

**Constitution and Bylaws
of the Jacksonville High School Band Boosters**

This draft incorporates changes suggested at the regular Band Boosters Meeting of 11/14/06.

This is the final form of the Bylaws, adopted in December, 2006

**The Constitution and By-Laws of
The Band Booster Club of
Jacksonville Independent School District**

**Article I
Name**

Section 1. The name of the organization shall be Jacksonville Band Booster Club.

Section 2. The word "Club" hereinafter shall be construed as representing the full name of the organization.

**Article II
Purpose**

The purpose of the club shall be to support the interests and needs of the band program of Jacksonville ISD; to promote a better informed parent body and parental understanding of the students' obligations within the band organization; to provide fellowship for parents, supporters, faculty and students; to promote the band within the community of Jacksonville; to further the cause of the bands of Jacksonville ISD; to encourage band members and help promote enthusiasm and pride in band membership.

**Article III
Policy**

Section 1. The Club shall operate within the limits of the rules of the University Interscholastic League, the Texas Music Educators Association and the laws of Texas.

Section 2. All projects and activities of this Club shall in no way interfere with the administrative or executive operation of the school.

Section 3. All projects and activities of this Club shall be guided by the policies of the Jacksonville Independent School District.

Section 4. The attitude of this Club shall be one of constructive, harmonious cooperation with Jacksonville Independent School District.

Section 5. It shall be the policy of the Club to cooperate with the instrumental music department and its directors.

**Article IV
Membership**

Section 1. Any person in the Jacksonville Independent School District, or whose child is a member of the Jacksonville Band department, and who is willing to subscribe to these By-Laws and uphold the Club's policies is eligible for membership.

Section 2. Any other person or corporation who supports the band program, who indicates a desire to be a member of the club, who is willing to subscribe to these By-Laws and uphold the Club's policies is also eligible for membership.

Section 3. Annual dues for membership shall be valid from August 1 through July 31, payable upon enrollment. If a person has a child who is a member of the Jacksonville High School Band, his or her membership is not dependent upon the payment of said dues. In this case the payment of dues is a show of further support to the band department and this Club.

Article V Duties of the Members

Section 1. Each member shall stand behind the Administration and Band Directors on all rules and regulations regarding qualifications and conduct of band students.

Section 2. Each member shall perform to the best of his ability any work assigned him.

Article VI Officers, Election and Tenure

Section 1. The officers of the Club shall be president, vice president, secretary, treasurer(s), and band directors of Jacksonville High School Band.

Section 2. Tenure of Officers: The officers shall be elected and installed annually at the end of school meeting and shall hold office for one year until the close of the end of school meeting of the following year. The band directors shall be officers by virtue of employment by the Jacksonville ISD and shall continue as such so long as they are faculty members.

Section 3. Election of Officers: The president, vice president, secretary and treasurer(s) shall be elected in the following manner, to wit: The president shall appoint a nominating committee. The nominating committee shall compile a slate of officers and submit the list of candidates to the club no later than the end of school meeting. Following the report of the nominating committee, an opportunity shall be given for nominations from the floor. Only those who have consented to serve shall be eligible for nomination either from the floor or by the committee. It shall take a majority vote of those members present to elect officers. A vacancy occurring in an office shall be filled by a majority vote of the Executive Board.

Article VII Executive Board

Section 1. Membership: The Executive Board shall be composed of the current officers and the Band Directors of the Jacksonville High School Band.

Section 2. Powers and Duties: The Executive Board shall administer the affairs of the club during the interval between meetings. In case of a vacancy, the Executive Board shall have the power to fill the vacancy and such appointee shall hold office until the next regular election.

Section 3. Meetings: The Executive Board shall meet at the call of the President.

Article VIII Officers' Duties

Section 1. President: The President is the chief administrative officer of the club and shall preside at all meetings of the Executive Board and the Club. The President is a member ex-officio of all committees except the Nominating Committee. The President shall preserve order, supervise the activities of the membership, enforce the By-Laws and administer the rules of election.

Section 2. Vice-President: The Vice-President shall exercise the powers and duties of the President in the absence of the President. The Vice-President shall chair the Ways and Means Committee and assist the President in carrying out the duties and rules of this club.

Section 3. Secretary: The Secretary shall exercise the powers and duties of the President in the absence of the President and Vice-President. The Secretary shall keep a record of the proceedings of all meetings of the membership and the Executive Board; shall keep a roster of the membership; shall conduct such correspondence as directed by the President; and shall assist in clerical duties as required.

Section 4. Treasurer(s): The Treasurer(s) shall maintain a record of all monies collected and disbursed through the Club's bank account. The Treasurer(s) shall make reports to the membership at all meetings, and together with the President, shall see that all debts are paid in a timely manner. The Treasurer(s) shall make small change available at such events as needed. The Treasurer(s) shall be an ex-officio member of the Ways and Means Committee. The Treasurer(s) shall maintain and/or prepare any records or forms concerning the monies of the Club as necessary.

Section 5. Band Director(s): The Band Director(s) shall serve as an ex-officio member of the Executive Board and all committees. The Band Director(s) shall give guidance to the Club and shall serve as a liaison between the Club and the band.

Section 6. Any officer who does not fulfill his/her duties set forth in these By-Laws, or who fails to attend three (3) consecutive meetings of the Executive Board and/or three (3) consecutive meetings of this Club without good and sufficient reason may be removed from office by two-thirds (2/3) vote of the general membership present and voting at a meeting.

Article IX Committees

Section 1. Standing Committees: There shall be the following Standing Committees: Nominating, Membership, Ways and Means, Chaperones, Telephone, Publicity and Uniform.

Section 2. Special Committees: Additional committees may be appointed as required to promote the objects and interests of the Club.

Section 3. Advisory Committee: The Band Director(s), Superintendent, and Principal(s) shall serve as an advisory committee to the Club.

Article X Duties of Committees

Section 1. Nominating Committee: The President shall appoint the Nominating Committee at the March meeting or sometime during the month of March. The Nominating Committee shall consist of at least three (3) people with the President appointing one of the appointees as Chairperson. The Band Director(s) will serve ex-officio on this committee. The Nominating Committee shall submit a slate of officers to the Club at the end of school meeting each year.

Section 2. Membership Chairperson: The Membership Chairperson shall maintain the membership roster, which at times is used for mailings. The Membership Chairperson shall collect annual dues from individual members as well as corporate members and issue the corporate membership certificates. The Membership Chairperson shall encourage attendance at all regular and called meetings of the Club. The Membership Chairperson shall provide the Secretary with a copy of the membership roster. The Membership Chairperson shall make available to all members the order forms to purchase the Club's monogrammed shirts and any other merchandise available to said members.

Section 3. Ways and Means: The Ways and Means Committee shall explore and submit fund raising ideas to the Club. Sub-committees may be appointed for each type of activity (i.e. Middle School All Region Tryouts, Concession Stand, Barbecue, etc.) with the chair of each sub-committee serving as a member of the Ways and Means Committee. Upon approval of an activity, the Ways and Means Committee shall organize and administer the activity. Monies collected and receipts of expenditures shall be submitted to the Treasurer(s) for deposit and/or payment by the chairperson of each sub-committee.

Section 4. Chaperones: The Chaperone Chairperson shall provide adult supervision as required by the band director(s) for out of town bus trips. The Chaperone Chairperson shall work with the Band Directors in planning outings in regard to number of chaperones needed, services needed by parents and other coordination. The Chaperone Chairperson shall anticipate the needs of band students when away from campus, esp. medicines and

other emotional needs. The Chaperone Chairperson shall make the rules for the chaperones known to all volunteers so that all rules governing said trips would be followed. All Chaperone volunteers shall be members of the Club unless approved by the Band Director(s).

Section 5. Telephone Committee: The Telephone Committee shall call all parties needed to carry out any activity of the Club. This shall include but not be limited to the following: call the membership notifying them of up-coming meeting dates and times, call members asking for volunteers to help carry out duties of the different activities of the Club, and to call pre-appointed parents of any problems incurred on an out of town trip and to keep them informed of the condition of the band members and expected arrival time if different from the pre-scheduled one.

Section 6. Publicity: The Publicity Chairperson shall be kept informed of all events in which the band is involved in order to publicize these events. The Publicity Chairperson shall maintain communication within the community of interest, activities, and upcoming events of the band.

Section 7. Uniform Chairperson: The Uniform Chairperson shall be responsible for obtaining volunteers to assist in the fitting, altering and repairing of the band uniforms as requested by the Band Director.

Article XI Funds

There shall be a fund in an account that shall remain active between August 1st and June 1st of each school year. The activity of this account shall be very limited during the months of June and July. Funds may be withdrawn and allocated for expenditures. A minimum of \$1,500.00 should remain in the account at the close of the school year, which may be used for immediate expenditures at the beginning of the new school year.

Article XII Expenditures

Section 1. All expenditures over \$100 and not related to a finance project must be approved by the Executive Board.

Section 2. Expenditures in excess of \$250.00 and not related to a previously approved project shall be referred to the Executive Board for study before being brought to vote. The Board shall make a report of its study to the Club with recommendations for action at the next regular meeting.

Article XIII

These By-Laws may be amended by two-thirds (2/3) majority vote of the members present at any meeting provided notice of proposed amendments has been submitted to

the membership at least one week prior to the meeting. For the purpose of amendments to these By-Laws, Band Director(s) shall have the right to vote.

Article XIV

No member of the Club shall ever be held liable, or responsible, for any contract, default, or obligation thereof, nor shall any mere informality in the organization render this Club null or subject a member to any liability.

Article XV Dissolution

In the event of the dissolution of this Club, all remaining assets shall become the property of the Jacksonville High School Band Department.

Article XVI Effective Date

This Constitution becomes effective immediately on being adopted at a regular meeting of the Club.

Approved: December 18, 2006