

**Constitution and By-Laws
of the
Centennial High School Band Boosters**

CONSTITUTION

Article I - Name

The legal name of this organization shall be the Centennial High School Band Boosters. It shall also be known as the Centennial Area Band Boosters.

Article II - Objectives

Section 1

To assist the band directors in the promotion of the band programs of Centennial High School (CHS) and Kerr Middle School (KMS), raise funds for activities and equipment not provided by the school, provide chaperones for all band trips as needed, and support the program in other areas as deemed necessary by the band directors.

Section II

The activities of this organization shall not conflict with the policies of Centennial High School, Kerr Middle School, the Burleson ISD Board of Education, or the University Interscholastic League. This organization is under the authority of the Superintendent of Schools of the Burleson ISD or a designee as appointed by the Superintendent.

Article III - Membership

Section I

All parents and/or guardians of students currently enrolled in the band programs of Centennial High School or Kerr Middle School shall be considered full or voting members of the Centennial High School Band Boosters. Members are expected to volunteer for their respective campuses but are welcome to volunteer at either as space permits, based on needs.

Section II

The band directors of Centennial High School and Kerr Middle School, and the Centennial High School and Kerr Middle School principals shall be considered ex officio members of the Centennial High School Band Boosters.

Section III

Any person not covered in Section I or Section II may become an associate or non-voting member of the Centennial High School Band Boosters by making an annual contribution of \$5.00 to the Centennial High School Band Boosters. Associate or non-voting members are not eligible to serve on the executive board.

BY-LAWS

Article I - Officers

The officers of this organization shall consist of President, Vice President-CHS, Treasurer, Secretary, Director of Concessions, Director of PR / Communications, Director of Volunteers-CHS, Director of Fund Raising, Parliamentarian, Color Guard Coordinator, Vice President-Kerr, and Director of Volunteers-Kerr. All officers shall be the parent or legal guardian of a student at Centennial High school, except those Kerr Middle School specific offices.

Section I: President

The President shall preside at all meetings of the organization, and shall be an ex-officio member of all committees with the exception of the nominating committee. The President will serve as moderator of all meetings. The President must also have previously served for a minimum of one year as an officer in another capacity.

He/she will act as a liaison between the high school band directors, the Executive Board, and members of the Centennial High School Band Boosters.

Section II: Vice President-CHS

The Vice President-CHS shall assume all of the duties of the President in his/her absence. The Vice President - CHS shall also assist the President in the administration of his or her duties as needed, and will act as a liaison between CHS and KMS.

Section III: Treasurer

The Treasurer shall maintain accurate financial records, receive all funds due the Centennial High School Band Boosters, deposit these funds in a timely manner with the designated financial institutions, and pay all duly authorized statements. The Treasurer will provide a report at each Executive Board and/or Band Booster meeting. The Treasurer will have the financial records ready for inspection before the April Executive Board meeting to be audited and that report will be given at the May meeting of the Centennial High School Band Boosters. The monthly Treasurer's report shall be filed with the Superintendent or designee.

Section IV: Secretary

The Secretary shall keep the records and minutes of all Band Booster and Executive Board meetings, maintain all correspondence, and assist with the maintaining of accurate contact information for members and students. The Secretary shall provide printed copies of minutes from the previous meeting of the Band Boosters and/or Executive Board to each member of the Band Boosters and/or Executive Board in attendance at the called meeting. The minutes of each meeting shall be filed with the Superintendent or designee.

Section V: Director of Concessions

The Director of Concessions shall be in charge of directing all the duties associated with the operation of the high school concession stands at each event that the concession stands are in operation at the request of the Centennial High School. These duties include assigning duties, inventory, opening, operating, clean up, and closing of the high school concession for all functions.

The Director of Concessions and/or another Executive Board Member shall be in charge of counting the money and initialing each deposit slip after each event that the concession stand is operated at the request of the Centennial High School.

Section VI: Director of PR / Communications

The Director of PR / Communications will assist the Band Directors in soliciting media coverage for key band events, and submitting articles and/or pictures to local media concerning the Centennial High School Band. The Director of PR will publish the Centennial High School Band Boosters Newsletter, and engage in any other method of social media distribution as appropriate.

Section VII: Director of Volunteers - CHS

The Director of Volunteers - CHS shall work with the Band Directors to coordinate all volunteer involvement, manage Charms sign-ups, and send correspondence to members regarding volunteer needs and opportunities. He / she shall maintain the official record of volunteer hours completed for each member. The Director of Volunteers - CHS also has the authority to designate assistants or committees in order to facilitate the effective use of volunteers.

He / she shall also act as a liaison with the Director of Volunteers - KMS to determine if KMS volunteers are needed for CHS events, or CHS volunteers for KMS events.

Section VIII: Director of Fund Raising

The Director of Fundraising shall be responsible for the coordination and implementation of fund raising activities as defined by the Centennial High School Band Boosters. These activities shall be reviewed by the Executive Board and approved by the Superintendent or designee.

Section IX: Parliamentarian

The Parliamentarian shall be the final authority on meeting procedures, points of order, and general parliamentary rules for all meetings of the Centennial High School Band Boosters and/or Executive Board. In his/her absence the President shall appoint another full voting member of the Centennial High School Band Boosters to rule on parliamentary procedure.

Section X: Color Guard Coordinator

The Color Guard Coordinator shall serve as the liaison between the board and the parents/guardians of colorguard members, ensuring accurate and timely communication of events impacting the colorguard. Additionally, he or she shall work with the Band Directors to facilitate any particular needs related to the colorguard that the Boosters may be able to fulfill as they may arise from time to time.

Section XI: Vice President - KMS

The Vice-President - KMS shall act as the liaison between members and the Band Directors at Kerr Middle School. He or she shall also act as a liaison between KMS and CHS.

Section XII: Director of Volunteers - KMS

The Director of Volunteers - KMS is responsible for organizing the volunteer needs for the Kerr Middle School

campus. He / she shall work with the Band Directors to coordinate all volunteer needs, manage the Charms sign ups, send correspondence to all members regarding volunteer needs and opportunities, and maintain an accurate record of hours completed for each member.

He / she shall also act as a liaison with the Director of Volunteers - CHS to determine if KMS volunteers are needed for CHS events, or CHS volunteers for KMS events.

Article II - Executive Board

Section I

The Executive Board shall be comprised of the officers listed in Article I above.

Section II

The Band Directors of Centennial High School and Kerr Middle School, and the Centennial High School and Kerr Middle School principals shall be considered ex officio members of the Executive Board.

Section III

The Executive Board shall meet monthly or as deemed necessary by the President or Band Directors.

Section IV

The Executive Board shall not meet unless one or more Band Directors, principals, superintendent, or designated representative of the Burleson ISD is present.

Section V

A quorum of the Executive Board shall be when a simple majority of the Executive Board are present.

Section VI

In the event that an elected officer is unable or unwilling to fulfill the obligations of his/her office, the Executive Board shall appoint an individual to fill the unexpired term of that officer.

Section VI

If it is determined to be in the best interest of the organization for an elected officer to be removed from office, a 2/3 majority vote of the Executive Board shall be required. A replacement officer shall be appointed by the Executive Board.

Article III - Booster Meetings

Section I

The regular meeting of the Centennial High School Band Boosters shall be held three times per year: Summer, Winter, and Spring. The specific dates will be coordinated with the school calendar and determined by the President or designee.

Section II

The Centennial High School Band Boosters shall not meet unless one or more Band Directors, principals, superintendent, or designated representative of the Burleson ISD is present.

Article IV - Finances

Section I: Approval of Expenditures

The Executive Board shall have final approval on all expenditures.

Section II: Annual Fundraising Goals

The Band Directors shall prioritize the financial needs of the Centennial High School and Kerr Middle School Bands and submit a yearly fund raising goal, along with a list of items desired, to the Executive Board before the Summer meeting. The Executive Board and/or members of the Centennial High School Band Boosters shall formulate plans to raise the funds needed for this goal. The Executive Board shall adopt a fund raising goal for the academic year, which shall then be communicated to the membership.

Section III: Check Signers

There shall be three Executive Board members authorized to check signers at any time. Those Executive Officers eligible for check signing shall include the President, Vice President - CHS, Treasurer, and Secretary. At no time shall there be two authorized signers in the same household, nor shall there be two authorized signers directly related to each other. The Executive Board shall approve the authorized signers for each year after the offices are elected, and shall strive to avoid any appearance of a conflict of interest when approving the list. All checks over \$300.00, any check written to a member, and any check written to a Director must have two signatures.

Section IV: Financial Reports

The annual financial report shall be filed with the Band Director and the Superintendent after it has been duly audited by an outside agency as defined by the Executive Board and approved by vote at the May meeting of each year.

Article V- Officer Elections

Section I

A nominating chairperson shall be appointed by the Executive Board at the January Band Booster meeting each year. The chairperson shall choose four active members to serve on the nominating committee. The Nominating Committee will compile a list of nominees to present at the Spring meeting of the Centennial High School Band Boosters. Nominations may be made from the floor after the Nominating Committee report.

Section II

Officers are to be elected at the Band Booster meeting in Spring.

Article VI - Order of Regular Business

Section I

The order of regular business shall be as follows:

1. Call to order
2. Acceptance of minutes from previous meeting
3. Acceptance of treasurer's report
4. Old business
5. New business
6. Adjournment

Section II

Robert's Rules of Order shall be the authority on all questions or procedures.

Article VII - Amendments to the Constitution and/or By-Laws

Amendments to the Constitution and/or By-Laws of this organization shall be reviewed annually and determined by the Executive Board. It shall take a 3/4 majority vote of the Executive Board to pass an Amendment.