

**Constitution & By-Laws**  
**Vista Ridge Band Boosters**

**Article One**  
**Name**

- 1.1 The name of this organization is the Vista Ridge Band Boosters (VRBB.)

**Article Two**  
**Purposes**

- 2.1 This non-profit organization exists solely for the purposes of
- boosting, encouraging and promoting Vista Ridge High School (VRHS) band students,
  - stimulating and maintaining interest in the VRHS band program, and
  - giving all possible support, both moral and financial, to the VRHS band program.
- 2.2 The VRBB commits itself to cooperate with school officials for both building and maintaining an efficient band program and for promoting general activities pertaining to the band in cooperation with UIL guidelines for Booster Clubs, taking precaution not to interfere with the curriculum and direction of the VRHS Director of Bands. All policies pertaining to the operation of the VRBB shall be under the jurisdiction of the VRHS Director of Bands and the VRHS Administration, according to UIL rules for Band Booster Clubs.
- 2.3 The VRBB is organized exclusively for charitable and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision any future United States Internal Revenue law) or (b) by organization contributions which are deductible under section 170(c)(2) of the Internal Revenue Code of 1986 (or the corresponding provision any future United States Internal Revenue law.)
- 2.4 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the organization 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. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall 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.

- 2.5 Upon dissolution of this organization, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of 1986 (or the corresponding provision any future United States Internal Revenue law), 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 by the Court of Common Pleas of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- 2.6 Prior to any expenditures being made for the benefit of the VRHS Band, approval must be obtained from the VRHS Director of Bands. Any tangible property purchased by the VRBB for the benefit of the VRHS Band will become the property of the Leander Independent School District (LISD).

### ***Article Three***

#### ***Membership***

- 3.1 Membership shall consist of the legal guardians of all VRHS students and other interested persons within the LISD community. VRBB does not discriminate with regard to race, color, religion, sex, national origin, disability or any other basis prohibited under applicable law.
- 3.2 Voting members shall be the legal guardians of all active VRHS band students. All other members shall be non-voting members.
- 3.3 Any member may be removed if conditions warrant. A request for an individual's removal must first be submitted to the Executive Board in writing, with all reasons and evidence as may exist. The Executive Board will review the request and conduct further investigation if required. If, in the view of the Executive Board, removal is warranted, the request is submitted to the Director of Bands. The Director of Bands' decision shall be final.
- 3.4 Any member may be reinstated if conditions warrant. A request for an individual's reinstatement must first be submitted to the Executive Board in writing, with all reasons and evidence as may exist. The Executive Board will review the request and conduct further investigation if required. If, in the view of the Executive Board, reinstatement is warranted, the request is submitted to the Director of Bands. The Director of Bands' decision shall be final.
- 3.5 Any member has the right to file a grievance by making such grievance in writing and submitting it to the Executive Board. The Executive Board will investigate the grievance as required and make all reasonable attempts to settle the grievance among all concerned parties. If the grievance cannot be resolved by the Executive Board to the satisfaction of all concerned parties, the issue can be submitted to the Director of Bands by any concerned party. The Director of Bands' decision shall be final.

- 3.6 Members are responsible for the organizations budget. Band boosters collect fees from the parents. Refunds are at the discretion of the Band Director and Treasurer.
- 3.7 Any expenses over \$100 must be authorized by a majority vote of the voting members present at a members meeting.

## **Article Four**

### **Officers**

- 4.1 There shall be the following officers: President, Vice President, Secretary, Historian, Parliamentarian, Treasurer and Assistant Treasurer. All officers must be members in good standing. These officers comprise the Executive Board and shall be elected by the voting members for a term of one (1) year.
- 4.2 The term of office for all officers shall begin on June 1<sup>st</sup> and end on May 31<sup>st</sup> to coincide with the VRBB fiscal year. Should a vacancy occur, the Executive Board shall be responsible for filling the office for the un-expired portion of the term. Newly-elected officers shall assist the out-going officers and serve as non-voting Executive Board members from the time of their election through the beginning of their term.
- 4.3 Any officer may resign at any time by notifying the Secretary or President in writing. Such resignations are effective at the time of notification. The President shall inform the Director of Bands of any resignation.
- 4.4 Any officer may be removed as follows:
- (a) by the Executive Board by an affirmative vote of two-thirds; or
  - (b)(1) by submitting a written request for removal to the Director of Bands and Principal stating the reasons for removal;
  - (2) the Director of Bands and the Principal decide the request is appropriate (all decisions are final);
  - (3) at the next regular meeting of the voting members the removal will be voted on. An affirmative vote of two-thirds will cause the officer to be removed. The membership is encouraged to explore all reasonable alternatives before requesting the removal of an officer.
- 4.5 At all meetings of the Executive Board, a majority of the officers shall constitute a quorum for the transaction of business and the act of a majority of the officers present at any meeting at which there is a quorum shall be the act of the Executive Board. If a quorum shall not be present at any meeting of the Executive Board, the officers present there may adjourn the meeting without notice other than announcement at the meeting, until a quorum shall be present.

## **Article Five**

### **Executive Board**

- 5.1 The President shall preside at all general meetings of this organization and at all the meetings of the Executive Board, and shall perform the duties usually assumed by a presiding officer, and such other duties as may be prescribed by the Executive Board. The President may call member meetings of the VRBB. The President is responsible for all communications between the VRBB and the Director of Bands. The President shall serve as a co-signer on the VRBB financial accounts. The President may appoint someone to take minutes at any meeting where the Secretary is not present. All fundraising activities shall be coordinated through and must be approved by the President prior to the start of the fundraiser, who in turn shall coordinate through the VRHS Director of Bands and the appropriate VRHS Assistant Principal. The President or the Executive Board may approve incidental expenses not to exceed \$100.
- 5.2 The Vice-President shall be the assistant to the President. If the President is unable or unwilling to perform his/her duties, the Vice-President shall perform the duties of the President, and, when so acting, shall have all of the powers of the President. When not acting as the President, the Vice-President may serve as a committee chairperson. The Vice-President shall perform other duties as may be assigned by the President or Executive Board.
- 5.3 The Treasurer shall have charge and custody of, and be responsible for, all funds of the VRBB. The Treasurer shall deposit all monies in the name of VRBB in such banks or other depositories as shall be selected by the Executive Board, and disburse those monies as needed by VRBB with an accounting of receipts and disbursements at each monthly meeting. All monies disbursed shall be required to have a receipt or invoice before payment is issued. The Treasurer shall maintain appropriate financial controls, including:
- Two authorized persons shall sign all checks. Checks reimbursing an officer may not be signed by that officer.
  - All expenditures are to be made by check, never cash.
  - Where the VRBB is not billed directly, there must be a completed check request documenting the amount and type of expenditure with receipts to receive a reimbursement.
  - All collected monies shall be deposited as soon as practical.
  - All monies should be initially collected and counted by two persons other than the Treasurer. The counters and the Treasurer shall sign the deposit form, which is kept as part of the financial records.
  - Bank statements should be mailed to the VRBB P.O. Box and reviewed by an Executive Board member other than the Treasurer prior to being given to the Treasurer. Bank statements are to be reconciled monthly.
  - Monies received through the mail should be recorded in a check log. The log should include date received, name of payee, check number, amount, receipt number, and the initials of the person logging the check.
  - All monies received should be receipted. Each receipt should include current date, amount, person from whom received, purpose of payment, which fund to credit, type

of transaction (e.g., cash, check, or credit card), and signature of person writing the receipt. The original receipt should be given to the person making the payment and a copy kept in the receipt book or filed in numerical order.

Financial records are subject to audit (a) prior to the May general meeting, (b) upon election or appointment of a new Treasurer, or (c) at the direction of the Executive Board. Financial records shall be kept for a period of five (5) years and turned over to the incoming Treasurer by June 1<sup>st</sup> of each year. The Treasurer shall provide at least quarterly statements to members, with payments due the 1<sup>st</sup> of the following month. Payments should be mailed to the VRBB P.O. Box or placed in the VRBB Lock Box located in the Band Hall. The Treasurer shall perform other duties as may be assigned by the Executive Board.

- 5.4 The Assistant Treasurer shall be the assistant to the Treasurer and be a co-signer on the VRBB financial accounts. The Assistant Treasurer shall serve on the Budget Committee and perform other duties as may be assigned by the Executive Board.
- 5.5 The Secretary shall keep an accurate record of all Executive Board meetings, and regular and called meetings of the members of VRBB. Such records shall be made available to the President no later than two (2) weeks after the subject meeting. Records shall kept for a period of five (5) years and turned over to the in-coming Secretary by June 1<sup>st</sup> of each year. The Secretary shall be responsible for VRBB correspondence and perform other duties as may be assigned by the Executive Board.
- 5.6 The Historian shall maintain an up-to-date scrapbook of band activities, maintain an up-to-date photograph bulletin board to be located in the band hall, and perform other duties as may be assigned by the Executive Board.
- 5.7 The Parliamentarian shall maintain order for all Executive Board meetings, and regular and called meetings of the members of VRBB. The Parliamentarian shall have a working knowledge of VRBB Constitution & Bylaws and Robert's Rules of order, and perform other duties as may be assigned by the Executive Board.

## **Article Six**

### **Meetings**

- 6.1 All meetings shall be conducted in accordance with Robert's Rules of Order.
- 6.2 Voting members present and a majority of the Executive Board shall constitute a quorum at member meeting.
- 6.3 Members shall meet in regular session not more than once a month, but at least six (6) times a year, from August through May, as needed, on the second Tuesday of the month, or as called as needed by the President or Executive Board due to special circumstances.

- 6.4 The Executive Board shall meet prior to each regular member meeting, and at such other times as called by the President or any three (3) other officers, to determine and carry out the purposes of VRBB. The Executive Board may invite Chairpersons of committees to attend these meetings.
- 6.5 The Executive Board may conduct the ordinary business of VRBB as approved by vote of the VRBB voting members, and shall consist of the following officers: President, Vice-President, Secretary, Treasurer, Assistant Treasurer, Historian and Parliamentarian.
- 6.6 The Leander Independent School District (LISD) Superintendent, VRHS Principal and the VRHS Director of Bands shall be advised of all meeting and shall have the option of attending such meetings.
- 6.7 The Leander Independent School District Superintendent or his/her designate has veto power on all acts of the VRBB affecting school finances, school attendance or school policy.

## **Article Seven**

### **Committees**

- 7.1 The standing committees shall be the Audit Committee, Budget Committee, Chaperone Committee, Color Guard Committee, Concession Committee, Constitution & By-laws Committee, Fundraising Committee, Hospitality Committee, Nominating Committee, Pit Crew Committee, Scholarship Committee, Uniform Committee, Volunteer Committee, and Web Site Committee. Special committees may be created and dissolved as needed by the President. The President shall serve as a member ex-officio of all committees except the Audit and Nominating Committees. Immediate family members of the President may not serve as Chairpersons. All Chairpersons shall submit a list of committee members to the President in writing within fourteen (14) days of assuming the duties of Chairperson, and notify the President of any changes to the Committee membership in writing as soon as practicable, but not later than fourteen (14) days after the change. Committee chairs are encouraged to develop and maintain a procedure manual to be approved by the Executive Board.
- 7.2 The Audit Committee Chairperson shall be appointed by the president and consist of at least one other voting member. The Audit Committee shall audit the VRBB financial records (a) upon election or appointment of the Treasurer, or (b) at the direction of the Executive Board. An audit report shall be completed and submitted to the Executive Board within thirty (30) days of the event initiating the audit.
- 7.3 The Budget Committee Chairperson shall be the Vice President. The Treasurer and Assistant Treasurer shall serve as members of the Budget Committee. The Chairperson may appoint other voting members as needed. The Budget Committee shall submit a draft budget for the fiscal year to the Executive Board thirty (30) days prior to the May member meeting. For the budget to be adopted it must be approved by a majority vote of

the voting members at the May member meeting, or as soon thereafter as practical, and by the Director of Bands.

- 7.4 The Chaperone Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson shall designate one or more Committee members to serve as band nurse(s). The Chaperone Committee accompanies and provides for the general care and supervision of the band as required by the Director of Bands.
- 7.5 The Color guard Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members.
- 7.6 The Concession Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for all VRBB concession operations.
- 7.7 The Constitution & By-laws Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed. The Chairperson is responsible for reviewing the Constitution & By-laws and recommending changes to the Executive Board.
- 7.8 The Fundraising Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. All fundraising activities must be approved by the Executive Board. The Chairperson is responsible for all VRBB fundraising operations and shall submit a report in writing to the Executive Board within thirty (30) after any fundraising activity or monthly for fundraisers lasting more than thirty (30) days. The report shall include, but not be limited to, all fundraiser expenses and income. Fundraisers involving students must adhere to LISD & VRHS policies governing student fundraising. Monies from fundraisers shall be allocated as follows: (a) Scrips – 90% to Student Accounts, 10% to the VRBB general fund; (b) Corporate – Services (e.g., concessions, car washes, etc.) 80% to the VRBB general fund, 10% scholarship fund, 10% hardship fund; (c) Sales – Delivery of goods (student lead fundraisers, passbooks, etc.) 75% to Student Accounts, 25% to the VRBB general fund.
- 7.9 The Hospitality Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for providing band students with meals, snacks and/or refreshments at all functions as directed by the President. When band students are scheduled to receive meals, snacks and/or refreshments, directors, drivers, chaperones and scheduled volunteers shall be provisioned as well. The Chairperson is also responsible for providing

meals, snacks and/or refreshments for judges, tabulators and others at VRBB hosted events as directed by the President.

- 7.10 The Nominating Committee shall consist of the Director of Bands and four (4) VRBB voting members appointed by the President. Current officers may not serve on the Nominating Committee. The Nominating Committee shall submit a written report to the President listing one nominee for each office to be filled. The report must be signed by a majority of the members of the Nomination Committee.
- 7.11 The Pit Crew Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for assisting the band, especially the pit, in the loading, unloading and positioning of equipment for performances.
- 7.12 The Scholarship Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for the creation and maintenance of the VRBB Scholarship program. Academic Scholarships may be awarded to graduating seniors for academic purposes. A Hardship Scholarship may be awarded to any band/color guard student based on need and with the guidance of the Director of Bands. As funds are available, the Committee shall nominate scholarship recipients to the Executive Board. Students whose legal guardian(s) are on the Committee are not eligible to receive scholarships.
- 7.13 The Uniform Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for the tailoring, care and cleaning of all band and color guard uniform items, including pluming and depluming.
- 7.14 The Volunteer Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for providing volunteers at band functions as directed by the President.
- 7.15 The Web Site Committee Chairperson shall be appointed by the president. The Chairperson may appoint other voting members as needed and is responsible for the training, credentialing and scheduling of Committee members. The Chairperson is responsible for the creation and maintenance of the VRBB web site.

## **Article Eight Amendments**

- 8.1 Following a public notification, the Constitution & By-laws may be changed or amended by a majority vote of the voting members present at a regularly scheduled member meeting. Public notification is intended to mean the booster website, Hill Country News or band directors e-mail list with not less than 25 days notice.
- 8.2 If any portion of these by-laws shall be invalid or inoperative, then, so far as is reasonable, the remainder of these by-laws shall be considered valid and operative and no effect shall be given to the intent manifested by the portion held invalid or inoperative.
- 8.3 Any change or amendment is subject to the approval of the VRHS Principal and VRHS Director of Bands.

## **Article Nine Contracts, Deposits and Funds**

- 9.1 The Executive Board may authorize any officer or officers, agent or agents of the VRBB, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on the behalf of the VRBB. Such authority may be general or confined to specific instances.
- 9.2 All funds of the VRBB shall be deposited to the credit of the VRBB in such banks, trust companies, or other depositories as the Executive Board may select.
- 9.3 The Executive Board may accept on the behalf of the VRBB any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the VRBB.

## **Article Ten Protection of Officers**

- 10.1 The VRBB shall have the power to indemnify any officer or former officer of the VRBB for expenses and costs(including attorney's fees) actually and necessarily incurred by him/her, by action in court or otherwise, by reason of his/her being or having been such officer, except in relation to matters as to which he/she shall be guilty of negligence or misconduct in respect of the matter in which indemnity is sought.
- 10.2 The VRBB shall maintain a general liability insurance policy.