

MIGHTY PANTHER BAND BOOSTERS BYLAWS

Article I: NAME

- 1.01 The name of this organization shall be the “Mighty Panther Band Boosters” and shall also be known as the “MPB Boosters”.

Article II: PURPOSE

- 2.01 The purpose of the organization is to support the band programs at North Crowley High School (“NCHS”), Crowley Middle School (“CMS”), and Summer Creek Middle School (“SCMS”) regardless of success in competition.
- 2.02 The MPB Boosters shall:
- a. Provide voluntary support and assistance to the directors and leaders of the band programs
 - b. Provide inspiration, assistance and support for all band students and staff in order to develop and sustain the performing band program
 - c. Encourage cooperation and involvement of the parents and guardians of the band students
 - d. Provide supplemental financial support to enrich the band program
- 2.03 The MPB Boosters shall promote the interests of all NCHS, CMS, and SCMS band members and be aware that the only valid reason for the existence of this organization is to promote the welfare of the young musicians and overall band program.

Article III: ORGANIZATION

- 3.01 The organization is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.
- 3.02 The organization shall be nonprofit, noncommercial, nonsectarian, and nonpartisan. No commercial enterprises and no candidate shall be endorsed by it.
- 3.03 The MPB Boosters shall be democratic in considering all matters, courteous in hearing all proposals, and cautious in using each vote.
- 3.04 These Bylaws shall govern all proceedings of the organization, except as otherwise provided by the policies and regulations of the Crowley Independent School District (“CISD”) and the University Interscholastic League (“UIL”). In the event of a conflict with these Bylaws and policies or regulations of the CISD and the UIL, the latter policies and/or regulations shall prevail.
- 3.05 The activities of the organization shall not conflict with policies of the CISD.
- 3.06 The MPB Boosters shall not seek to direct the activities of the band or take away any authority from the school administration, the band directors and their staff.
- 3.07 The MPB Boosters shall seek to avoid controversial issues (political, moral, racial, or religious in nature), which could be detrimental to the harmonious growth and development of the Mighty Panther Band and/or the MPB Boosters, and shall not discriminate based on these controversial issues.

Article IV: MEMBERSHIP

- 4.01 Membership shall be open to all band parents and legal guardians, band directors, and other adult persons interested in supporting the purpose of the organization and who agree to abide by the Bylaws of the organization.
- 4.02 The voting members of the organization shall be those who have paid the annual dues.
- 4.03 There shall be no proxy voting.
- 4.04 Membership dues, if any, shall be determined and approved by the Executive Board. Membership dues for the next fiscal year should be determined before the current fiscal year expires.
- 4.05 Any member displaying conduct in disregard to the purpose of the organization or in conflict with the policies of CISD may be suspended, expelled, or reinstated by majority vote of the Executive Board.
- 4.06 Any member has the right to file a grievance by making such complaint in writing and submitting it to the Executive Board. The Executive Board shall attempt to resolve the grievance among all parties involved. If the grievance cannot be resolved, any party may take the grievance to the Principal of the school involved.

Article V: OFFICERS

- 5.01 MPB Booster officers shall be dues paying members of the Mighty Panther Band Boosters.
- 5.02 The elected Officers of the organization shall be:
 - a. President
 - b. First Vice-President - Fundraising
 - c. Second Vice-President - Membership
 - d. Third Vice-President - Communications
 - e. Fourth Vice-President – CMS and SCMS
 - f. Secretary
 - g. Treasurer
- 5.03 Duties of the Officers shall include:
 - a. **President**
 - Coordinate the duties of the Officers and Committees of the MPB Boosters
 - Attend and preside at all Executive Board, General and Special Meetings of the organization
 - b. **First Vice-President - Fundraising**
 - Preside at any meeting of the organization in the absence of the President
 - Coordinate and implement all fundraising events and activities and turn any money collected over to the Treasurer
 - Ensure that all fundraising events are conducted within the guidelines of CISD and obtain required approval for all such activities
 - c. **Second Vice-President - Membership**
 - Maintain membership list and records including contact information such as telephone numbers and email addresses
 - Collect membership dues and turn any money collected over to the Treasurer

- Recruit new members throughout the year and conduct an annual membership drive at the beginning of each school year
- Promote the MPB Boosters to parents and guardians of all band students at NCHS, CMS, and SCMS
- Provide information on becoming a member to all interested persons

d. Third Vice-President - Communications

- Coordinate data/info for the band website, community newspapers, and other public media outlets
- Coordinate the information for all organizational information fliers, parent letters, and newsletters
- Ensure communications are open between MPB Boosters and the school administration, and band directors, band students and their parents and guardians

e. Fourth Vice-President – CMS and SCMS

- Encourage membership and participation in MPB Boosters at CMS and SCMS
- Coordinate MPB Booster activities at CMS and SCMS
- Ensure communications are open between MPB Boosters and the CMS and SCMS administration, and band directors, band students and their parents and guardians

f. Secretary

- Record minutes of all General Meetings of the organization (If unable to attend a General Meeting, the Secretary shall arrange for a suitable substitute to record the minutes of the meeting)
- Read and obtain approval of prior General Meeting minutes at each General Meeting
- Make available copies of the minutes to school administrators
- Keep minutes and maintain accurate records of proceedings of the organization
- Maintain and have available for public inspection a current copy of the Bylaws of the organization
- Handle all organizational correspondence requiring letterhead and/or organizational signature

g. Treasurer

- Responsible for all monetary transactions and disbursements
- Shall have custody of all funds of the organization
- The primary signatory for MPB Booster bank accounts
- Keep books of account and records including bank statements, receipts, budgets, invoices, paid receipts and imaged checks
- Present a financial report to the organization at each General Meeting
- Prepare and file all required financial reports to the school administration, state and federal governments
- Develop proposed budget for the organization and submit to Executive Board for approval

5.04 Officers of the MPB Boosters serve on a voluntary basis and shall receive no compensation from the organization.

5.05 The band student of a MPB Booster officer, committee chairperson, or member shall receive no special consideration by the Head Band Director or band director staff resulting from the involvement with the MPB Boosters by their parent or legal guardian.

5.06 Officers shall serve for a term of one fiscal year. Tenure of office shall be not more than two consecutive years in the same office. A person elected to fill a mid-year vacancy that serves more than 5 months shall be considered to have served a full year for the purpose of tenure in the office.

Article VI: EXECUTIVE BOARD

6.01 Members of the Executive Board shall be the MPB Booster elected officers

- 6.02 The Head Band Director, or their designated representative, shall be a non-voting advisor to the Executive Board
- 6.03 Duties of the Executive Board:
- a. Plans and directs the overall activities of the organization
 - b. Schedules the General Meetings of the MPB Boosters
 - c. Transacts necessary business of the organization between General Meetings
 - d. Approves the plans of work of the officers and committees
 - e. Manages the routine expenditures of the organization within the approved budget
 - f. Develops and approves organizational budget
 - g. Sets the annual membership dues amount
 - h. Designates a band representative to attend the NC PTSA meetings

Article VII: COMMITTEES

- 7.01 All members of the MPB Boosters are encouraged to participate in one or more committees. All committee participation, including the chairperson, shall be on a voluntary basis.
- 7.02 The President shall nominate the chairperson for each committee, the nominations shall be approved by a majority vote of the Executive Board, only dues paying members shall be eligible to serve as a committee chair.
- 7.03 Committee chairpersons shall make the President aware of any needs or concerns and shall present reports at the General Meetings as appropriate.
- 7.04 All work of the committees shall be presented to the members at a General Meeting and approved by the Executive Board before it is implemented.
- 7.05 The MPB Boosters shall have the following standing committees:
- a. **Concession Stands**
 - Responsible for assigned concession stands during Varsity, JV, Freshmen and Middle School (CMS and SCMS) football games
 - Ensure proper drinks and snacks are on hand for sale at the concession stands
 - Arrange for a concession stand captain and parent workers for all games
 - b. **Equipment/Pit Crew**
 - Organize a crew of parents and students to load/unload, setup/remove the pit equipment and show props for performances at football games and marching contests
 - Assist the color guard with equipment and setup needs
 - c. **Spirit Wear**
 - Coordinate the sale of t-shirts, window decals, yard signs, etc.
 - d. **Color Guard**
 - Color Guard flag sewing
 - Move, load and set up equipment
 - Paint floor
 - Build props
 - e. **Spring Trip**
 - Plan and coordinate the logistics and costs for possible spring band trip
 - f. **Banquet & Parties**

- Plan and coordinate the band banquet
- Plan and coordinate a pre-season activity

g. Chaperones

- Coordinate all band trips and activities

h. Construction

- Build & Repair equipment, props, and podium

i. Food & Beverage

- Coordinate water, snacks and/or meals for home and away games or events

j. Traffic & Safety

- Rope off seating at home/away games and competitions
- Patrol parking lots
- Monitor band seating area during halftime or any time the band is away

k. Travel Logistics

- Assist with directions and caravanning to events away from the local campuses
- Help arrange for adult CISD employee bus riders

l. Uniforms

- Check band uniforms in/out before and after games or other events
- Coordinate the maintenance of the uniforms and arrange for the professional cleaning of the uniforms

m. Photography

- Take photos of games and events
- Video halftime performances

n. Volunteer Coordinator

- Provide other assistance that may be needed to support the activities of the band; this may include maintaining the music library, band registration, copying, etc.

7.06 The Executive Board may create special committees to promote the purposes and interests of the organization. When the task for which a special committee was created is completed, the committee shall be dissolved.

Article VIII: ELECTION OF OFFICERS

8.01 Each year the incumbent officers shall identify a nominee for each of the elected positions in the organization prior to the May General Meeting. The consent of candidates must be obtained prior to their name being placed in nomination.

8.02 Additional nominations for any office may be made from the floor at the General Meeting.

8.03 If there is only a single nomination for any office, the election may be made by voice or a show of hands. If there is more than one candidate for any office, a secret ballot of all dues paying members may be used at the discretion of the President.

8.04 Election to an office shall be by a majority vote of the members present at the General Meeting.

8.05 The officers elected shall assume their responsibilities at the beginning of the new fiscal year.

8.06 The outgoing officers shall support a smooth transition of responsibilities to the incoming officers. Pertinent organization information should be provided and explained to the incoming officer within a reasonable time frame.

8.07 Vacancies:

- a. Any elected officer or appointed chairperson who becomes ineffective (i.e., misses three consecutive General Meetings without valid reason, or is unwilling to uphold the purposes, policies, or Bylaws of the MPB Boosters), or inactive (i.e., resigns or moves) may be removed. Any officer or chairperson changes because of ineffective reasons must be initiated in writing, be approved by a 2/3-majority vote of the Executive Board, and included in the minutes of a General Meeting.
- b. For a vacancy in the office of President, the First Vice-President shall automatically replace the President. For other officer position replacements, the Executive Board shall nominate a replacement. The election of the replacement officer nominee shall be by a majority vote of the members present at a General Meeting. For committee chairperson replacements, a majority vote of the Executive Board shall be required.

Article IX: MEETINGS

- 9.01 Rules and procedures in Roberts Rules of Order shall govern the organization in all cases in which they are applicable, and which are not inconsistent with these Bylaws.
- 9.02 MPB Booster General Meetings will be open to all interested persons.
- 9.03 School administrators are invited and welcome at all MPB Booster General Meetings. The Secretary shall ensure that the office of the CISD Superintendent and NCHS, CMS, and SCMS Principals are advised of the schedule for all General Meetings.
- 9.04 The Executive Board shall meet as required prior to each General Meeting to prepare the agenda of topics that shall be covered during the General Meeting.
 - a. The location and time for such Executive Board Meetings will be subject to the schedule of the participants and any special guests they may invite
 - b. A quorum for the Executive Board Meeting shall be a majority
- 9.05 General Meetings:
 - a. Shall be held during the months of August through May
 - b. Meetings shall be held at NCHS, CMS, or SCMS as determined appropriate by the Executive Board
 - c. The schedule for General Meetings shall be posted on the website and notice of upcoming meetings may be included in parent letters, newsletters and emails
 - d. A quorum for a General Meeting shall be a majority of the Executive Board plus other members present
 - e. The August through April meetings shall cover business related to organizational activities which may include, but is not limited to: committee reports, membership information, fundraising activities, publicity, budget matters, presentations by the band directors, school administrators or other special guest
 - f. The May meeting should have a primary objective of forming the plans for the next school year including the election of new officers
 - g. Typically, General Meetings will not be scheduled during the months of June and July; however, General Meetings may be scheduled during these months if deemed appropriate by the Executive Board
- 9.06 The President or a 2/3-majority of the Executive Board may call a Special Meeting.

- a. These meetings will be announced to all active members and the public and such announcement should include the reason or topic(s) to be covered at the Special Meeting
- b. A quorum for a Special Meeting shall be a majority of the Executive Board plus other members present

Article X: FINANCES

- 10.01 All monies received by the organization shall be held in a local bank account, in the name of the MPB Boosters.
- 10.02 All checks require the signature of two (2) non-related persons. Authorized signatories shall include the Treasurer, the President, and at least two other elected officers.
- 10.03 Checks shall never be signed with a blank payee.
- 10.04 The fiscal year for the MPB Boosters shall be July 1 through June 30. The annual budget will be reviewed and approved by the Executive Board and presented to the members at the August General Meeting. The budget will be adopted by a majority vote of the members present at the General Meeting.
- 10.05 A majority of the Executive Board may vote to expend such funds as are necessary for summer band expenditures incurred prior to the adoption of the annual budget for the fiscal year.
- 10.06 A majority of the Executive Board may approve to expend unbudgeted funds not to exceed Two Thousand Five Hundred Dollars (\$2,500.00). The Executive Board may recommend approval of unbudgeted expenditures greater than this amount; such expenditures may be approved by majority vote of the members present at a General or Special Meeting.
- 10.07 The band directors or school administrators shall have no signature authority over MPB Booster funds.
- 10.08 CISD shall have no obligation for any MPB Booster costs or expenses incurred. MPB Boosters shall in no way create an obligation of CISD whether in contract or otherwise.

Article XI: AUDIT

- 11.01 A thorough review of the financial records of the organization will be conducted each fiscal year. The results for the prior fiscal year audit shall be presented at the August General Meeting.
- 11.02 A special committee consisting of three (3) dues paying members (none of which have authority to sign checks) and only one (1) may be a member of the Executive Board shall review the books and records of the organization and prepare an audit report of the findings for the organization. This report will be maintained as a permanent record of the organization.
- 11.03 By a majority vote the Executive Board may request an outside auditor to be retained to perform a limited review, review, or audit of the books and records of the organization, as determined by the Executive Board.
- 11.04 Additionally at the discretion of the membership, through a majority vote of the members present at a General Meeting, an outside auditor shall be retained to perform a limited review, review, or audit of the books and records of the organization, as determined by the membership.

Article XII: PROJECTS AND ACTIVITIES

- 12.01 All projects, activities and events conducted and sponsored by the MPB Boosters are subject to the prior approval of the school administration.

- 12.02 The MPB Boosters shall apprise school administrators of all club activities and obtain authorizations for such activities in accordance with the UIL Booster Club Guidelines and the Booster Club Information for CISD.
- 12.03 The MPB Boosters shall have no authority to direct the duties of any band director or any other CISD employee.
- 12.04 Fundraising Activities:
 - a. Are subject to the laws of the State of Texas
 - b. Must be coordinated with and approved by the school administration
 - c. Should be carefully planned to achieve the maximum benefit to the organization and the band program it supports
 - d. Should support the educational goals of the school and should not exploit the students
- 12.05 Band Trips may be supported by the MPB Boosters and should support the educational objectives of the program and must have prior approval of CISD. Such trips may not be purely a recreational trip. Band trips should include such activities as:
 - a. Specific educational components such as performing at a music festival or adjudicated contest
 - b. Marching performances such as holiday parade
 - c. Concert attendance or visiting certain university/conservatory music facilities

Article XIII: DISSOLUTION

- 13.01 A resolution to dissolve the MPB Boosters may be approved by a 2/3-majority vote of the Executive Board. Upon approval of such resolution, written notice shall be sent to the CISD Superintendent, the school Principals, band directors and all registered members of the organization. The membership shall consider such resolution at a General Meeting or a Special Meeting called exclusively for this purpose, a majority vote of the members present shall be required to adopt the resolution.
- 13.02 Upon dissolution, the Executive Board shall, after paying or making provision for payment of all liabilities of the organization, dispose of all assets to such exempt organization or organizations operated exclusively under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Article XIV: AMENDMENTS TO BYLAWS

- 14.01 A proposed Amendment to the Bylaws shall be presented in writing at a General Meeting, the vote on such Amendment shall occur at the next General Meeting.
- 14.02 Members shall have the opportunity to discuss such proposed Amendment when presented and again prior to the vote on the Amendment.
- 14.03 Amendments to these Bylaws shall be approved by a majority vote of the members present at any General Meeting.

Article XV: ADOPTION OF BYLAWS

- 15.01 These Bylaws were adopted by a 2/3-majority vote of the Executive Board and a majority of the members present at a General Meeting and are effective as of November 6, 2006.