

Bylaws

Wylie Band Booster Club As of September 17, 2011

Article I. Purpose

1. The name of this organization is the Wylie Band Booster Club.
2. This organization is formed for the purpose of promoting the interests in music education within the Wylie Independent School District, Wylie, Texas, USA. Promotion activities are to be directed primarily to music education as conducted as part of the Wylie Independent School District's band program, however, activities of other music educators within the district as deemed appropriate by the Board of Directors.
3. The Wylie Band Booster Club is to be operated as a non-profit educational support organization. Rules and guidelines as specified in the U.S. Internal Revenue Code, Section 501 (C) (3) are considered applicable to the objectives, goals and operating procedures adopted by the Wylie Band Booster Club.

Article II. Membership

1. Membership in the Wylie Band Booster Club is to open and encouraged for all parents of students enrolled in music education programs in the Wylie ISD, teachers and other school district personnel, community residents wishing to support the school district music programs, and any other person desiring to actively support these activities or is a parent of guardian of active band student..
2. Membership shall not be denied any person because of race, religion, sex, or national origin.
3. Any person is considered a "member" of the Wylie Band Booster Club if that person regularly attends club meetings and supports club activities by participation in such activities.
4. Memberships shall be offered for individual persons known as "memberships". There shall be no other types or classes of memberships other than specified in this section of the bylaws.
5. Membership fees may be assessed as determined by the Board of Directors. There shall be no variance of membership fees and fees shall remain fixed within a fiscal year.

Article III. Sponsorships

1. Sponsorships in the Wylie Band Booster Club is open to individuals or businesses who wish to support the school district music programs monetarily or by providing services without actively participating in Band Booster Club meetings and activities.

2. Sponsorships shall be offered for individual persons, businesses, and other organizations known as "Sponsorships." There shall be no other types or classes of sponsorships other than those specified in the section of the bylaws.
3. Sponsorship fees may be assessed as determined by the Board of Directors. There shall be no variance of sponsorship fees and fees shall remain fixed within a fiscal year.

Article IV. Termination of Memberships

1. Resignations of members may be made in writing at any time or rendered in accordance with procedures authorized by the Board of Directors.
2. Resignations shall not cancel any legal debt owed to the club by the terminating member, and all working funds held or reimbursements due the club shall not be considered terminated as a result of the termination of membership.
3. Memberships shall not be involuntarily terminated for any member of the club unless approved by a seventy-five percent majority of members present as determined by secret ballot administered by the officer presiding at a regular meeting of the club. No involuntary termination of membership shall be valid if cause for the termination was related to the member's race religion, sex, or national origin. Such a termination will be proposed for membership balloting only upon approval of at least seventy-five percent of the members of the Board of Directors and a rendering of a written charge to the membership outlining just cause for the termination. The charged member shall also have the right to answer the charges verbally or in a written document to be distributed to the membership when the Board of Directors has indicated by its seventy-five percent vote that they believe the termination of membership to be proper because of matters involving gross misconduct, gross non-support of music education within the school district, or violation of any laws by local, state, or federal authority.

Article V. Board of Directors

1. The club activities shall be governed by the Board of Directors, consisting of all club officers, and the chairpersons of the Membership/Involvement Committee, Concession Committee and one representative from each supported Jr. High School band.
2. The tenure of office for members of the Board of Directors shall be concurrent with the tenure of office as an officer as prescribed in Article VI.
3. Resignations of members of the Board of Directors shall be replaced in accordance with provisions for replacement of officers and committee chairpersons outlined in these bylaws.
4. Meetings of the Board of Directors shall be conducted as requested by the President. Should the President not be able to conduct affairs of the Board of Directors the power of succession shall be in accordance with Article VI.

5. It shall be the duty of the Board of Directors to have general supervision of the club and enforce the club bylaws.

Article VI. Officers

1. The officers of the club shall be a President, Vice-President, Treasurer, Secretary and Vice-Treasurer.
2. The officers shall be elected annually, prior to the end of the fiscal year to assume office on June 1, following the end of the school year until May 31 of the following year. The election date shall be determined by the Board of Directors.
3. Resignation of officers shall be made in writing to the Board of Directors. No officer shall be involuntarily removed from office except as a result of membership involuntarily as described in Article IV (3).
4. Power of succession for officers shall be in the order as follows: (1) Vice-President; (2) Secretary; (3) Treasurer; (4) Vice-Treasurer; (5) Chairperson of the Concession Committee. The responsibilities of officers shall be assumed by the next officer or Committee Chairperson in the Power of Succession in sequence as outlined herein.
5. The President shall be the chief executive officer and preside at all meetings. The president shall appoint committees as deemed appropriate, however the Membership Committee and Concession Committee shall be standing committees of the club as discussed in Article VII.
6. The Vice-President shall be the assistant to the President and in the absence or incapability of the President to perform required duties the Vice-President shall assume the President's responsibilities and duties. The Vice-President is in charge of Ways and Means.
7. The Secretary shall be the secretary at all meetings of the club, have responsibility for informing membership of regular and special meetings, record meetings of proceedings at meetings, and have custody of club records except for those records under the custody of the Treasurer. The Secretary shall assume the duties of President and Vice President in accordance with (4) above as required to ensure continuance of club business.
8. The Treasurer shall have charge of the club financial records including financial accounting records, financial statements and checkbook. The Treasurer shall render a complete financial report at each regular meeting of the club and at such other times as requested by the President. The Treasurer shall have the responsibility for supervision over the receipt and disbursement of club funds and disbursement in accordance with club objectives and goals prescribed in Article I.
9. The Vice-Treasurer shall assist the Treasurer primarily by acting as the agent in charge of the Flow Through Account financial records including financial accounting records, financial statements and checkbook, maintaining sub-accounts to provide separate records as needed. The Vice-Treasurer shall provide a complete financial report of the Flow Through Account each month, or

as needed, to the WHS Fine Arts Department. The Vice-Treasurer shall have the responsibility for the receipt and disbursement of Flow Through Account funds at the direction of the groups supported under the requirements of Article I.

10. Officers shall have the responsibility to direct the club in accordance with its bylaws and provision described in Article I pertaining to operation of the club as a non-profit organization to support music education activities.
11. No two family members or relatives can serve as an officer at the same time in any given fiscal year.
12. No person can serve more than two consecutive terms in the same elected office.

Article VII. Committees:

1. The Membership Committee and the Concession Committee shall be standing committees of the club with chairpersons appointed by the president as soon as possible after election.
2. The President shall appoint other committees as necessary to conduct club business and activities. The life of these committees may be no more than one fiscal year or shorter.
3. A Nominating Committee may be appointed by the Board of Directors at least two months prior to the annual election of officers to recommend a slate of officers to the membership for election. Appointment of this committee is considered optional, however if elected it must consist of at least three members excluding the president and it must include at least one member who is not a member of the Board of Directors.

Article VIII. Meetings:

1. Regular monthly meetings shall be scheduled from August 1 through May 30 of each fiscal year. The date and time for these regular meetings shall be determined by the Board of Directors.
2. Special meetings of the membership shall be called as considered necessary by the Board of Directors.
3. A quorum shall be constituted at any regular or special meeting of the membership when the number of members present at the meeting, excluding the President, is greater than 5% of the band's student membership.
4. A majority vote of the membership at a meeting shall constitute a vote of the membership except as required in Article IV (3).

Article IX. Fiscal Matters:

1. The fiscal year of the club shall be from July 1, through June 30 of each calendar year.

2. Revenues of the club shall consist of membership dues and donations, and sales from fund-raising activities approved by the membership. Revenues may all include payments to the club for services rendered in connection with fund-raising projects.
3. Payment of expenses in connection with fund-raising activities such as payments for products or goods sold, transportation of goods sold, and other selling expenses shall be from receipts and club funds on approval by the Board of Directors.
4. Members shall not be disbursed funds for services rendered to the club performed as a duty as a club member. Funds may be disbursed to members for regular business expenses or goods or services rendered to the club when the member's association with the club is on a business basis and the payment is considered by the Board of Directors reasonable and necessary to conduct club business. Such payments to club members shall be detailed on monthly financial reports to the club membership.
5. Disbursement of club funds other than the disbursements required to cover fund-raising expenses shall be solely for the purposes of accomplishing club goals and objectives for the support for music education in the Wylie Independent School District as provided in Article I.
6. All disbursements shall be authorized by the Board of Directors and all checks signed by at least two members of the Board of Directors who are also officers of the club.
7. All cash funds shall be authorized by the Board of Directors, and designated officer or committee chairperson shall be responsible and accountable to the Board of Directors for the cash fund authorized. No cash shall exceed \$1000, except for concession stand setup cash which cannot exceed \$4000.
7. Should the club terminate operation for any reason; no funds held by the club shall be disbursed to any officer, committee member, or club member. All funds held by the club and all property, personal or real, owned by the club in the event of termination of the club activities shall be converted to cash and disbursed to the Edward Thomas Scholarship Fund and responsibility for the management and scholarship awards will be passed in accordance with this constitution and bylaws to the Wylie Education Foundation, a non-profit organization exempt from federal taxes in accordance with section 501 (c) (3) of the Internal Revenue Code. Termination of the club shall be determined by the members of the last active Board of Directors and the High School Band Director. Should such determination be made that the Wylie Band Booster Club is no longer active and should be terminated, the disbursement of remaining club funds to the Edward Thomas Scholarship Fund to be managed and awarded by the Wylie Foundation should be publicized by publishing a notice for a period of one month in the local Wylie, Texas newspaper or by mailing to all members of the club at the time club activities ceased.

Article X. Amendments

1. The bylaws of the club may be amended by a majority vote of the membership at any regular meeting or special meeting where a quorum is present. A written copy of the bylaws as currently in effect and as proposed for amendment shall be presented to the membership prior to balloting on the proposed amendment.
2. Proposed amendments to the bylaws must be approved by the Board of Directors or presented to the Board of Directors with a petition bearing the signatures of ten or more members in which case the Board of Directors must approve the proposed amendment for membership balloting at the next regular meeting of the club.
3. In the event of lack of clarity, the board of Directors shall interpret the bylaws and report their interpretation to the membership at the next regular meeting of the club.
4. In the event any part of the club bylaws is or becomes in conflict with the laws of any city, state, federal or UIL jurisdiction, then that part of the bylaws shall be void and the conflicting law prevail over the operation of the club as a non-profit organization in accordance with Article I.

Article XI. Administration of Scholarship Funds and Award

1. Amended September 17, 2011 to reflect the change as follows:
 - a. The Wylie Education Foundation (WEF) will be responsible for administering the Edward Thomas Scholarship Fund, selecting the recipient, and awarding the scholarship funds. Funds previously had in the Vanguard account were transferred to WEF.
 - b. Two scholarships are now established as follows:
 - i. TWB Music Major scholarship
 - ii. TWB Service-Based Scholarship
2. Edward Thomas Scholarship
 - a. Contributions to the Edward Thomas Scholarship Fund will be determined annually by the Board of Directors and included as a disbursement item in the club's annual budget to be approved by the membership at any regular or special meeting where a quorum is present.
 - b. Amounts to be awarded from the Edward Thomas Scholarship Fund shall be set by the Board of Directors with the approval of the membership at any regular or special meeting where a quorum is present. Amounts to be awarded may be changed at any time except will not be permitted to change during a period to begin on April 1 of each year and ending on September 30 of each year.
 - c. All administration of the eligibility and selection of the Edward Thomas Scholarship recipient will be administered by WEF.
3. TWB Music Major and TWB Service-Based scholarships - Application/Selection Process for All TWB Scholarships

Publicity/Applications:

- a. Scholarship applications shall be available through Charms, and posted on *that Wylie Band* website at the beginning of August, so that students may make themselves familiar with the applications and their eligibility criteria. Only students who plan to major in music may apply for the Music Major scholarship. Any student who meets the eligibility criteria may apply for the service-based scholarship.
- b. The scholarship committee shall communicate the availability of this information to all seniors and senior parents though email and Charms in September.
- c. Scholarship committee shall advertise application criteria and application deadline during the first week in March. All seniors and senior parents shall receive a copy of this information via email during the first week in March. Flyers shall be posted in the band hall areas, and on the TWB website and Charms.
- d. Deadline for all applications shall be April 7. (If the 7th is on a weekend, applications will be due on the Friday before the 7th.)
- e. Applicants are responsible for obtaining 3 teacher recommendation forms and 1 band faculty recommendation form, and distributing them to the appropriate faculty members.
- f. Faculty members will return these confidential recommendation forms to the band secretary (Mrs. Bahn) by April 21. (If the 21st is on a weekend, recommendation forms will be due on the Friday before the 21st.)

Selection:

- g. The TWB Scholarship Selection Committee shall consist of five voting members plus a band director:
 - one TWB Band Booster officer who is not a parent of a senior
 - four of the TWB Scholarship committee members who are not parents of a senior
 - one band director (director is NOT a voting member of the committee, but shall be present to provide information/input when needed)
- h. The band secretary will provide copies of the application/recommendations for each applicant to all Selection Committee members. (This information will be paper copies) This information shall be distributed to the selection committee by April 25.
- i. Applications for the Music Major scholarship and the Service-Based scholarship shall be considered separately.
- j. For each scholarship, each Selection Committee member shall review INDEPENDENTLY the applications and recommendations from each applicant, and determine 5 finalists for each scholarship.
- k. The Selection Committee (including one band director) shall meet during the last week of April or the first week of May to discuss the finalists for each scholarship submitted by each member. The committee shall come to a consensus or take a paper ballot to determine the recipient of each scholarship. The band director does not participate in the voting process,

but shall be present to provide additional information/clarification if needed.

- I. All information/discussion in this selection process is to remain confidential. Copies of all application documents shall be destroyed after recipients are determined.**
 - m. Selection Committee shall communicate the names of recipients to the president of That Wylie Band Booster Club by May 7 (or earlier if needed to comply with scheduling of the Band Gala.)
4. Payments for the TWB Music Major and TWB Service-Based scholarships:
 - a. TWB Music Major - Payments of the awards granted shall be made in two parts. The first payment, consisting of one-half the total award, shall be made by the Wylie High School Band Director upon receipt of proof of registration that meets the eligibility requirements of Section (3a) of this Article. The second payment, consisting of the remaining one-half of the total award, shall be made by the Wylie High School Band Director upon receipt of proof that; the student achieved a minimum GPA of 2.0 for the first semester and has registered for a second semester.
 - b. TWB Service Based - Payments of the awards granted shall be made in two parts. The first payment, consisting of one-half the total award, shall be made by the Wylie High School Band Director upon receipt of proof of registration. The second payment, consisting of the remaining one-half of the total award, shall be made by the Wylie High School Band Director upon receipt of proof that; the student achieved a minimum GPA of 2.0 for the first semester and has registered for a second semester.

Article XII. Bank Account

The Partnership may select a bank for the purpose of opening a bank account. Funds in the bank account shall be withdrawn by checks signed by any Partner designated by the Partnership.

Article XIII. Broker Account

- All securities shall be purchased in the name of the Partnership.
- All securities shall be kept in the Partnership safe deposit box or with the broker.
- The Presiding Partner and the Assistant Presiding Partner shall be the custodians of all securities.

In Witness thereof, the Partners have set their hands, the year, and the date below:

