



**Garland High School  
Mighty Owl Band Boosters Bylaws  
Revised October, 2008**

**Article I: Name**

The name of this Organization shall be the Garland High School Mighty Owl Band Boosters, Garland, Texas, an unincorporated association of its members.

**Article II: Purposes**

Section 1 The Objectives of the Garland High School Mighty Owl Band Boosters are:

- a) To support the band program and its activities.
- b) To secure parent volunteers for band-related activities including out-of-town trips and social activities.
- c) To help with fundraising projects.

Section 2 The organization is organized exclusively for charitable, scientific, literary, or educational purposes within the meaning of Section 501 (C) (3) of the Internal Revenue Code.

**Article III: Policies**

1. The name of this organization shall not be used in any way that contradicts Garland High School or Garland Independent School District policies.
2. The organization shall be noncommercial, nonsectarian, and nonpartisan.
3. The name of the organization or names of any members in their official capacities shall 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 the organization.
4. The name of the organization shall not be used in any way that would interfere with or jeopardize the leadership or teaching techniques of the Head Band Director or his Assistants.
5. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (1) by an organization exempt from Federal income tax under Section 501(C) (3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170 (C)(2) of the Internal Revenue Code.
6. Upon dissolution, any assets or monies that remain will be returned to the Garland Independent School District (known as GISD). If GISD is no longer in existence, then funds will be distributed to another qualified 501 (C)(3) organization.

## Article IV: Membership and Dues

Section 1 Membership in this organization shall be made available without regard to race, color, creed or national origin to any individual who subscribes to the objectives and policies of the organization.

Section 2 This organization shall conduct an annual enrollment of members, but may admit persons to membership at any time.

Section 3 a) “Active” membership to this organization shall be open to Garland High School Band parents whose band student is currently participating within the band program. This membership has band booster voting and service on committee privileges. In the event that the band student ceases to participate within the band program on or before September 1, the active members may convert their membership to associate status or forfeit their membership dues.

b) Membership to this organization shall also be open to interested adults and business establishments. This category is non-voting and termed as “Corporate/Associate.” Participation in all band activities is strongly encouraged.

Section 4 Each member of this organization shall pay annual dues to said organization as may be prescribed by the organization.

Section 5 Only members of this organization are eligible to participate in the business meetings. Members who have joined at the Corporate/Associate level are ineligible to hold elected positions on the Executive Board or Chair a Committee.

## Article V: Officers and Their Elections

Section 1 Each officer and committee chairperson shall be a member of this organization.

Section 2 The officers of this organization shall consist of the President, 1<sup>st</sup> Vice President – Membership, 2<sup>nd</sup> Vice-President – Fund Raising, Secretary, Treasurer, Social Chairperson, Social Co-Chairperson, Parliamentarian, and a Publicity Chairperson.

Section 3 At the regular meeting at least one month prior to the election of officers, a Nominating Committee consisting of the Head Band Director (or his designated Assistant), the parliamentarian, four (4) active members plus two (2) alternates elected by the organization shall be formed. The Parliamentarian shall serve as the Committee Chairman. The Committee shall be given the duty of nominating a slate of candidates, one person per office, to be presented at the regular meeting in April. Additional nominations from the floor shall be permitted.

Section 4 Voting for the election of officers must be in person during the April meeting. No proxy votes will be accepted. When there are nominations from the floor, voting shall be by ballot. When there is only one candidate for office, voting may be by voice.

Section 5 The officers elected at the April meeting shall take office in June after school is out and shall hold office for a term of one year or until their successors are elected. No person shall hold one office for more than two consecutive years.

Section 6 Vacancies in an office occurring during the year shall be filled by the Executive Committee. If a vacancy occurs before election, the nominating committee fills it.

Section 7 By two-thirds (2/3) vote of the executive board, an officer or chairman can be removed from office for failure to perform duties.

## **Article VI: Duties of Officers**

Section 1 The **PRESIDENT** shall:  
a) Preside at all meetings of the organization and of the executive board.  
b) Coordinate the work of the officers and committees except the nominating committee.  
c) Be an ex-officio member of all committees except the nominating committee.

Section 2 The **1<sup>st</sup> VICE PRESIDENT (MEMBERSHIP)** shall:  
a) Preside at meetings in the absence of the President.  
b) Conduct annual membership campaign.  
c) Assist Treasurer and any other Officers in collection and recording of all membership dues received at band registration. If membership dues are received after band registration, the 1st Vice President (Membership) shall collect and record the membership dues received and promptly give to Treasurer for deposit.  
d) Prepare and distribute a band booster directory to all band students and band booster members.

Section 3 The **2<sup>nd</sup> VICE PRESIDENT (FUND RAISING)** shall:  
a) Formulate and present fundraising project to the organization for approval.  
b) Make sure fundraising projects do not conflict with school policies and secure whatever approval is needed from school officials.  
c) Notify participants in Band Booster fundraising activities that the Garland High School Mighty Owl Band Boosters are not responsible for non-recoverable monies as part of our fundraising efforts through third party vendors.  
d) Be responsible for publicity for fundraising projects. (All fundraising projects must be submitted to the Executive Board for approval. If there is an expense involved, the fundraising project must also be approved by the organization.)

Section 4 The **SECRETARY** shall:  
a) Attend, record and present typed minutes of all executive board and regular meetings. (The presiding officer shall appoint someone to record minutes in the absence of the secretary).  
b) Keep up-to-date set of Bylaws in the Secretary's book.  
c) Keep attendance records of all executive board members for all meetings.

- Section 5 The **TREASURER** shall:
- a) Have custody of all funds of the organization.
  - b) Keep a full and accurate account of receipts and expenditures and make disbursements as authorized by the organization, the executive board, or a special committee.
  - c) Ensure that all monies are deposited to the band booster bank account within thirty (30) days of receipt of said funds by the Treasurer.
  - d) Present a financial statement at every meeting.
  - e) File or deem someone to file, with the Internal Revenue Service, Form 102B on or about June 15<sup>th</sup> of each year. Failure to file said form could result in penalties.

- Section 6 The **SOCIAL CHAIRPERSON** shall:
- a) Arrange for parent volunteers on request of the Head Band Director. Final approval will be by the Head Band Director.
  - b) Secure proper GISD-required documentation from all volunteers (including, but not limited to, background checks).
  - c) Direct the planning of and coordinate any social activities of the organization.

- Section 7 The **SOCIAL CO-CHAIRPERSON** shall:
- a) Purchase and distribute snacks for football games or when requested.

- Section 8 The **PARLIAMENTARIAN** shall:
- a) Advise the executive board and committee chairpersons when called upon on questions of parliamentary law and matters of procedure.
  - b) Serve as chairperson of the bylaws revision committee.
  - c) Serve as chairperson of tellers for elections.
  - d) Serve as chairperson of nominating committee.

- Section 9 The **COLOR GUARD LIASON** shall:
- a) Be appointed by the head band director.
  - b) Represent the color Guard at all Mighty Owl Band Activities
  - c) Assist the MOB by informing and encouraging all Color Guard members to participate in fund raisers and by informing and encouraging Color Guard parents to become members of the booster organization.

- Section 10 The **PUBLICITY CHAIRPERSON** shall:
- a) Contact members about meetings via telephone or e-mail, if so directed by the executive board.
  - b) Be responsible for composing band booster articles for the band newsletter.
  - c) Be responsible for general publicity of the Garland High School Mighty Owl Band.

- Section 11 All **OFFICERS** shall:
- a) Submit a plan of work to the executive board for approval. No work shall be undertaken without the consent of the executive board.
  - b) Perform the duties prescribed in the Parliamentary Authority in addition to those outlined in these bylaws and those assigned from time to time.

- c) Deliver to their successors or the president all official materials within 15 days following the date at which new officers assume their duties unless an extension has been granted by the president.

## **Article VII: Executive Board**

The Executive Board shall:

- Section 1      Consist of the elected officers, standing committee chairmen, the Head Band Director and his Assistants.
- Section 2      Have four officers and the Head Band Director or one of his Assistants to constitute a quorum.
- Section 3      Create special committees as necessary.
- Section 4      Review and approve all plans of work submitted by officers. No work shall be done by a committee chairperson or an officer without the approval of the executive board.
- Section 5      Transact necessary business in the intervals between regular or special meetings and such other business as may be referred to it by the organization.
- Section 6      Present a report at each regular meeting.
- Section 7      Approve the budget for the fiscal year to be presented to the organization.
- Section 8      Approve routine bills within the limits of the budget.
- Section 9      Fill a vacancy in the Office of President.
- Section 10     Have only one vote at the executive board meetings for each office (whether held by an individual or shared by meeting group).

## **Article VIII: Meetings**

- Section 1      Regular meetings of this organization shall be held four times during the academic school year in September, October, March and April on the second Tuesday of the month, unless otherwise designated by the organization or by the executive board. Five (5) days notice shall be given of change of date.
- Section 2      Special meetings of the organization may be called by the president or by a majority of the executive board, five (5) days notice having been given.
- Section 3      An annual election of officers shall be held at the last regular meeting of the school year.

Section 4 Six (6) members-at-large, three (3) officers and the Head Band Director or his Assistant shall constitute a quorum.

### **Article IX: Amendments**

Section 1 These Bylaws may be amended at any regular or special meeting of the organization by majority vote provided notice of the proposed amendments was given at the previous meeting or they may be amended without notice by two-third (2/3) vote of the voting body present and voting.

### **Article X: Fund Raising General**

Section 1 The executive board shall authorize all fundraising projects.

Section 2 Fund Raising Carry-Over\*

- a) Carry-over policy will be in effect the year prior to the “Big Trip”. (Big trip defined as the band trip taken every four (4) years to a location in excess of 800 miles.)
- b) Carry over monies will apply to trip payments only. They will not apply to the first down payment (earnest money, which must be paid in cash or by money order).
- c) Cash refund will not exceed money paid out of pocket for the student going on the trip. A refund will only be available if sufficient funds remain after expenses (bus/plane, hotel, entry fees, etc.) have been paid. In some instances, this may be the entire fee.
- d) In the event a student becomes ineligible or for some other compelling reason is unable to go on a trip, his fund raising money may be applied to their sibling or cousin. The relative must be currently enrolled in the GHS Mighty Owl Band or be an incoming freshman. These funds may also be designated as a “scholarship” for a student who may not have the funds to participate in the trip, but desires to. The Executive Board will determine “trip scholarship” recipients.
- e) The minimum amount that can be carried over shall be equal to or greater than \$50.00.

\*The executive board reserves the right to cancel this policy should circumstances deem revocation appropriate. Should a cancellation of this policy occur, the members will be notified at the first general meeting of the year. Any funds earned or accumulated prior to the revocation will be carried-over as stipulated in this section.

### **Article XI: Standing and Special Committees**

Section 1 The president, with the approval of the executive board, has the power to form and appoint such special committees as may be necessary to promote the objectives and carry on the work of the organization.

Section 2 The president shall be a member ex-officio of all committees except the nominating committee.

Section 3 The quorum of any committee shall be a simple majority of its members.

Section 4 Special committees are created and appointed for a singular purpose. Any special committee automatically ceases to exist when its purpose is completed and its final report is received.

**Article XII: Audit Committee**

Section 1 The audit committee shall consist of three (3) members of the organization and shall be appointed by the executive committee.

Section 2 The committee shall meet once a year (at the close of the school year) and shall present their report to the organization at the August general meeting.

Section 3 No member of the audit committee shall be a member of the executive committee.

Section 4 The treasurer for the current year must be available for questions.

**Article XIII: Budget and Finances Committee and Functions:**

Section 1 The Budget and Finance Committee shall be a standing committee consisting of: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Treasurer.

Section 2 The function of the committee shall be to produce a budget outlining the expenditures of the organization for the benefit of the band students for the fiscal school year.

Section 3 Garland High School Mighty Owl Band Boosters (GHS MOB) shall keep such permanent books of account and records as shall be sufficient to establish the items of gross income, receipts and disbursements of the GHS MOB including, specifically, the number of members, the dues collected from its members, and income from fund raising and/or donations. These financial records shall at all reasonable times be open to inspection by authorized representatives of such school, school district, State of Texas, and federal agencies as appropriate under current law governing such.

Section 4 GHS MOB shall receive funds at the time of annual registration for participation in the band from the students and/or parents. Dues for membership in the GHS MOB as well as spirit item sales will be collected at the time of annual registration and continue throughout the school year.

## **Special Committees (Recurring)**

- I. THE JOHN PHILIP SOUSA SCHOLARSHIP is a \$500.00 scholarship given by the Garland High School Mighty Owl Band Boosters to a senior band student to further his/her music education.
- a) **Committee Membership:** The John Philip Sousa Scholarship committee shall consist of the Head Band Director or his Assistant and four (4) members and one (1) alternate elected by the organization from volunteers or floor nominations at the March general membership meeting. No participating senior's parent may be on the scholarship selection committee. Committee participants may serve concurrently on the Hand-in-Hand Scholarship Committee.
  - b) **Qualification:** The senior band student must continue music education in an institute of higher learning.
  - c) **Application Process:**
    - 1. Complete and submit the General Scholarship Application no later than May 1<sup>st</sup>.
    - 2. Attend an individual interview with time and place to be determined by the scholarship selection committee.
  - d) **Decision Process:** After completion of the interviews, the committee will rank the top five (5) applicants from 1 to 5 with 1 being the primary choice. The person with the lowest rank points will be the recipient. In the case of a tie, a secret ballot of the committee members will determine the winner.

II. THE HAND-IN-HAND SCHOLARSHIP FOUNDATION will award up to two \$500 scholarships to senior students to further their education in an institution of higher learning. This generous donation, made possible by the Hand-in-Hand Foundation, is contingent upon funding from corporate sponsors. Award criteria is determined by the Hand-in-Hand Foundations and the Foundation holds all rights to fund or not to fund all or part of the award yearly. These external awards are administered by the Band Booster Organization, but not funded or controlled by the Garland High School Band or its Booster Organization.

- a) **Committee Membership:** Should appropriate funding exist, the scholarship committee shall consist of the Head Band Director or his Assistant and four (4) members and one (1) alternate elected by the organization from volunteers or floor nominations at the March general membership meeting. No participating senior's parent may be on the scholarship selection committee. Committee participants may serve concurrently on the John Philip Sousa Scholarship Committee.
- b) **Qualifications:** Should appropriate funding exist, one \$500 scholarship will go to a minority student and one \$500 scholarship will go to a non-minority student. Each scholarship is awarded to a student to further his/her education in an institution of higher learning.

- c) Application Process
  - 1. Complete and submit the General Scholarship Application no later than May 1<sup>st</sup> and;
  - 2. Attend an individual interview with time and place to be determined by the scholarship selection committee.
  
- d) Decision Process: After completion of the interviews, the committee will rank the applicants by preference in each category. The applicant with the highest ranking in each category will be the recipient. In case of a tie, a secret ballot of the committee members will determine the winner using the top two applicants to vote upon.