



# MCKINNEY NORTH BAND

## Band Boosters Bylaws

### Article 1 - Organization

- 1 The name of this organization is the McKinney North High School Band Boosters (MNHSBB).
- 2 The purpose of MNHSBB shall be a non-profit organization that exists for the purposes of providing financial resources and other means of support for the students and directors of the McKinney North High School (MNHS) Band Program.
- 3 The MNHSBB commits itself to cooperate with the Director of Bands and McKinney Independent School District (MISD) administration for both building and maintaining an efficient band program and for promoting general activities pertaining to the band taking precaution not to interfere with the curriculum and direction of the MNHS Director of Bands. All policies and business pertaining to the MNHSBB shall be under the jurisdiction of the MNHS Director of Bands and the MNHS/MISD Administration.
- 4 The MNHSBB shall operate in accordance with UIL Guidelines and MISD guidelines for Booster Clubs.
- 5 The MNHSBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.
- 6 No part of the organization shall endeavor to influence legislation or participate in any political campaign on behalf of, or in opposition of, any candidate for public office.

## **Article 2 - Membership**

- 1 Membership shall consist of the parents and legal guardians of all students of the MNHS band program, and other interested persons within the MISD community.
- 2 Voting members shall be the parents or legal guardians of all active students of the MNHS band program. All other members shall be non-voting members.
- 3 There shall be no cost for membership.

## **Article 3 - Meetings and Voting**

- 1 General Membership meetings shall occur at least once annually to elect Executive Board Members. Other meetings may occur during the school year. The dates and location should be mutually agreed upon by the President and the Director of Bands. Voting members present shall constitute a quorum for the transaction of business.
- 2 Board meetings should be held monthly during the school year. A meeting may be canceled upon mutual agreement of the President and Director of Bands. The schedule of meetings should be determined by the President and Director of Bands and meetings may occur at any predetermined location or via other electronic means. The majority of the Executive Board Members must be present to constitute a quorum for the transaction of business.
- 3 Special meetings may be called at any time by the President, the Director of Bands or by majority consensus of the Executive Board as necessary, provided all board members are notified.
- 4 The MNHS Director of Bands must be advised of, and included in all meetings. All directors must have the option to attend all meetings.
- 5 Notice of all meetings should have a minimum of 72 hours notice, and may be communicated via email, newsletter, website, or other means approved by the President and Director of Bands. Notice should clearly state the date, time and location of the meeting.
- 6 Any action taken at the meeting should be documented in the minutes by the Secretary. The President should appoint another board member to record minutes in Secretarys absence.

- 7 Each voting member is entitled to one vote for matters which are presented at a general membership meeting.
- 8 Each Executive Board position is entitled to one vote. The President will serve as a tie break vote.
- 9 Electronic or confidential votes may be accepted for circumstances as approved by the President. Written record of the votes should be provided to the Secretary to be included in the next regular board meeting minutes.

## **Article 4 - Executive Board and their Election**

- 1 The Executive Board shall manage the activities, affairs, and finances of the MNHSBB organization.
- 2 The Executive Board shall be composed of the following positions:
  - o President
  - o Fundraising
  - o Treasurer
  - o Assistant Treasurer
  - o Secretary
  - o Communications
  - o Hospitality Coordinator
  - o Volunteer Coordinator
  - o The Director of Bands will serve as an advisor and non-voting member of the Executive Board
- 3 MISD employees may not serve as Treasurer or in any position that is an authorized signer on bank accounts.
- 4 Married couples may not serve on the Executive Board at the same time.
- 5 To be eligible to serve in an Executive Board Position, the candidate/member must be the parent or guardian of a current, active student in the MNHS Band Program. If the student ceases to be a member of the band program, the Executive Board Member must resign from his/her position.
- 6 The President position must be filled by a candidate that has served on the Executive Board in another capacity for at least 1 term prior.

- 7 Executive Board Members may not serve in two voting positions simultaneously. Executive Board Members may however serve in other capacities such as committees or liaisons, that do not otherwise cause a conflict of interest with the currently held executive board position.
- 8 The Term of Office for all Executive Board positions shall be 1 year, to begin on June 1st and end on May 31st to coincide with the MNHSBB fiscal year. Any term served for one-half of the term or more shall count as one full term.
- 9 Term Limits - Each Executive Board position may not be held for longer than two (2) consecutive terms, unless approved by the Executive Board and the Director of Bands.
- 10 The Nominating Committee shall identify all candidates for Executive Board Positions. The Director of Bands must approve all nominations.
- 11 Executive Board Members shall be elected by vote at a designated general membership meeting in the spring semester.
- 12 Vacancy on Executive Board- for any vacancy mid term the board shall select the replacement, if any, with the approval of the Director of Bands. The President position must be filled from a current member of the Executive Board. The newly appointed person will serve the remainder of the term.
- 13 Removal of an Executive Board Member may occur for any reason by majority vote of the Executive Board and approval of the Director of Bands.
- 14 All Executive Board Members shall read and agree to the MNHSBB bylaws and MISD Guidelines for Booster Clubs upon taking office.

## Article 5 - Executive Board Position Duties

### 1 President:

- Facilitate Board meetings and General meetings
- Appoint Nominating Committee for annual Board elections
- Signer on bank account, may issue checks as needed in absence of Treasurer
- MNHS Band Booster liaison for McKinney Marching Invitational (MMI)
- Coordinate with Director of Bands to support MNHS Band annual student registration
- Assist with creating annual budget
- Ensure annual audit is completed at close of fiscal year
- Oversee tax compliance of the organization's 501(c)(3) status
- Other duties as needed

### 2 Fundraising:

- Facilitate Board meetings in the absence of President
- Solicit donations on behalf of MNHS Band Boosters
- Oversee all fundraising activities as approved by the Director of Bands
- Partner with Booster Athletic Club to coordinate Senior Ads for the Fall All Sports Program
- Other duties as assigned

### 3 Treasurer:

- Maintains the budget for the booster club
- Work with the Director of Bands, President and other board members as needed to prepare an annual budget
- Track and record all incoming money and expenditures of the organization
- Primary check writer for disbursement of funds
- Make timely deposits
- Pay all invoices
- Maintain all receipts
- Provide a financial report to the board monthly, at least 24 hours prior to meetings
- Send out regular payment reminders to parents/guardians of students with outstanding band fees
- Ensure tax compliance and maintain tax exempt status
- Maintain P.O. Box
- Ensure bank signers are added or removed from accounts as needed
- Other duties as assigned

- 4 Assistant Treasurer:
- Assist treasurer by serving as primary bookkeeper
  - Maintain financial records and reconciliations of accounts
  - This position does not have check signing ability, in the absence of the Treasurer, the Assistant Treasurer is responsible for coordinating any needed check signing with the President
  - Responsible for securing and issuing any club program membership cards as needed (ie, Costco, Sams Club)
  - Review all bank statements
  - Other duties as assigned
- 5 Secretary:
- Keep an accurate record of all Executive Board meetings, regular and called meetings of the members of the MNHSBB
  - Records shall be made available to the President no later than two (2) weeks after the subject meeting
  - Records shall be kept for a period of five (5) years and turned over to the in-coming Secretary by June 1st of each year
  - The Secretary shall be responsible for the MNHSBB correspondence
  - Maintain copy of bylaws and revisions
  - Ensure bylaws are issued to all new board members
- 6 Communications:
- Oversee social media content creation and posting for the MNHS Band Boosters
  - Work with Directors to support their needs for social media content creation and posting (either actively or partnering with a Director or Director-approved volunteer that manages the Band social media accounts)
  - Maintain active list of social media login credentials for Boosters and Directors
- 7 Volunteer Coordinator:
- Responsible for coordinating and enlisting volunteers as needed
  - Will work with the band directors to identify volunteer needs, including but not limited to:
    - Bus Chaperones
    - Meal assistance
    - Pit Crew
    - MMI
    - Liaisons (color guard/percussion), spirit wear, uniforms, props
  - Ensure all volunteers have MISD volunteer background check completed

- 8 Hospitality Coordinator:
- Arrange all game day meals, competition meals and snacks
  - Communicate needs to Volunteer Coordinator to enlist volunteers for meal setup, serving, and cleanup
  - May hold a debit/credit card
  - Prepare meal budget needs for annual budgeting purposes
  - Work with Director of Bands on hospitality/food needs for hosted events
  - Social events

## Article 6 - Committees

- 1 Special Committees: May be established anytime as needed to carry out specific functions or tasks needed, as approved by the Executive Board. Special Committees will cease to exist upon completion of the assigned task.
- 2 Nominating Committee: Shall consist of the Director of Bands, and a minimum of three people from either the Executive Board or other voting members, as appointed by the President. The purpose of this committee is to identify potential candidates for Executive Board positions to be presented for nomination in a vote of the General Membership in the spring semester. The Director of Bands must approve all nominees.
- 3 Audit Committee: Shall be appointed by the President to consist of a minimum of two members who are not signers on the bank account, or otherwise allowed to make financial transactions. (MISD employees may serve on the committee). The Audit Committee will audit the MNHSBB financial records and a report should be completed and submitted to the Executive Board within thirty (30) days of the initiation of the audit.
- 4 Standing Committees: May be established if needed by vote of the Executive Board with approval of the Director of Bands.

## Article 7- Fiscal Responsibility

- 1 Fiscal year will be June 1 - May 31.
- 2 There shall be at least two designated signers on the bank account each year and must include the President and the Treasurer. Additional signers added must have a majority vote of the Executive Board. The Treasurer is responsible for ensuring signers are added or removed from accounts as needed.
- 3 The President must approve any temporary custody of funds for approved purposes. (Example, using gift cards that have been issued to the MNHSBB).
- 4 Unbudgeted expenditures above \$250 should have approval by the President and Treasurer.
- 5 Budget - The Executive Board must approve an annual budget for the following school year prior to the end of the current fiscal year. Modifications to the budget must be approved by vote of the Executive Board as necessary.
- 6 Fundraisers - All fundraising activities must be in accordance with UIL and MISD guidelines, and must have approval from the Director of Bands.
- 7 Contracts - All contracts which obligate the MNHSBB organization shall be submitted to the Executive Board for review and approval.
- 8 Audits - An audit of the MNHSBB financial records shall be done annually at the end of the fiscal year. Additional audits should be done if there is a new appointment of Treasurer mid term, or at the direction of the Executive Board for other reasons. The audit may be done by an appointed audit committee or a qualified 3rd party as approved by the Executive Board.
- 9 No part of the net earnings of the organization shall benefit or be distributable to its board, members, or other private persons, except where the organization shall be authorized to pay reasonable compensation for services rendered.



## **Article 8 - Amendments of Bylaws**

- 1 These bylaws may be altered, amended, or repealed; and new bylaws may be adopted by a majority vote of the voting members of the Executive Board, provided that such alterations, amendments, or proposed substitute bylaws have been read or distributed to all Executive Board members.
- 2 All changes or amendments are subject to approval by the Director of Bands.
- 3 Changes to the bylaws should be dated and signed by the Secretary.

## **Article 9 - Dissolution**

- 1 If the booster club, Director of Bands, or MISD administration determines it is in the best interest that the booster club be dissolved, the booster club must determine the distribution and usage of treasury monies and other assets before dissolution to comply with the Internal Revenue Service guidelines. Care should be taken to ensure that excess funds are distributed within the framework of the organization's original purpose and should remain with the MNHS Band Program.

## **Record of Bylaw Amendments/Revisions**

Date of approval: March, 11, 2021

Secretary: Katherine Morris

Description of changes: Complete rewrite of bylaws