least ten (10) voting members at large.

4.4 Meetings shall be governed by Robert's Rules of Order, Newly Revised.

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## **Article V – Officers and Elections**

5.1 The officers of the Booster Club shall be: President, Vice President, Treasurer, Treasurer-Elect, Secretary, and Past President.

5.2 The Vice President and Treasurer-Elect shall be elected for one-year terms at the April general meeting. The Vice President shall succeed to President in the following school year, and the President shall succeed to Past President the year after. The Treasurer-Elect shall succeed to Treasurer in the following school year.

5.3 All terms of office begin July 1 and end June 30.

5.4 No officer may hold more than one office at a time.

5.5 A Nominating Committee consisting of three voting members and the Band Director shall be appointed annually by the Vice President and Band Director. The committee will prepare a slate of nominees for election.

5.6 Officers wishing not to complete their terms shall 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.

5.7 Officers may be asked to resign due to dereliction of duty as determined by the Executive Board.

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## **Article VI – Executive Board**

6.1 The Executive Board shall consist of the elected officers, the Band Director, the immediate Past President, and the chairpersons of the following standing committees:

- Fundraising Committee
- Hospitality Committee
- Media Committee
- Uniforms Committee
- GEMS Committee
- Travel and Equipment Committee

6.2 A quorum of the Executive Board shall consist of six (6) members, including at least three officers. Either the President or Vice President must be one of the officers present.

6.3 The Executive Board shall act for the organization between general meetings and make recommendations to the membership.

6.4 The Executive Board shall meet monthly, except in December.

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## Article VII – Duties of Officers

- **President:** Preside at all meetings, oversee Booster Club operations, serve as ex-officio member of all committees (except Nominating), and perform duties as requested by the Executive Board.
- **Vice President:** Assume duties of President in their absence, assist as requested, coordinate chaperones and medical tent as requested by the Band Director, and perform duties as requested by the Executive Board.
- **Treasurer:** Record all financial matters, collect receipts for disbursements, report on financial matters to the Executive Board and membership, submit annual tax returns and official financial documents, and perform duties as requested by the Executive Board. A strong financial or accounting background is recommended.
- **Treasurer-Elect:** Handle student accounts, assist the Treasurer, and prepare to assume Treasurer duties after one year.

- **Secretary:** Record minutes of all meetings in a bound book, maintain Booster Club correspondence, and perform duties as requested by the Executive Board.
  - **Past President:** Serve as an advisor and advocate for the President, and perform duties as requested by the Executive Board.
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## **Article VIII – Committees**

8.1 The members of all standing committees shall be appointed by the President with approval of the Executive Board.

8.2 Standing committees shall include: Fundraising, Hospitality, Media, Uniforms, GEMS, and Travel/Equipment.

8.3 Committee chairs may appoint one delegate to assist. Delegates must be voting members in good standing and may serve as proxy for their chair at Executive Board meetings.

8.4 The Booster Club may also appoint deputies to assist with committee work (e.g., Technology, Hospitality, Hydration, Props, Pit Crew, Uniforms, Fundraising).

8.5 The Scholarship Committee shall be a recurring ad hoc committee, consisting of three members appointed annually by the Vice President and Band Director.

8.6 The Audit Committee shall be appointed by the President annually to review financial records.

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## **Article IX – Finances**

9.1 All checks must be signed by a minimum of two authorized officers. No LISD employee may be a signer.

9.2 The Treasurer shall provide monthly financial reports to the board and quarterly reports during membership meetings and prepare an annual financial statement for review.

9.3 The Audit Committee shall review all financial records annually.

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## **Article X – Dissolution**

10.1 A resolution to dissolve the Booster Club may be adopted by the Executive Board and presented by the Band Director to the membership. Written notice must be provided to all members at least two weeks in advance.

10.2 Dissolution requires approval by a majority of voting members present.

9.2 The booster club may also be dissolved if the Principal along with the District Executive Board determines that the booster club is not functioning in a way consistent with school and district policies, and in accordance with UIL regulations.

9.3 Upon dissolution of the Booster Club, assets shall be distributed exclusively to charitable organizations which would then qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or may be amended.

10.3 Upon dissolution, all assets remaining after debts are satisfied shall be distributed to an organization meeting the requirements of Section 501(c)(3) of the Internal Revenue Code.

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## **Article XI – Amendments**

11.1 These Bylaws may be amended by a three-fourths (3/4) vote of the members present, provided that the amendment is presented in writing, read at the previous regular meeting, and notice has been given to all members at least two weeks prior to the vote.