

R. L. Turner Band Booster Association Bylaws



Turner Band Booster Association, Inc.
Bylaws
Adopted September 4, 2008

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ARTICLE I - NAME AND ORGANIZATION

The name of the organization is Turner Band Booster Association, Inc. a non-profit, volunteer organization. The organization may also be referred to by the acronym "RLT Lion Band Boosters," "Band Boosters," or "Association."

Section 1. Central Authority.

The Association will operate within the authority of the Carrollton-Farmers Branch Independent School District ("C-FBISD"), the University Interscholastic League ("UIL") and subsequently R.L. Turner High School. All policies pertaining to the operation of the Band Boosters shall be under the jurisdiction of the Administrator of the C-FBISD Fine Arts Department, R.L. Turner Fine Arts Department Chair, Principal, or their designated representative, according to the rules for district booster associations.

Section 2. Acronym and Logo.

The Association logo or Lion Band logo is not to be used, copied, imitated or reproduced in any manner for any purpose by an individual, except in normal and reasonable use in conversations and correspondence. As property of the Turner Band Booster Association, Inc., the name or logo may not be included on personal letterhead or for personal reasons without executive board approval.

Section 3. Association Meetings.

- a) Unless otherwise announced and publicized, Association meetings shall be held at R.L. Turner High School Band Hall and as designated by the Executive Board and approved by the General Membership. Those present shall constitute a quorum.
- b) Association meetings shall be open to guests and non-members who are qualified to become members.
- c) The Association will hold at least six (6) general membership meetings per year.

ARTICLE II - PURPOSE

The purpose of the organization is:

1. To provide financial assistance on logistical support for those projects that are suggested by the instructor or the membership and approved by the membership;
2. To promote and maintain an enthusiastic interest in the various phases of the Instrumental Music Department of R.L. Turner High School;
3. To cooperate with and support the band directors, school and district officials in the development of the character and education advancement of band students in order to build and maintain an efficient band program;
4. To promote the highest possible degree of excellence in the Instrumental Music Department.

ARTICLE III - OFFICERS AND DUTIES

Section 1. Elected Officers.

The officers of the Association shall be the President, First Vice President, Second Vice President, Treasurer, and Secretary. These officers shall be elected as provided in Article V herein. All officers shall be re-elected annually. All Officers may hold their position for a maximum of two consecutive years.

Section 2. Duties of Officers.

Duties of officers, as described below, shall be executed in accordance with written and verbal policies and procedures of the Association and in accordance with applicable C-FBISD & UIL regulations. All materials associated with the Association such as the Treasurer's record book, Secretary's minutes and Membership information shall be turned over to the respective incoming officers in a timely manner, prior to the first executive meeting. These records are to be kept for five (5) years.

- a) The President shall:

- 1) serve as the Association liaison to designated R.L. Turner administration representatives, Director of Color-guard, representatives of non-school district community entities, and with the RLT band directors;
 - 2) serve as the Association spokesman regarding established policy and all other matters at the direction of the board;
 - 3) call meetings;
 - 4) preside over all meetings of the executive board and the Association;
 - 5) appoint such committees as may from time to time be necessary (provided such appointments are subsequently ratified by the board);
 - 6) serve as ex-officio member of all committees;
 - 7) serve as a signature on the bank account;
 - 8) execute established policy as indicated and Association business as specified by the executive board;
 - 9) co-ordinate all activities of the Association; and
 - 10) in the event of a tie vote of the executive board or the Association, the President shall cast the deciding vote but otherwise shall not vote at Association or executive board meetings.
- b) The First Vice President shall:
- 1) ensure that all Association meetings are conducted according to Robert's Rules of Order, Newly Revised;
 - 2) perform the duties and responsibilities of the President in the event the President is unable to do so;
 - 3) coordinate events with the President, band directors, and committees; and
- c) The Second Vice President shall:
- 1) serve as liaison to the Association advisor to the band student organization, "The Band Council;"
 - 2) serve as the Executive Board liaison with standing Committee Chairs.
- d) The Treasurer shall:
- 1) serve as the official custodians of Association funds;
 - 2) Designate an appointee to supervise the collection of marching band fees;
 - 3) supervise the collection, deposit and disbursement of funds;
 - 4) be responsible for the safekeeping and maintenance of accurate financial records;
 - 5) file tax reports;
 - 6) present a year-to-date income and expenditure statement monthly which reflects the current budget at each board meeting;
 - 7) present a year-to-date income and expenditure statement monthly which reflects the current budget at each Association meeting;
 - 8) coordinate the audit(s) of Association financial records and checking account; and
- d) The Secretary shall:
- 1) be responsible for recording and preserving of minutes of all official meetings in an accurate and clear manner;
 - 2) present minutes of previous meetings for corrections and approval by the executive board before being recorded as the legal records of the Association;
 - 3) handle official correspondence as designated by the executive board and established policy; and
 - 4) maintain a file of Association business correspondence.

Section 3. Vacancies.

- a) If a vacancy occurs during the year in the office of President, the position shall be filled for the remaining term by the 1st Vice President.
- b) If a vacancy occurs during the year in any office, except that of the President, the position shall be filled for the remaining term by a person appointed and ratified by a simple majority of board members in attendance at the next Association board

meeting.

Section 4. Removal of Officers.

Any officer of the Association may be removed from office upon the recommendation of two-thirds majority vote of the executive committee and a simple majority vote of the Association during a regularly scheduled general meeting.

ARTICLE IV - MEMBERSHIP

Section 1. Classifications of Membership.

- a) **General Membership.** Open to all persons eighteen years or older who voluntarily embrace the Bylaws of the Association. General Members shall be eligible to vote and hold office, to receive Band Boosters official publications, to attend and participate in the meetings, and to have such other rights, privileges and benefits that may be provided from time to time by the Association.
- b) **Ex-Officio Membership.** Are awarded upon completion of a term of office as President of the Board of the Association, and the Band Directors and their assistants.
- b) **Honorary Membership.** Awarded at the discretion of the executive board (sometimes referred to herein as the board). Honorary Membership shall carry no inherent rights or privileges. Association members shall not be eligible for Honorary Membership. Policies and procedures to regulate the nomination and selection of Honorary Members shall be adopted by the executive board before this membership category under these Bylaws is considered valid.

Section 2. Application Process.

General Memberships may be obtained upon approval of the appropriate application and payment of Association fees. No person may be denied membership because of race, sex, religion or national origin, disability or sexual orientation. Said members are governed and shall abide by the Bylaws, Policies and Procedures of the Association. Loss of Association membership and privileges will result if the individual:

- a) fails to maintain financial obligations to the Association; or
- b) is found by the executive board, via two-thirds (2/3) majority vote, to be in gross violation of Association bylaws, policies and/or procedures.
- c) acts in unacceptable manner, ethical wrong doings, or abuses association resources or property as determined by the Association Board, school and/or C-FBISD officials.

Section 3. Obligations of Members.

Association members shall, by word and deed, assist the officers in the furtherance of the Association's objectives and may serve on committees as necessary. They shall comply with the C-FBISD policy concerning volunteers.

Section 4. Membership Dues.

- a) **Annual Membership.** An annual fee per family will be determined by the executive board and will establish membership from July 1st through June 30th of each year.
- b) **Failure to Pay.** Failure to pay annual membership dues shall result in forfeiture of membership. In such cases, dues already paid to the Association shall not be refundable.
- c) **Membership Reinstatement.** A member may be reinstated at the discretion of the executive board upon payment of the appropriate Association dues, as well as payment of any other outstanding accounts with the Association.
- d) **Membership Resignation.** Any member may resign by submitting a written resignation to the executive board but shall be obligated to pay any outstanding accounts due to the Association. Dues already paid shall be non-refundable.

ARTICLE V - PROCEDURES FOR ELECTIONS.

- a) On or before the general membership meeting in March, an election committee shall be appointed. The election committee is comprised of three (3) general members not excluding board members, with the President or his/her designee acting as consultant. The general membership may recommend additional members to the election committee.

- b) The election committee shall solicit and collect nominations and volunteers from among general members in good standing to fill the positions of President, 1st Vice President, 2nd Vice President, Treasurer and Secretary, including volunteers to chair any standing committee positions to be filled.
- c) No member may be nominated for office without their prior consent and agreement to serve if so elected.
- d) The election committee shall prepare an official ballot of candidates. The official ballot may also present other issues to be voted on by general members, if appropriate notice has been given in accordance with approved Association policy and procedures.
- e) Nominations for board positions may be made to the election no earlier than March, with nominations to be presented to the executive board at the April Board meeting. The election committee shall present the list of candidates, along with additional nominations made from the floor with appropriate consent, to the general Booster membership for vote at the May meeting.
- f) Ballots shall be collected by the election committee's designated chair. If there is no opposition from the general membership, a vote may be taken by a show of hands.
- g) The duly elected officers shall take office at the first board meeting after May elections.
- h) Terms for officers shall not exceed more than two consecutive years.

ARTICLE VI - COMMITTEES

After taking office, and as soon as it is practical, the President, with the consent of the board, may appoint chairpersons for committees deemed necessary for the efficient functioning of the Association. The President shall be considered an ex officio member of all committees.

ARTICLE VII - EXECUTIVE BOARD

Section 1. Duties of the Executive Board.

The affairs of the Association shall be managed by its executive board. The board shall make policy in accordance with R.L. Turner High School, C-FBISD and UIL requirements, and generally be responsible for the affairs of the Association between meetings of the membership.

Association policy may not be in contravention of federal or state law or policy. The executive board shall prepare an annual budget proposal and submit it to the membership for approval.

Section 2. Members of the Executive Board.

The executive board shall be at least five (5) in number. Each board member shall hold office until his/her successor is elected or appointed. The executive board shall be composed of general members in good standing who have been elected to the offices of President, First Vice President, Second Vice President, Secretary, and Treasurer. The offices of President and Treasurer require a one year minimum Association membership. Election to these offices shall constitute election as a member of the executive board.

Section 3. Determination of Dues.

The amount of annual dues shall be determined by the executive board. The amount of dues may be changed at the discretion of the executive board by two-thirds (2/3) vote, provided that the change does not exceed twenty-five percent (25%) of the current fee. Should the proposed change exceed twenty-five percent (25%), it must be approved by two-thirds (2/3) of the general members present at a regularly scheduled Association meeting. The issue shall be announced fourteen (14) days prior to the scheduled vote and members shall be provided with a written Treasurer's report, budget projection and brief rationale for the change, provided that at least fourteen (14) days notice (via mail or electronic notification) is given.

Section 4. Ex Officio Board Members.

Ex officio members of the executive board shall consist of the Immediate Past President and the Band Directors. The Immediate Past President shall serve as an advisor to the executive board. The ex officio members have no voting rights on issues before the executive board. Ex officio members shall receive notice and have the right to attend all executive board meetings.

Section 5. Executive Board Meetings.

The executive board shall meet at least quarterly at a time and place determined by its

members. The President may call special sessions of the board. Two-thirds (2/3) of the Board Members shall constitute a quorum at any regular or special meeting of the board. Business of the executive board may also be conducted by mail, phone, or other electronic means available and agreeable to a majority of the executive board. Proxy voting by board members is prohibited.

Section 6. Designation of Association Meetings.

Association meetings shall be held as designated by the executive board and approved by the general membership. If a regular Association meeting is duly announced, or notice of date change given at least five (5) days prior to the effective date, those General Members present shall constitute a quorum.

Section 7. Designation of Workshops.

Board workshops may be held as designated by the President or approval of 2/3 of the executive board. Committee meetings or workshops shall be held as designated by the Committee Chair or approval of 2/3 of the appointed committee.

ARTICLE VIII - AUXILIARY INFORMATION

Section 1. Finances.

- a) The fiscal year of the Association shall be from July 1 to June 30. The accounts of the Association shall be audited not less than annually by a three (3) person committee appointed by the President with the approval of the executive board.
- b) Funds will be deposited in accounts designated by the executive board. Association checks shall have two signatures by designated Board members for disbursement of Booster funds. The designated signatories shall be the Treasurer, President, First Vice President, and Secretary unless amended by a 2/3 vote of the full Board.
- c) The Association shall adopt an acceptable accounting system written into the Association policies and procedures with appropriate checks and balances to safeguard Association funds. The Treasurer shall set procedures and every precaution shall be taken to provide for the protection of the individuals handling cash funds (both physically and from accusation of misappropriation).
- d) Any unscheduled or non-budgeted expenditures, exceeding (\$50.00) must be approved by the executive committee before purchase or commitment is made. Approval of any such unscheduled or non-budgeted expenditures may be obtained by telephone or other communication, provided that the purchasing member submits names of approving members to the Treasurer before payment is made. Adjustments to the budget will be made at the next general membership meeting.
- e) Motions to spend Association funds at a regularly scheduled Association meeting must indicate a fixed dollar amount for said expenditure.
- f) The Association shall keep correct and complete books and records of accounts as well as minutes of membership proceedings and proceedings of the executive board and committees. In addition to maintaining the books and records, the Association must maintain a record of the names and addresses of members entitled to vote.
- g) Special fundraising activities may be planned as deemed necessary by the executive board with the approval of a simple majority of the general members present at a scheduled Association meeting.
- h) Financial reports as required by C-FBISD and the Association shall, after board approval, be submitted by the Treasurer or President.
- i) The Association shall try to keep a minimum checking account balance of \$500.00 at all times. If the checking account balance falls below \$500.00, the Association shall not expend any funds, except for necessary obligations, such as previously contracted expenses, until such time as the checking account balance is restored to the \$500.00 minimum.

Section 2. Property of Association.

- a) **Membership List.** The membership roster of the Association may be used to promote or stimulate interest in the Association only and may not be used in whole or in part for the financial welfare of any individual nor shall it be given in whole or in part to any

non-member, unless the executive board has approved delivery of all or part of the roster to a non-member for a specific purpose determined by the board to promote efficiency in providing member services, and said non-member agrees to use the roster for the approved purpose only.

- b) **Other Property.** Any books, video tapes, audio tapes, Association files, forms, brochures, etc., or other real property which has been given to, created by, or purchased by the Association shall be considered the property of the Association and not the property of any individual member. All property held by officers or committee chairs must be transferred to newly elected representatives at the beginning of the year. Said property may be borrowed from the Association by members upon approval of the appointee in charge of said property or may be purchased by any individual upon approval of the executive board.

Section 3. Sponsored Events.

Sponsored Association events may carry the Association name and/or acronym for Association and general publicity purposes. Regularly scheduled meetings of the Association, concerts, auction, and the annual Turner Band Booster Association, Inc. Scholarship Dinner and Silent Auction fundraiser are considered on-going sanctioned events unless otherwise determined by the executive board. Sponsored Association events shall be defined as:

- a) events approved by the executive board;
- b) open to and able to accommodate all Association members;
- c) within the Association's control in terms of time, place, fees, and program(s) offered.

ARTICLE IX - RULES AND REGULATIONS

Rules and regulations embodying additional provisions for the Association may be adopted by the executive board, provided that same are not inconsistent with these bylaws or inconsistent with federal, state, C-FBISD or UIL regulations or established policies. Such rules and regulations shall be written and shall be considered official Association policies and procedures.

ARTICLE X - LIMITATION OF LIABILITY

To the fullest extent not prohibited by law, an executive board member or officer of the Association shall not be liable to the Association or its members for monetary damages for an act or commission of an act while in the director's or officer's capacity as such.

ARTICLE XI - AMENDMENTS

Section 1. Notification.

These bylaws may be altered, amended or repealed and new bylaws may be adopted by a simple majority of general members present at any regular meeting of the Association, provided that at least ten (10) days notice (via mail or electronic notification) is given of any intent to alter, amend or repeal or to adopt new bylaws.

Section 2. Review.

Association bylaws shall be reviewed not less than every two years, in even numbered years, with necessary revisions brought before general members for consideration and voting. Needed revisions may be brought to the attention of the executive board by general members at any time, and the board shall appoint a bylaws committee to review this document and present their findings to the general membership.

Section 3. Filing Updates.

If needed, the President is responsible for promptly filing any amended bylaws with the C-FBISD and R.L. Turner High School.

ARTICLE XII - DISSOLUTION

Upon dissolution of the entire Association, its property and assets shall be distributed as follows:

Section 1. Liabilities.

All liabilities and obligations of the Association shall be paid, satisfied and discharged or adequate provision shall be made therefore.

Section 2. Assets.

Assets held by the Association upon condition requiring return, transfer or conveyance, which condition occurs by reason of the dissolution, shall be returned, transferred or conveyed in accordance with such requirements.

Section 3. Distribution of Remaining Assets

Any remaining assets shall be distributed to the R.L. Turner High band program or its successor. All dues collected and other income of the Association must be used for the purpose of the Association and shall not be to the benefit of any individual member.

Section 4. C-FBISD Property.

All instruments, uniforms, or other equipment purchased by Association shall be the property of Carrollton-Farmers Branch ISD.

- End -