

BYLAWS
COBB CYCLONES BAND BOOSTER CLUB
December 2013

ARTICLE I: NAME

The name of this organization will be the Cobb Cyclone Band Booster Club, known herein and elsewhere as CCBBC.

ARTICLE II: OBJECTIVES AND PURPOSE

Section 1. The primary objectives of the Cobb Cyclone Band Booster Club shall be as follows:

- a. Encourage the growth and development of a high quality band program that complements and extends the educational options for young people; actively develop and implement creative avenues which encourage young people to excel through the band program both collectively and individually; promote a closer relationship between parents, students and staff, in atmosphere of mutual cooperation, support and respect.
- b. Provide financial support for unique projects which promote the band program and fall within University Interscholastic League (U.I.L.), Texas Music Educator's Association (T.M.E.A.), and FISD policies and guidelines, but which are outside the domain and purpose of school district revenue.
- c. Maintain clear communications and cooperation among all band members in Cobb Middle School, their parents, the Band Directors, and the school district administration to further all CCBBC objectives.
- d. Disseminate information on programs and projects that will attract and involve a large, active group of parents of band students. Cooperate with FISD administration, school officials, and Band Directors in the pursuit of these objectives.

Section 2. CCBBC is a Section 501(c)(3) designated organization and as such:

- e. Said Booster Organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt under Section 501(c)(3) of the Internal Revenue Code, or corresponding Section of any future federal tax code. No part of the net earnings of the Booster Organization will inure to the benefit of, or be distributed to its members, trustees, officers, or other private persons, except that the Booster Organization will be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II, hereof. (A small yearly special award to selected band directors is permitted provided no

U.I.L. regulation is violated.) No substantial part of the activities of the Booster Organization will involve carrying on of propaganda, or otherwise attempting to influence legislation, and the Booster Organization will not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Organization will not carry on any other activities not permitted to be carried on: (a) by an organization exempt from federal income tax under 501 (c)(3) of the Internal Revenue Code, or corresponding Section of any future federal tax code; or (b) by an organization, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code, or corresponding Section of any future federal tax code.

ARTICLE III: BASIC POLICIES

Section 1. The organization shall be non-commercial, non-sectarian, and non-partisan.

Section 2. The name of the organization or the names of any members in their official capacities will not be used to endorse or promote a commercial concern, or in connection with any partisan interest, or for any purpose not appropriately related to promotion of the objectives of this organization.

Section 3. The organization shall not, directly or indirectly, participate or intervene (including publishing or distribution of statements) in any political campaign on behalf of, or in opposition to, any candidate for public office. However, information regarding issues that may affect Band Boosters or the band program may be disseminated and/or discussed at meetings.

Section 4. No member of this organization may divert any part of its income or assets to any member, donor, officer, employee, individual, corporation, or organization except in accordance with the approved annual budget.

ARTICLE IV: MEMBERSHIP & FEES

Section 1. Membership in this organization shall consist of all parents or guardians of band students enrolled in the band programs of Cobb Middle School. Membership will be made without regard to race, color, creed, or national origin. Fees will be determined by the Board on a yearly basis.

Section 2. Financial aid will be determined by Cobb Band Director in the event that a student is unable to pay fees. Financial aid will be awarded based upon request and reviewed by Cobb Band Director, which will be reviewed by a committee of at least three (3) booster club members. Financial aid will be applicable for one school year, and follow compliance with booster club budgeting.

ARTICLE V: OFFICERS & ELECTIONS

Section 1. Each officer shall be a voting member of CCBBC, and an officer must have a band student who is currently enrolled at Cobb Middle School.

Section 2. Officers and Elections

- a. The officers of this organization shall be President, Vice President of Volunteer Coordination, Vice President of Fundraising, Secretary, Treasurer, and Parliamentarian. All officer positions must be filled by one parent or guardian. There will be only one vote per officer position. These officers shall perform duties prescribed by these Bylaws and the parliamentary authority adopted by the organization.
- b. Officers, with the exception of the Parliamentarian, shall be elected for a term of one school year by ballot at the Election Meeting. However, if there is but one nominee for an office, election for that office may be by voice vote. The Parliamentarian shall be appointed by the newly elected President subject to the approval of the newly elected officers.
- c. Officers shall assume their official duties following the close of the school year and will serve a term of one year or until their successors are elected.
- d. No member shall hold more than one office at a time.
- e. No officer will serve in the same office for more than two consecutive terms. One who has served more than one-half of a term will be credited with having served a full year's term.
- f. Any officer whose child ceases to be a member of the Band program shall resign, with a new officer filling the vacancy as notated in Article 5, Section 3b.
- g. All Board members must disclose any ownership or vested interest that they would benefit from as a vendor to the CCBBC or band program.

Section 3. Vacancies

- a. In case of a vacancy in the office of the President, the Vice President of Fundraising shall ascend to the Presidency.
- b. A vacancy occurring in any other elected office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board, notice of such election having been given.

Section 4. Reason to Remove:

By a two-thirds vote of the Executive Board, an officer or chairman may be removed from office for the following: 1) failure to perform duties, 2) misconduct (either word or deed) which is damaging to the stated purposes of the CCBBC or the band program; or, 3) missing three (3) consecutive Board meetings.

ARTICLE VI: GENERAL MEMBERSHIP MEETINGS & VOTING

Section 1. The Executive Board shall set a minimum of three (3) regular meetings of CCBBC which shall be held during the school year. Meetings may be held as part of a scheduled concert. Other meetings will be held as required in compliance with the provisions of Article VII; II.

Section 2. A quorum to conduct business at a general membership meeting shall be twenty (20) members of the organization

Section 3. The first General Membership meeting of CCBBC of the school year shall be known as the CCBBC Annual Meeting and shall be for the purpose of introducing the newly elected officers, planning the year's activities, receiving reports of officers and committees, approving the annual budget, and for conducting any other business that may arise.

Section 4. The last CCBBC General Membership meeting of the school year shall be known as the Election Meeting

Section 5. Special meetings may be called by the President or by the Executive Board or may be called upon written request of ten (10) members of the organization. The purpose of the Special Meeting shall be stated in the call and shall be submitted in writing to both the Head Band Director and the CCBBC President. Every effort should be made to ensure at least three (3) days notice is given

Section 6. No proxy or absentee voting will be permitted.

Section 7. All Board voting will be recorded and documented in the Board minutes. This will include votes cast, totals and vote outcome. This principle applies to all means of voting including, but not limited to, e-mail, phone, or face to face voting.

ARTICLE VII: THE EXECUTIVE BOARD & BOARD OF DIRECTORS

Section 1. The Executive Board shall consist of the officers of this organization, the Band Directors of Cobb Middle School, and the Immediate Past President. The Immediate Past President serves in an ex-officio capacity to provide continuity, advice, and counsel.

Section 2. The Band Directors are considered honorary (non-voting) members of the Executive Board and shall give guidance to the organization so that no school policy, U.I.L., or T.M.E.A. guidelines are violated, and shall encourage members, parents, faculty and staff to support the CCBBC by their attendance at meetings and musical events.

Section 3. Duties of the Executive Board shall be to:

- a. Transact all necessary business in the intervals between the General Membership meetings and conduct other such business as may be referred to it by the membership
- b. Set the time and place for all meetings for the organization

- c. Create standing and special committees
- d. Approve the plans of work of all officers and committee chairs
- e. Approve the budget for the school year that is to be submitted to the General Membership for adoption
- f. Report on all CCBBC activities at the General Membership meetings
- g. Fill vacancies of officers and chairs in accordance with Article V, Section 3 of the bylaws
- h. Subject itself to the orders of the membership so that none of its acts will conflict with the action taken by the membership

Section 4. All standing committee chairpersons shall be considered to be on the Board of Directors.

Section 5. At the close of their terms, all officers shall deliver to their successors or the President, all official materials within fifteen (15) days following the meetings at which their successors assume their duties at a Transition Meeting scheduled by the President.

Section 6. Meetings

- a. Regular meetings of the Board of Directors will be held each month during the school year. The dates and times of these meetings will be established by the Board of Directors at its first meeting of the school year.
- b. Special meetings of the board may be called by the President or by a majority of the members of the board with five (5) days notice. All Board of Directors must be notified of any such Called Meetings.
- c. A quorum will be a majority of the voting members of the Board of Directors.

ARTICLE VIII: STANDING & SPECIAL COMMITTEES

Section 1. Only voting members of the CCBBC shall be eligible to serve in any elective or appointive position.

Section 2. The Executive Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the organization. Between meetings, the President shall have the power to appoint special committees subject to the approval of the Executive Board.

Section 3. The newly elected President shall call a meeting of the officers for the purpose of selecting and/or approving standing committee chairs

Section 4. Committee Chairpersons shall present a plan of work to the Executive Board for approval or follow previously approved plan. No committee work will be undertaken without the consent of the Executive Board.

Section 5. The President will serve as ex-officio member of all committees, except the organization's Nominating Committee

Section 6. The Band Directors may serve as ex-officio members of all committees

Section 7. Bylaws Committee.

a. The president shall appoint a Bylaws Committee no later than the December Board meeting. The Bylaws Committee, chaired by the Parliamentarian, will present suggested bylaws changes at the first general meeting of the new calendar year for approval. The committee shall consist of at least one (1), but not more than two (2) members of the Executive Board.

b. The Bylaws Committee shall consist of three (3) voting members.

Section 8. Nominating Committee

a. The Nominating Committee, consisting of three (3) voting members of the CCBBC, is appointed no later than the February Executive Board meeting by the Parliamentarian, subject to the approval of the Executive Board. The committee shall consist of at least one (1), but not more than two (2) members of the Executive Board. The President may not serve as a member of this committee.

b. The purpose of the Nominating Committee is to nominate an eligible person for each office and chair to be filled. The committee shall report to the General Membership two (2) weeks prior to the Election Meeting. Such notification may be at a General Membership meeting or by written communication. Additional nominations of eligible candidates may be made from the floor at the Election Meeting.

c. Only those persons who have signified their consent to serve if elected shall be nominated or elected to such office.

ARTICLE IX: BUDGETING & EXPENDITURES

Section 1. The Board of Directors shall have the authority to allocate assets of the organization in support of the stated objectives.

Section 2. The Treasurer shall maintain a budget which accounts for all anticipated revenue and expenditures throughout the year.

Section 3. No unbudgeted expenditures shall be made without approval of two-thirds of the Board of Directors.

Section 4. All checks written require 2 signatures of Executive Board members listed on the bank account who are not related.

Section 5. The fiscal year of this association will begin July 1 and end June 30.

Section 6. An auditing committee consisting of not less than three (3) members, none of who are not authorized signers on the account or are related to any authorized signers on the account, will be appointed by the Executive Board at least thirty (30) days before the last meeting.

Section 7. The audit committee report shall be adopted by majority vote of the association at the first General Meeting following the close of the year

Section 8. An audit of the Treasurer's account(s) is for the protection of the Treasurer. It is the only means of assuring the General Membership that the accounts are accurate, and it relieves the Treasurer of responsibility except in the case of fraud.

Section 9. A credit card will be maintained by the CCBBC for budgeted expenditures. All payments made with the credit card will require the prior approval of 2 Executive Board members.

ARTICLE X: PARLIAMENTARY AUTHORITIES

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the organization in all cases to which they are applicable and consistent with these bylaws and any special rules of order the organization may adopt.

ARTICLE XI: AMENDMENTS OF BYLAWS

These bylaws may be amended by presenting the proposed amendment(s) to the Executive Board. The proposed amendment(s) must be approved by a two-thirds majority vote of the Executive Board before it can be forwarded to the General Membership. Having received the approval of the Executive Board, a copy of the proposed amendment(s) may be introduced at a General Membership meeting or distributed to the voting membership ten (10) days prior to the voting meeting. The bylaws may be amended by a two-thirds vote of the voting members and if a quorum is present. For the purposes of this section, due notice shall be notification via e-mail, phone call, website and / or written letter.

ARTICLE XII: DISSOLUTION

Section 1. Upon dissolution, all the assets of the Cobb Cyclones Band Booster Club or its organization members shall be liquidated and funds held and expended by the Frisco Independent School District in accordance with the purpose of the organization until all such funds shall be entirely expended

Section 2. If the Frisco Independent School District is not in existence or is unwilling to accept the assets of the organization, upon dissolution of the organization, CCBBC assets will be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding Section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the State District Court of the County in which the Principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.