

**CONSTITUTION**  
**of the**  
**CLEAR BROOK HIGH SCHOOL BAND BOOSTER CLUB**  
Revised Sept 2009

**ARTICLE I**  
**NAME**

The name of this club will be Clear Brook High School Band Booster Club.

**ARTICLE II**  
**OBJECTIVES AND PURPOSES**

1. The objective of this club will be to cooperate fully with the Board of Education, the school administration, and the directors in furthering the interests and activities of the organization.
2. The club will provide a means of adult support for all band activities.
3. The club will strive to foster a spirit of success and achievement for each student and to assure that each band member feels as important as all the others to the whole organization.
4. The club will create and provide a communication network concerning band activities for parents, students, directors, and the public.
5. The club will strive to provide a channel through which band members can grow with confidence musically, emphasizing and promoting character development at all times.
6. The club is organized exclusively for educational purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1954, or corresponding section of any future federal tax code.

**ARTICLE III**  
**BASIC POLICIES**

1. No part of the net earnings of the club shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the club shall 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 above.
2. The Booster Club shall not engage in political activities, either via propaganda or otherwise attempt to influence legislation. The club shall not participate in any political campaign on behalf of any candidate for public office. However, the club does have the right and the obligation, in concurrence with the Clear Brook High School band director, to speak to Clear Creek Independent School District Board of Trustees on matters which directly pertain to the band and Booster Club activities.
3. Notwithstanding any other provision of this Constitution, the club shall not carry on any other activities not permitted (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future 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.

4. Upon dissolution of the club, assets shall 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 be distributed to the Federal Government or to a state or local government, for a public purpose.

**ARTICLE IV  
MEMBERSHIP, DONORS AND SPONSORSHIP**

1. **ACTIVE MEMBERS:** Membership in the CBBBC will be open to parents and legal guardians of all band participants. Active membership will commence upon payment of annual dues and remains active until October 1 of the following school year. A member must have paid his/her dues by October 1 of the current school to meet the requirement of one year's active membership before being considered for elected office.
2. **DONORS:** Donors may be local businesses and other friends of the band who wish to make financial or service contributions to the band. There is no minimum contribution required of donors. Donors may be recognized for their contribution in a manner to be determined by the executive board.
3. **SPONSORSHIPS:** Sponsorships will be open to local businesses and other friends of the band who wish to contribute financial support to the band. Sponsors cannot be officers or voting members in the club. A sponsorship consists of a contribution of \$500 or more. Sponsorships will be acknowledged publicly in a manner to be determined by the executive board.

**ARTICLE V  
MEETINGS**

1. CBBBC meetings will take place on the first Tuesday of the month during the school year.
2. Additional CBBBC meetings may be called at the discretion of the executive board with reasonable efforts made to notify the Booster Club membership with not less than five days notice.
3. All regular meetings will be in the Clear Brook High School band hall unless otherwise specified with appropriate notification.

**ARTICLE VI  
DUES**

Annual dues for all members are to be set at the May meeting as recommended by the executive board and approved by a vote of the Booster Club membership. Dues must be paid before a member is eligible to vote.

**ARTICLE VII  
OFFICERS**

The elected officers of the CBBBC will be a President, a First Vice-President, a Second Vice-President, a Secretary, and a Treasurer. Elected officers may not serve concurrently as a committee chairperson or as band council liaison. Elected officers may not serve more than two consecutive terms in the same position.

**ARTICLE VIII  
CHAIRPERSONS, COMMITTEES, AND BAND COUNCIL LIAISON**

The executive board will appoint chairpersons, committees, and the band council liaison. The Booster Club committees will be: band aides, band council liaison, band directory, band hall decorations, chaperones, color guard liaison, communications, equipment truck drivers, fall dinner, family social, freshman parent liaison, game drinks, general fundraising, hospitality/concessions, lunch sales, membership, newsletter, programs, promotional items, publicity, scholarship, spirit/senior recognition, travel meals, treasurer's aide, uniforms, uniform check-out and website/database. The executive board may form additional committees and appoint chairpersons as needed. Chairpersons and the band council liaison may not serve more than two consecutive terms in the same position.

**ARTICLE IX  
EXECUTIVE BOARD**

The CBBBC executive board consists of: President, First Vice-President, Second Vice-President, Secretary, Treasurer, and band directors employed full time by Clear Creek Independent School District. The executive board shall notify committee chairpersons about upcoming board meetings, and the chairpersons' attendance at most meetings is optional. The executive board may also request that selected chairpersons to be in attendance at specific executive board meetings. Only elected officers and the directors will be able to vote at executive board meetings. Upon completion of each executive board meetings, a written report will be available to the CBBBC membership at the next scheduled meeting.

**ARTICLE X  
FINANCES**

1. Money raised by the Booster Club shall be used only to support and further the activities of the Clear Brook High School Band or its students.
2. The President and Treasurer are authorized to discharge any financial obligation of the organization in carrying out a project approved by the membership. The President and the Treasurer, with the approval of the Executive Board, are also authorized to make any decisions regarding emergency situations that might arise in conducting the affairs of the organization. The Executive Board may obligate any amount up to but not to exceed \$1000 of the Booster Club's funds without a membership vote to approve it. Upon such actions, the President or Treasurer will make a full report to the membership at the next scheduled Booster Club meeting. Any amount exceeding \$1000 must be voted on by the Booster Club's membership in a regularly scheduled or specially called Booster Club meeting.
3. Disbursements from the CBBBC bank account will require the signature of two elected officers (President, First Vice-President, Second Vice-President, Treasurer, or Secretary).
4. The Booster Club books will be audited annually by a committee composed of at least three members. The executive board at the April Booster Club meeting will appoint the audit committee, which will give a report of its findings at the May Booster Club meeting.

**ARTICLE XI**

## **AMENDMENTS**

This Constitution and the following Bylaws may be amended by a simple majority of active members present at any regular meeting providing all members have been notified of said amendment five days prior to meeting and providing that this majority represents at least 10% of the dues-paying membership.

**BYLAWS**  
**of the**  
**CLEAR BROOK BAND BOOSTER CLUB**  
Revised May 2007

**ARTICLE I**  
**DUTIES OF OFFICERS**

**PRESIDENT**

1. The President will preside at all meetings of the Clear Brook Band Booster Club.
2. The President will enforce the Constitution and Bylaws of the Clear Brook Band Booster Club at all meetings.
3. The President will have the power to fill any and all vacancies of any elected officer if the need arises. That person will immediately assume the title and duties of said office and will remain in office until the next scheduled election. Such action shall be read into the minutes of the next regular meeting.
4. The President will serve as an ex-officio member of all committees, except the nominating committee, or the scholarship committee if the President's child is a senior.

**FIRST VICE-PRESIDENT**

1. The First Vice-President will be responsible for overseeing the following club activities and committee chairs: band directory, band hall decorations, communications, freshman parent liaison, membership, newsletter, promotional items, publicity, scholarship, spirit/senior recognition, treasurer's aide, website/database, band council liaison, and nominating. Committees may be added, deleted or changed by the president, in consultation with the executive board.
2. The First Vice-President shall perform all duties of the President in his or her absence or at the request of the President.
3. In the event that the office of President is vacated for any reason, the First Vice-President shall automatically become President of the CBBBC for the remainder of the term in which such vacancy occurs and shall immediately assume the title and all duties delegated to the office of President, without any action on the part of the membership.
4. The First Vice-President will serve as the chairperson of the nominating committee.
5. Some committees and job duties between the First Vice-President and the Second Vice-President may overlap.

**SECOND VICE-PRESIDENT**

1. The Second Vice-President will be responsible for overseeing the following activities and committee chairs: band aides, chaperone, color guard liaison, equipment truck drivers, fall dinner, family social, game drinks, general fundraising, hospitality/concessions, lunch sales, programs, travel meals, uniforms, and uniform check-out. Committees may be added, deleted or changed by the President, in consultation with the executive board.

2. The Second Vice-President shall perform all duties of the President in his or her absence and in the absence of the First Vice-President.
3. The Second Vice-President shall assume the duties of the First Vice-President in the event that a vacancy occurs for any reason. This will last until either the President appoints a new First Vice-President or the next scheduled election.
4. Some committees and job duties between the First Vice-President and Second Vice-President may overlap.

## **SECRETARY**

1. The Secretary will accurately record all minutes of each meeting of the executive board and the Clear Brook Band Booster Club.
2. The Secretary will be responsible for all correspondence of the Band Booster Club.
3. The Secretary will be responsible for bringing a copy of Roberts Rules of Order – Revised to all executive board and Booster Club meetings to be used to clarify points of procedure.

## **TREASURER**

1. The Treasurer shall keep an accurate record of all money collected by the Booster Club through dues and fundraising projects and shall deposit all moneys into the Booster Club's bank account.
2. The Treasurer shall make an itemized financial report at each meeting of the executive board and the Booster Club.
3. The Treasurer's books shall be turned over to the newly elected Treasurer immediately following the annual audit report at the May meeting.
4. Disbursements from the CBBBC bank will require the signatures of two Booster Club officers. An officer shall not sign a check that is written to himself or herself.

## **ARTICLE II ELECTION OF OFFICERS**

1. The election of officers will be held at the April meeting of each school year. Only Booster Club members with a minimum of one year's active membership in the Clear Brook Band Booster Club (as defined in Article IV of the Constitution) shall be eligible to run for office.
2. Officers elected for the ensuing school year will assume all responsibilities delegated to that office immediately after the last regular meeting, except for the transfer of the Treasurer's books, which is described in Article I, under the Treasurer's duties.
3. Officers shall be elected by a majority of the active members present at the election meeting.
4. Elected officers will serve for a term of one year. Officers may be re-elected for one consecutive term in the same office as specified in Article VII of the Constitution.

5. The nominating committee will present active members to be considered for election to hold offices at the March Booster Club meeting.
6. Other nominations may be made from the floor.

**ARTICLE III  
DUTIES OF CHAIRPERSONS, COMMITTEES, AND BAND COUNCIL LIAISON**

Any member of the CBBC may serve as a CBBC committee chairperson or band council liaison, except that elected officers may not serve concurrently as a committee chairperson or as band council liaison as specified in Article VII of the Constitution. Neither committee chairpersons nor the band council liaison may serve in the same position more than two consecutive years as specified in Article VII of the Constitution.

1. **BAND AIDES CHAIRPERSON:** The chairperson will coordinate with the band directors on equipment needed at performances and enlist the help of other parents to help with the equipment.
2. **BAND COUNCIL LIAISON:** The Band Council Liaison will serve as the representative of the Booster Club at all band council meetings and as a representative of the band council at all executive board and Booster Club meetings.
3. **BAND DIRECTORY CHAIRPERSON:** The chairperson will coordinate the compiling, printing, and distribution of the band directory with names of band students and parents, addresses, telephone numbers, e-mail addresses and other information needed to conduct the Booster Club's business.
4. **BAND HALL DECORATIONS CHAIRPERSON:** The chairperson will coordinate decorating the band hall during marching contest season to boost the morale of band students.
5. **CHAPERONE CHAIRPERSON:** The chairperson will keep an accurate record of all chaperones of each trip. The chairperson will supply chaperones to football games, contests, parties, trips and all other band functions as required.
6. **COLOR GUARD LIAISON:** The chairperson will serve as the representative of the Booster Club at color guard meetings and as a representative of the color guard at executive board and Booster Club meetings.
7. **COMMUNICATIONS CHAIRPERSON:** The chairperson will send out e-mail correspondence and post news and calendar entries to the CBBBC website.
8. **EQUIPMENT TRUCK DRIVER CHAIRPERSON:** The chairperson will coordinate obtaining permissions, handling repairs, license/registrations/inspections, making sure that there are qualified, trained drivers available and coordinate who is driving the equipment truck for each event.
9. **FALL DINNER CHAIRPERSON:** The chairperson will coordinate all aspects of the annual fall dinner.
10. **FAMILY SOCIAL CHAIRPERSON:** The committee will be responsible for coordinating the family social event that serves as the kickoff for the school year.
11. **FRESHMAN PARENT LIAISON:** The liaison serves as a point of contact between incoming parents and the CBBBC. The liaison provides information about what to expect from the Clear Brook band program to less experienced parents to enable the parents and students to have the best possible experience.
12. **GAME DRINKS CHAIRPERSON:** The chairperson will provide drinks for the band students after half-time performances at football games and at other activities as needed.

13. GENERAL FUNDRAISING CHAIRPERSON: The chairperson will be responsible for coordinating fundraising activities of the Booster Club in coordination with other committee chairpersons and executive board.
14. HOSPITALITY / CONCESSIONS CHAIRPERSON: The chairperson will coordinate refreshments and/or concessions at appropriate occasions, including marching contests, band concerts, winter guard competitions and other events as needed.
15. LUNCH SALES CHAIRPERSON: The chairperson will coordinate the sale of baked goods and other items to the general student population during lunch periods. The chairperson will coordinate dates with the Clear Brook High School office and solicit items for sale from the CBBBC membership.
16. MEMBERSHIP CHAIRPERSON: The chairperson will collect dues and keep an accurate computerized record of all paid members. The chairperson will make necessary arrangements for the annual membership drive.
17. NEWSLETTER CHAIRPERSON: The chairperson will coordinate with the directors and executive board to publish a monthly newsletter containing Booster Club news of current and upcoming band events to all band families.
18. PROGRAMS CHAIRPERSON: The chairperson will assemble concert programs in coordination with the directors and the membership chair.
19. PROMOTIONAL ITEMS: The chairperson will coordinate inventory and sales of promotional items.
20. PUBLICITY CHAIRPERSON: The chairperson will be responsible for reporting all pertinent band events and providing photos to the local media to inform the community of band activities.
21. SCHOLARSHIP COMMITTEE: The scholarship committee will consist of at least five (5) "non-senior parent" Booster Club members appointed by the executive board. The committee will select the Booster Club scholarship recipients and present the scholarship awards at the spring band concert.
22. SPIRIT/SENIOR RECOGNITION: The chairperson will coordinate a presentation to senior band students at a home football game. This committee will also ensure that signs and proper send-off materials are posted prior to any contest departure.
23. TRAVEL MEALS: The travel meals chairperson will coordinate meals for the students attending contest events requiring extended participation (i.e. overnight trips or all-day contests). Consideration should be given to special dietary needs of the students.
24. TREASURER'S AIDE: The treasurer's aide will be responsible for assisting the treasurer in the day-to-day performance of the treasurer's duties. The aide will not write checks, nor sign them, but may make deposits on behalf of the treasurer.
25. UNIFORMS CHAIRPERSON: The chairperson will help issue properly fitted uniforms to students, alter the uniforms as needed, collect uniforms at the end of the year and take inventory for the directors.
65. UNIFORM CHECK-OUT CHAIRPERSON: The chairperson will oversee checking out uniforms for events requiring them and checking them back in after the event.

27. WEB SITE/ DATABASE COORDINATOR: The chairperson will, in cooperation with the executive board, maintain the Booster Club website and develop and maintain the database of of band students, parents, and their e-mail addresses.
28. NOMINATING COMMITTEE: The executive board will appoint members of the nominating committee (except for the First Vice-President who serves as chairperson) at the February Booster Club meeting. The committee will consist of five members and will present a recommended slate of officers for the subsequent year at the executive board meeting preceding the March Booster Club meeting and the March Booster Club meeting.

#### **ARTICLE IV MEETINGS**

1. All meetings of the Clear Brook Band Booster Club will start promptly at 7:00 P.M.
2. A quorum will consist of the active members present.

#### **ARTICLE V EXECUTIVE BOARD**

1. The executive board will consist of the Officers of the Clear Brook Band Booster Club and the band directors employed full time by the school district.
2. The executive board will meet prior to the monthly Booster Club meetings and at special meetings as called by the President. The executive board will transact necessary business of the organization at the executive board Meetings.
3. When a vote is required at the executive board meeting, only the elected officers and the directors are eligible to vote.
4. The elected officers will appoint committee chairpersons and the band council liaison.
5. The executive board may remove or replace a committee chairperson for failure to comply with the Bylaws or Constitution of the Booster Club.

#### **ARTICLE VI ORDER OF BUSINESS**

Call to order; reading of the minutes; Treasurer's Report; report of band directors; committee reports; unfinished business; new business; and adjournment.