

# HARLINGEN HIGH SCHOOL SOUTH BAND BOOSTERS CONSTITUTION AND BY-LAWS

## ARTICLE 1

### Name

The name of the organization to which this Constitution and By-Laws pertain shall be known as the “HARLINGEN HIGH SCHOOL SOUTH BAND BOOSTERS”.

## ARTICLE II

### Objective

**2.1** To promote and maintain an enthusiastic interest in the various phases of the Band Department of Harlingen High School South.

**2.2** To enlist all possible support, both moral and financial to the general Band Department of Harlingen High School South.

**2.3** To cooperate with those in charge of the Band Department.

**2.4** To build and maintain organization of persons, which will help promote the general activities of the Band Department.

## ARTICLE III

### Members

**3.1** The Membership of the club is open to any alumni booster members and shall include any relatives or guardians of a band student interested in the progress and development of the Band Department of Harlingen High School South. Membership shall **not** be open to members of the student body. Membership dues shall be \$3.00 for single member, or \$5.00 for a household couple annually (Aug-June).

**3.2** All individuals should be in good standing with any school organization/club.

**3.3** All volunteers i.e. chaperones, concession stands, hydration teams, etc. must submit a background check per semester (HCISD Policy).

**3.4** Color Guard and all its members are part of the Harlingen High School South Band and fall below all guidelines on this document. Color Guard is not a separate entity and shall not act against all rules stated in these By-Laws.

## ARTICLE IV

### Executive Board of Officers

HHSS Band Director shall approve any candidate prior to submitting interest of any position.

**4.1** All individuals should be in good standing with this organization and/or any other organization/club at time of shown interest of Executive Board Officer position (hereafter known as “Office”). Any type of unethical behavior whether question of investigated will disqualify individual from being selected as a member of the HHSS Band Booster Club. Same, will apply for any member(s) that were previously asked to step down from their position as Officer/member of the HHSS Band Booster Club.

**4.1 a.** The elective Executive Board of Officers of this organization shall be a President, Vice-President, Second Vice-President, Secretary, Treasurer and a Parliamentarian (optional). The elected Executive Board of Officers must meet the following criteria:  
1) Have a student enrolled in the Band Department the entire year in which they serve  
2) Shall have at least one (1) year of active Band Booster Membership to be eligible for such office or be a Booster Member Alumni and will be trained by current Executive Board of Officers.

**4.1 b.** Should any Executive Board Officer resign from their position they will no longer be eligible for election for a minimum of (2) years.

**4.1 c.** All Executive Board of Officers must sign and abide by a confidentiality agreement. The confidentiality agreement must be followed with all forms of communication (i.e. verbal, written, social, and financial etc.)

**4.1 d.** The Executive Board of Officers can revoke any Executive Officer position by majority vote if requirements are not fulfilled accurately. If an Office is revoked, he/she are no longer able to hold any Office thereafter.

**4.2** There shall be a Nominating Committee of three (3) members elected by the Executive Board of Officers at its February meeting. These committee members will not be eligible to run for Office the following school year. The membership shall elect one (1) of the three (3) to serve as Chairman of the Committee. The nominating Committee shall select one (1) nominee for each Office to be filled and report at the regular meeting in March. Additional nominations from the floor will be taken following the presentation of the Committee’s slate of officers at the March meeting.

**4.3** The Executive Board of Officers shall be elected by ballot (acclamation if only one (1) candidate) at the April meeting to serve a term of one (1) year and not more than two (2) consecutive terms in any one (1) Office and their term of office shall begin at the close of the annual meeting at which they are installed. A vacancy occurring in any Office shall be filled by a majority vote of the remaining members of the Executive Board of Officers including a reassignment of current Office. If a vacancy occurs in the office of President, the First Vice President shall assume those duties.

**4.4** These Executive Board of Officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by the Organization: "Robert Rules of Order".

## ARTICLE V Meetings

**5.1** Regular meetings of the club shall be held on a monthly basis on each month from August through May inclusive, unless otherwise ordered by the Executive Board of Officers.

**5.2** Special meetings may be called by the Executive Board of Officers, Director of Bands or upon request of ten (10) members. The purpose of the meeting shall be stated in the written request. All special meetings shall be open to the general membership. Except in cases of emergency.

**5.3** Ten (10) members shall constitute a quorum or if the President decides a quorum exists for the transaction of business.

**5.4** The Annual Meeting shall be in May, when annual reports will be submitted by each Executive Board Officer and committee chairperson. Written annual reports shall be available for all members from the President, Treasurer and Standing Committee Chairpersons.

## ARTICLE VI The Executive Board

**6.1** The Executive Board of the club shall constitute the Executive Board of Officers (President, Vice-President, Second Vice-President, Secretary, Treasurer and a Parliamentarian (optional), The Director of Bands, or designated assistant, shall serve as ex-officio member.

**6.2** The duties of the Executive Board of Officers shall be to transact necessary business in the intervals between club meetings, and such other business, as may be referred to it by the club, but its acts shall not conflict with action taken by the club.

**6.3** The Executive Board of Officers shall be responsible for preparing a budget and a calendar of events, for the club, which shall be submitted to the members at the first regular meeting. Amendments to the budget may be made by the Executive Board of Officers and approved by the membership quorum.

**6.4** The Executive Board of Officers shall assist the President in appointing Standing Committee Chairpersons and approve the plans of work on the Standing Committee.

**6.5** The Executive Board of Officers shall have its first meeting of the year prior to the August general membership meeting. Regular meetings of the Executive Board of Officers shall be held when need be. Special meetings of the Executive Board of Officers may be called by the President, the Director of Bands or by a majority of the Board

membership.

## ARTICLE VII

### Duties of Executive Board of Officers

**7.1 The duties of the President shall include:**

- A.** Preside at all meetings of the club and of the Executive Board of Officers.
- B.** Work with the Secretary on preparation of the Agenda for all members.
- C.** Shall sign all contracts and countersign all checks with the Treasurer.
- D.** Special committees may be appointed by the President and approved by the Executive Board of Officers: Hydration, Hospitality, Fund-raising, Publicity, etc.<sup>[1]</sup><sub>SEP</sub>
- E.** Assume responsibilities of any Executive Board Officer position that is not being fulfilled.
- F.** Responsible for filing yearly IRS requirements (taxes, etc.) and deadlines.
- G.** Perform such other duties as may be prescribed in these By-Laws or assigned by the club or the Executive Board of Officers.

**7.2 The duties of the First Vice-President shall include:**

- A.** Act as aide to the President and assume all duties of the President in his/her absence.
- B.** Act as the Purchasing Agent for the club. The purchasing agent is responsible for all purchases made by the club for use in the concession stands during the football seasons.
- C.** Work with Standing Committee Chairpersons regarding any events whereby purchases may be required.
- D.** Perform such other duties as may be prescribed in these By-Laws or assigned by the club or the Executive Board of Officers.
- E.** Attend to the correspondence of the club.
- F.** Responsible for the publicity of the club and nominating publicity chairperson.
- G.** Act as sergeant of arms and assist in escort duties for the treasurer while in possession of money bags, etc., and while transporting money bags to and from locations, including the night bank depository. This position would be similar to a bailiff in a judicial setting or as a security officer in a public event. This position is not a law enforcement position. There will be no uniform, badge, or weapon of any type while acting in the capacity of Sergeant at Arms.

**7.3 The duties of the Second Vice-President shall include:**

- A.** Act as aide to the President.

- B.** Work directly with the Secretary to ensure a bound written record of membership involvement is current at all times.
- C.** With Director of Bands, be responsible for background clearance of all chaperones and volunteers as per HCISD Policy.
- D.** With Director of Bands, be responsible for assigning and reporting designated chaperones for buses, concessions and special events.
- E.** Responsible for training chaperones and volunteers for duties in a professional manner. Keep official forms as part of the main binder with the Treasurer.
- F.** Be concession liaison for the club. The liaison shall be responsible for Booth chair people in the concession stands and assist in lining up members to work at all fundraisers activities.
- G.** Keep an updated inventory of all assets/equipment owned by the club and submit report to Treasurer. Advise of any updates to the Executive Board of Officers.
- H.** Assist as Sergeant of Arms in escort duties for the treasurer while in possession of money bag(s), etc. and while transporting money bag(s) to and from locations, including the night bank depository. This position would be similar to a bailiff in a judicial setting or a security officer in a public event. This position is not a law enforcement position. There will be no uniform, badge, or weapon of any type while acting in the capacity of Sergeant at Arms.
- I.** Perform such other duties as may be prescribed in these By-Laws or assigned by <sup>[1]</sup><sub>SEP</sub> the club or the Executive Board of Officers.

**7.4 The duties of the Secretary shall include:**

- A.** Prepare and forward to the Executive Board of Officers and Director of Bands an Agenda before each meeting and for all meetings.
- B.** Prepare accurate minutes after each meeting. Minutes taken are required to be emailed within 2 business days of actual meeting. Any amendments to minutes will be presented on following meeting for correction/approval.
- C.** Keep an accurate record of all meetings of the club and once approved, submit to book kept by Treasurer.
- D.** Copies of the minutes shall be provided at the following months booster meeting.
- E.** Assist the Publicity Chairperson with notifications of the club.
- F.** Perform such other duties as may be prescribed in these By-Laws or assigned by the club or the Executive Board of Officers.
- G.** Responsible for collecting membership dues with assistance from Treasurer and keep an active log of members. Report Treasurer with updates.

**7.5 The duties of the Treasurer shall include:**

- A.** Keep an accurate record of all receipts and disbursements showing each separate activity in a ledger.
- B.** With the approval of the President & Executive Board, all bills incurred as a result of normal operations of the organization shall be paid in a timely manner. Reasonable expenses not routine to the normal operations may be paid with the approval of two (2) Executive Board Officers. These expenses shall be itemized on each monthly treasurer's report and can be purchased via check.
- C.** Countersign with the President all checks.
- D.** Furnish a full written report to the membership at each meeting and assist Secretary in collecting membership dues.
- E.** Keep main book of the Boosters with all required documents: Executive Board of Officers roster, By-Laws, agendas/minutes, membership roster, fundraiser profit & loss, financial statements, bank statements, receipts, bills paid, deposit books, inventory list, and any other financial document pertinent to the club.
- F.** Furnish a full written report at the Annual Meeting.
- G.** Have all accounts ready for examination prior to the annual band trip and on <sup>[1]</sup>~~SEP~~ an annual basis. An auditing committee of not less than three (3) members shall be elected by the membership at least two (2) months before the annual band trip. Said committee shall have all records of receipts, disbursements and any other records involving club funds made available. The auditing committee will review all records and upon completion of the audit, provide a written report at the regular monthly meeting prior to the band trip. Should the band trip lie within a two (2) month period of the Annual Meeting, the President may elect to keep the same audit committee to perform the annual audit. The results of the annual audit shall be given by written report at the Annual Meeting.
- H.** Responsible for submitting completed books to the President for filing of yearly IRS requirements and deadlines. Report to Director of Bands completion of this responsibility.
- I.** Perform such other duties as may be prescribed in these By-Laws or assigned by the club or the Executive Board of Officers.

**7.6 The duties of the Parliamentarian (optional) shall include:**

- A.** Assist in answering questions about policy matters.
- B.** Ensure that only one item is treated at a time.
- C.** Ensure that courtesy and fairness is being extended to all.
- D.** Ensure that the majority rules, but also that the rights of the minority are protected.

## ARTICLE VIII Committees

**8.1** Standing Committees shall be: Membership, Fundraising, Hydration, Publicity, Hospitality and Chaperones/Volunteer. Their term shall be for one (1) year. The Chairpersons of all Standing Committees shall present plans of work to the Executive Board of Officers and no committee work shall be undertaken without the approval of the Executive Board of Officers. The President shall be an ex-officio member of all Standing Committees.

**8.2** The Secretary and the Membership Chairperson shall conduct a membership drive at the beginning of the school year. Efforts should be made throughout the year to add to the membership. An invitation to join shall be sent to parents of students who enroll during the school year. This position shall work in cooperation with the Publicity Chairperson.

**8.3** The First Vice-President and the Fundraising Chairperson shall be responsible for and research all special fundraising projects and develop new ways of raising funds for the club. The Fundraising Chairperson shall not be responsible for concession stands. He must submit Profit & Loss Analysis after each fundraiser. This report should be kept in the main book kept by Treasurer.

**8.4** The Second Vice-President and the Publicity Chairperson shall be responsible for notifying all members of regular and special meetings and events of the club. This position shall work in cooperation with the Secretary.

**8.5** The First Vice President and the Publicity Chairperson shall work within the community to promote the Band Department of Harlingen High School South. They shall also work with other Standing Committee Chairpersons regarding any publicity they may need.

**8.6** The Second Vice President and the Chaperone Committee would be responsible for setting up guidelines and rules for chaperones that are used for all trips, etc., and must work with the Director of Bands. Chaperones must be approved by the school district after a criminal background history is checked and approved by the Director of Bands. Chaperones may consist of any booster member who has cleared the HCISD background check requirement.

**8.7** The Harlingen High School South Band Boosters shall award a graduating senior and qualified candidate \$500. Applicant must comply with designated requirements and qualifications. A deadline of September 1<sup>st</sup> of the same year will be given to the graduating senior to accept the monies and a deadline of December 1<sup>st</sup> of the same year will be given to deposit the monies. The Scholarship Committee shall be comprised of one (1) member of each of the following entities: Academic Staff, Directors of Band, Harlingen High School South Band Boosters. The President with the assistance of the Executive Board of Officers shall appoint a member of the organization (not including

senior parents) to the Scholarship Committee. The Scholarship Committee shall elect the recipients of the scholarships based upon their performance in the Band Department and goals for a higher education. Students must be currently enrolled in the Band Department or any entity of the band program and be part the Band Department for a minimum of four (4) years in good standing, UIL eligible through the entire school year, fill out and submit scholarship application and have participated in all mandatory fundraisers every year that has been a part of band in order to be eligible for a scholarship. General scholarship applications provided by the Harlingen High School South Band Boosters must be completed and returned to the Band Boosters by the posted deadline for consideration by the Scholarship Committee. Scholarships must be claimed by September 1st of the graduating year or will be considered void. Scholarship checks can be claimed by an official tuition statement only, not acceptance letter.

## ARTICLE IX Parliamentary Authority

**9.1** The rules contained in the current edition of "Robert's Rules of Order", Newly Revised shall govern the club in all cases to which they are applicable and in which they are not inconsistent with this Constitution and By-Laws.

## ARTICLE X Amendment of By-Laws

**10.1** These By-Laws may be amended at any regular meeting of the club by two-thirds (2/3) of the members present. The amendment must be submitted in writing at the previous regular meeting.

**DATED** and **ADOPTED** by the undersigned Executive Board of Officers of the Harlingen High School South Band Boosters this day \_\_\_\_\_ November 2018 \_\_\_\_\_

By:

Eloisa Castellanos, President \_\_\_\_\_

Abigail Vargas, First Vice-President \_\_\_\_\_

Isela Gonzalez, Second Vice President \_\_\_\_\_

Jennifer Gil, Secretary \_\_\_\_\_

Alyssa Carrizales, Treasurer \_\_\_\_\_