

**CONSTITUTION AND BY-LAWS
OF MC ALLEN HIGH SCHOOL
BAND BOOSTER CLUB**
(Revised and Updated October 1, 2007)

Article I: Name

The name of this organization shall be McAllen High School Band Booster Club.

Article II: Objectives

The objectives of the McAllen High School Band Booster Club are:

Section 1:

To stimulate parental and community interest in activities of the band program at McAllen High School.

Section 2:

To lend moral and financial support towards the enhancement of the band program at McAllen High School.

Section 3:

To promote socialization among all persons involved with the McAllen High School Band.

Section 4:

To provide opportunities for musical enrichment to all students involved with the McAllen High School Band.

Article III: Membership

Section 1:

Membership in the McAllen High School Band Booster Club shall be made available to parents and/or guardians of active band members and all other individuals who ascribe to the objectives and rules of this organization and who demonstrate interest and involvement in organizational activities.

Section 2:

Each member of the McAllen High School Band Booster Club shall pay such annual dues as may be prescribed by the organization.

Article IV: Officers and their Election

Section 1:

Each elected officer shall be a member of the McAllen High School Band Booster Club and must have a child active in the band at the end of the first six-weeks grading period.

Section 2: Officers and their election

- A. The officers of the McAllen High School Band Booster Club shall consist of a President, 1st Vice-President, 2nd Vice-President Secretary, Treasurer, and Parliamentarian.
- B. Officers, with the exception of the parliamentarian, shall be elected by ballot in the second-to-last meeting of the year. However, if there is but one nominee for an office, election for that office shall be by voice vote. Notice of this election must be publicized seven (7) days prior to the election meeting.

The president subject to the approval of the newly elected officers shall appoint the parliamentarian.

- C. Newly elected officers shall assume their official duties on the day following the annual band banquet (or its equivalent awards ceremony) or at the moment of adjournment of the last general meeting, whichever is later and shall serve a term of one year or until their successors are installed.
- D. No officer shall serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited with having served the entire term.

Section 3: Nominating Committee

- A. There shall be a nominating committee elected by the general membership at a meeting at least two months prior to the election of officers. Elections shall be by plurality. The committee shall be composed of no fewer than three (3) members, no more than two (2) of whom are members of the Executive Board. One alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the general meeting.
- B. The nominating committee shall compile a ballot of eligible candidates for officer positions and report its nominees at the third-to-last meeting of the year. Additional nominations may be made up to seven days prior to the date of the meeting in which the elections will be held provided that they are made in writing and signed by the nominating member and the nominee. These names will appear on the printed ballot. The ballot will contain blank lines for each office for any write-in nominations. A report of the nominees shall be posted in the band hall two (2) weeks prior to the election meeting.
- C. Only those persons who have signified their consent to serve if elected shall be nominated for or elected to such office.
- D. No member shall automatically serve on this committee because of his office in the club or position in the school system.

- E. The president does not serve as a member of this committee, nor does he appoint any member of the committee.

Section 4: Vacancies

Any elective officer's post that becomes vacant shall be filled for the remainder of the term by a person elected by the Executive Board, notice of such election having been given. The exception of this is the President's office, which shall be filled by the 1st vice-president.

Section 5: Reasons to remove

By two-thirds vote of the executive board an officer or chairman may be removed from office for failure to perform duties or actions detrimental to the organization.

Article V: Duties of Officers

Section 1: The PRESIDENT shall:

- a. Preside over all general and executive board meetings of the McAllen High School Band Booster Club;
- b. Coordinate the work of the officers and committees of the organization in order that the objective may be promoted;
- c. Confirm that a quorum is presents before conduction any business at any meeting of the organization;
- d. Appoint a parliamentarian, subject to approval of the elected officers;
- e. Appoint the chairperson(s) of special committees subject to approval of the executive board;
- f. Call a meeting of the officers for the purpose of selecting committee chairpersons;
- g. Be authorized to sign on bank accounts (two of five authorized signatures shall be required on all checks);
- h. Set regular and executive board meeting dates in accordance with the band calendar;
- i. Serve as direct liaison between this organization and school officials;
- j. Be a member ex-officio of all committees except the nominating committee; and
- k. Perform such other duties as may be prescribed in these bylaws or assigned by the organization.

Section 2: The VICE-PRESIDENTS shall:

- a. Preside in the absence of the president;
- b. Assist the president as needed to achieve the goals of this organization;
- c. Coordinate programs;
- d. Perform other duties as assigned by the president or organization; and
- e. Be authorized to sign on bank accounts

Section 3: The SECRETARY shall:

- a. Keep a written record of all general and executive board meetings;
- b. Present a copy of the minutes to the president within one week after the meeting;
- c. Attend to all necessary business and/or social correspondence of the organization;
- d. Notify the general membership in advance of all regular and called meetings;
- e. Post nominations in the band hall as specified in Article IV, Section 3, Sub section B above.
- f. Have a current copy of the bylaws;
- g. Perform other duties as assigned by the president of the organization; and
- h. Be authorized to sign on bank accounts.

Section 4: The TREASURER shall:

- a. Be responsible for books of accounts and records including bank statements, receipts, budgets, invoices, paid receipts and canceled checks for five years;
- b. Collect all funds generated by the organization;
- c. Present a financial statement at general meetings, executive board meetings, and at other times when requested by the organization or executive board;
- d. Make disbursements as authorized by the president, executive board, or organization in accordance with the budget adopted by the membership;
- e. Sign on bank accounts (two of five authorized signatures shall be required on all checks);
- f. Make a full report at the meeting at which new officers assume their duties; and
- g. Submit books to the audit committee for annual audit and as requested.

- h. Present an annual budget, which shall be voted upon at the final meeting of the year. Approval of the budget by the membership authorizes the Executive Board to make expenditures in the name of the club as described in the budget.

Section 5: The PARLIAMENTARIAN shall:

Attend all meetings of the organization and advise on matters of parliamentary procedure.

Section 6: ALL OFFICERS shall:

Deliver to their successor or the president all official materials within 15 days following the date their successor assumes their duties.

Article VI: Meetings

Section 1:

Ten (10) voting memberships shall constitute a quorum for the transaction of business in any meeting of the general membership of this organization.

Section 2:

There shall be no fewer than three (3) general meetings during the course of a given school year. Dates and times are to be established by the executive board at its first meeting of the year. A minimum of five days notice shall be given if the meeting date is changed.

Section 3:

The election meeting shall be second-to-last meeting of the year.

Section 4:

A special meeting of the organization may be called by the president or by a majority of the executive board, one-day notice having been given.

Article VII: Executive Board

Section 1:

The executive board shall be composed of the elected officers of the organization, the chairperson(s) of the standing committees, the Student Band President, and the Band Director.

Section 2: The duties of the executive board shall be to:

- a. Transact necessary business in the intervals between general meetings and such other business as may be referred to by the organization;
- b. Create standing and special committees;
- c. Present a report at the regular meeting of the organization;

- d. Appoint an audit committee consisting of not less than three (3) individuals who are not eligible to sign on the account, to conduct a yearly audit of the treasurer's accounts,
- e. Prepare and submit a budget for the year to the general membership for adoption;
- f. Approve routine bills within the limits of the budget; and
- g. Fill vacancies of officers and chairpersons.

Section 3: Meetings

- a. Regular meeting of the executive board shall be held prior to each general meeting, the time to be fixed by the board at the first meeting of the year.
- b. A majority of the executive board members shall constitute a quorum.
- c. Special meetings of the executive board may be called by the president or by a majority of the members of the board, with a minimum of one day's notice being given.

Article VIII: Standing and Special Committees

Section 1:

Only members of the organization shall be eligible to serve in any elected or appointed position with the exception of the audit committee.

Section 2:

The executive board may create standing and special committees as it is deemed necessary to promote to objectives and carry out the work of the organization.

Section 3:

The term of each chairperson shall be one year or until the election of a successor. No chairperson may serve in the same office for more than two consecutive terms. One who has served more than one-half of a term shall be credited as having served that term.

Section 4:

No committee work shall be undertaken without the consent of the executive board.

Section 5:

The president will be an ex-officio member of all committees except the nominating committee.

Article IX: Student Accounts

Any funds left in a student account will revert to the band activity account when that student graduates or permanently leaves the school.

Article X: Fiscal Year

Section 1:

The fiscal year shall begin June 1 and end May 31.

Section 2:

An auditing committee consisting of not less than three (3) members, who are not authorized signers, shall be appointed by the executive board at least thirty days before the last meeting of the year to audit the books.

Section 3:

The auditor's report is adopted by a majority vote at the first general meeting following the close of the school year.

Article XI: Amendments

Section 1:

These bylaws may be amended at any regular meeting of the club, provided a quorum is present, by a two-thirds vote of the voting memberships present and voting. Notice of the proposed amendment shall have been given at the previous regular meeting or thirty days prior to the meeting at which the amendment is voted upon.

Section 2:

A committee may be appointed to submit a revised set of bylaws as a substitute for the existing bylaws only by a majority vote at a meeting of the organization, or by a two-thirds vote of the executive board. The requirement for adoption of a revised set of bylaws shall be the same as in the case of an amendment.

Article XII: Disbanding

In the event the McAllen High School Band Booster Club disbands, all moneys in the treasury shall be turned over the band activity account of McAllen High School.

POSTED 9/10/07 for changes to the original McAllen High School Band Booster By-Laws to be voted on at the October 1, 2007 general Band Booster Meeting.

Originally Approved 3/20/01

WILLIAM H. RICH, PRESIDENT
OSCAR AND CARMINA ELIZONDO, VICE PRESIDENT
VIVIAN DE ANDA, SECRETARY
JOANN FINN, TREASURER

**Amendments proposed and posted 9/10/07 by Band Booster Officers of 07-08
Voted on and approved October 1, 2007.**

Section 3: Nominating Committee

- A. There shall be a nominating committee elected by the general membership at a meeting at least ~~one month~~ two months prior to the election of officers. Elections shall be by plurality. The committee shall be composed of no fewer than three (3) members, no more than two (2) of whom are members of the Executive Board. One alternate shall be elected to serve in the event a member is unable to serve. The committee shall elect its own chairman immediately following the general meeting.
- B. The nominating committee shall compile a ballot of eligible candidates for officer positions and report its nominees at the third-to-last meeting of the year. Additional nominations may be made up to seven days prior to the date of the meeting in which the elections will be held provided that they are made in writing and signed by the nominating member and the nominee. **These names will appear on the printed ballot. The ballot will contain blank lines for each office for any write-in nominations. A report of the nominees shall be posted in the band hall ~~six (6) days~~ two (2) weeks prior to the election meeting.**

Section 4: The TREASURER shall:

- h. Present an annual budget, which shall be voted upon at the ~~first~~ final meeting of the year. Approval of the budget by the membership authorizes the Executive Board to make expenditures in the name of the club as described in the budget.

Article X: Fiscal Year

Section 1:

The fiscal year shall begin ~~July~~ June 1 and end ~~June 30~~ May 31.