

Bylaws of Kingwood Band Boosters

Article I – Name and Address

The organization shall be known as Kingwood Band Boosters Club Incorporated (KBBC), a registered 501(c) (3) corporation under the laws of the United States of America and the State of Texas. The official mailing address for KBBC shall be: P.O. Box 5381, Kingwood, TX 77325-5381.

Article II – Purpose

The purpose of KBBC shall be:

1. To conduct and coordinate business activities associated with the responsible fiscal management of a parent Booster organization, enabling support and enhancement of the band programs at the associated Kingwood schools (Kingwood High School, Creekwood Middle School and Riverwood Middle School).
 - a. The generation of funds required to provide financial support to the band programs.
 - b. The management of those funds exclusively for the benefit of the band programs.
2. To provide assistance through the provision of volunteer support and other functions as determined by the Board of Directors.
3. To foster communication and cooperation among parents and guardians, Band Directors, and school administration.
4. KBBC shall honor all policies of the University Interscholastic League and the Humble Independent School District.

Article III – Membership

1. Membership is available to parents and guardians of band students upon payment of the non-refundable annual membership fee and must be maintained by remaining in good financial standing with KBBC.
2. Members must have a student enrolled in an associated Kingwood Band program.
3. The privilege of holding office, making motions and voting shall be limited to members.
4. The membership year shall be from July 1st through June 30th.

Article IV – Board of Directors and Committee Chairpersons

1. The KBBC shall be governed by a Board of Directors, hereafter referred to as the Board, whose membership shall consist of permanent and annually selected participants as follows:
 - a. Officers (permanent).
 - b. Campus Vice-Presidents (permanent).
 - c. Appointed Committee Chairperson(s), up to five, whose membership on the Board is determined by the President to be beneficial to business for that membership year.

2. The Board shall adhere to the following practices:
 - a. Annually a listing of the Board members shall be provided and recorded in the KBBC minutes of the first Board meeting of the year.
 - b. Officers shall not serve in their respective offices in consecutive terms.
 - c. Campus Vice President positions shall have a term limit of two consecutive terms.
 - d. A term is equal to one membership year.
 - e. Shared positions constitute one vote.

3. The Band Directors and an appropriate representative of the school administration shall be ex-officio members of the Board.
 - a. They shall not be eligible to hold office, make motions or vote, but shall serve as consultants to the Board and act as liaison with Humble ISD administration.

4. All members of the Board and Committee Chair positions report to the President.
 - a. Committee Chairpersons shall attend monthly Board meetings for the purpose of advising and reporting details specific to their position.
 - b. Committee Chairpersons not appointed to the Board are non-voting participants in the Board meetings.

5. Serving as a member of the Board and Committee Chair positions is strictly voluntary, therefore no wages, tips, fees or other means of compensation may be assigned or accepted.
 - a. Members may be reimbursed for actual expenses incurred in the performance of KBBC duties.

6. Nominations for the Board and Committee Chair positions shall be made by a committee of at least five representatives currently serving in these areas and presented to the Board for approval.
 - a. The office of President shall be filled by an existing member of the Board who has served at least one term.
 - b. The general membership of KBBC shall be notified at least thirty days prior to the election that candidates for nomination are being openly solicited.

7. Any member of the Board may be removed from their position, with cause, by a unanimous vote of all members of the Board, excluding that member in question.

8. A vacancy occurring in any position except that of President or Treasurer shall be filled by appointment by the Board.
 - a. In the event of a vacancy in the office of President, the First Vice President shall assume the office of President.
 - b. In the event of a vacancy in the office of Treasurer, the Associate Treasurer shall assume the office of Treasurer.

Article V –Officers

The Officers shall consist of the following positions with the commensurate duties and responsibilities as indicated. Duties for the following offices shall include, but not be limited to:

1. **President** – shall preside at all Board meetings. Schedule all meetings of the Board as may be required to facilitate KBBC business.
 - a. Coordinate the activities of all Board and Committee Chair positions to fulfill the purpose of KBBC.
 - b. Appoint committees as needed and serve as an ex-officio officer of same.
 - c. Solicit volunteers for any vacant Board or Committee Chair positions.
 - d. Annually appoint an auditor or audit committee to review the accounting and financial records.
2. **First Vice President** - shall serve to support the President and assume Presidential duties as required.
 - a. Oversee the collection of membership fees and maintain membership records.
 - b. Serve as liaison for disbursement of awarded scholarship funds.
 - c. Chair the Scholarship Committee.
 - d. Chair the Nominating Committee.
3. **Treasurer** - shall have primary responsibility for the management of all budgeting activity, banking and financial reporting.
 - a. Shall receive monies for KBBC and deposit the same in the name of KBBC.
 - b. Shall administer all money disbursements on behalf of KBBC.
 - c. Shall maintain accounting and financial records of KBBC and present a statement of account report at monthly board meeting and as requested by the Board.
 - d. Shall submit KBBC accounting books for audit at the end of the fiscal year as set forth in Article VII.7.
 - e. Shall be responsible for obtaining information required for bonding and liability insurance for the Officers and liability insurance for KBBC.
 - f. Shall be responsible for filing Texas sales taxes.

- g. Shall file federal income tax return following the completed fiscal year in which Treasurer served in that position.
 - h. Shall prepare a budget for the Club's fiscal year to be reviewed and revised as needed by the Budget Committee.
 - i. Shall file an annual financial report (previous fiscal year's financial statement and Report of Audit) with Humble ISD's Internal Audit Department, in accordance with Humble ISD Booster Club guidelines.
4. **Associate Treasurer** - shall be an assistant to the Treasurer, and, in the absence of the Treasurer, shall perform the duties of that office.
- a. Coordinate activities relating financially to the operation of concessions for non-varsity football games, including providing seed money and making deposits.
 - b. Act as Trip Treasurer for Kingwood High School campus, coordinate billing and collections from participants, maintain records, make deposits and maintain a major trip income and expense forecast.
 - c. Prepare a two year trip budget. This budget is the basis for the major trip portion of the annual KBBC budget.
5. **Secretary** - shall keep an accurate record of the minutes of all Board meetings and submit minutes for approval at each successive meeting, making corrections as required and signing the copy as approved.
- a. Record, publish and distribute the minutes of all Board meetings.
 - b. Maintain the official file of all approved KBBC Board meeting minutes.
 - c. Record, publish and distribute the minutes of other meetings as requested by the President.
 - d. Act as Parliamentarian.
 - e. Conduct all general correspondence of KBBC.
 - f. Chair the Bylaws Committee, recommend revisions as needed and maintain a current copy of the KBBC Bylaws.
 - g. Perform such duties as may be delegated to the Secretary by the President.
 - h. Prepare and maintain a roster of the Board and Committee Chairs.

Article VI – Meetings

1. Meetings of the KBBC general membership shall be held twice annually, during scheduled band events.
 - a. The annual budget shall be presented and voted on for approval during the fall meeting.
 - b. Election of Officers shall be held during the spring meeting.

2. The Board shall hold monthly meetings from August through May to conduct KBBC business.

- a. At least one Band Director must be present.
 - b. Any member of KBBC may attend a meeting of the Board.
 - c. Members may be placed on the agenda by submitting in writing to the President at least seven days in advance of the meeting, those items of business the member plans to bring before the Board.
3. An Officer may call a special meeting of the Board upon giving at least twenty four hours' notice to those members.
 - a. Business conducted at a special meeting shall be limited to the purpose for which the meeting was called.
4. Officers shall have the authority to make recommendations to the Board and to take action on behalf of the Board in limited circumstances of true emergency requiring decisions in less than twenty four hours.
5. A quorum shall be defined as greater than 50% of the Board. This attendance requirement must be met in order for business and voting to proceed.
6. Voting approval shall be passed by a simple majority unless otherwise specified in these bylaws.

Article VII – Financial Authorities and Requirements

1. An annual budget shall be prepared and approved each year.
 - a. A budget committee meeting shall be held at the end of each fiscal year. Committee members shall include necessary incoming and outgoing members of the Board, a Band Director from each campus and Committee Chairpersons as determined necessary by the President.
 - b. The budget shall align with the KBBC code of accounts. Individual income and expense items shall be segregated into accounts and sub-accounts based on the nature of the income or expense to clearly establish the intended source (income) or use (expense) of the amount.
 - c. The Board shall vote to approve the proposed budget for the upcoming fiscal year. Final approval of the budget shall be determined by a vote of the general membership at the first annual meeting.
2. Officers shall be bonded by a bonding agency. The amount of coverage shall not be less than the greatest amount of funds in accounts during a twelve month period.
3. Payments
 - a. Shall be made by check (paper or electronic) or electronic funds transfer. The Treasurer shall retain a hard copy of all transactions for audit purposes.

- b. Exceeding \$400 shall be signed by two Officers.
 - c. Authorizing signers shall be unrelated to payee.
4. All formal contracts written in the name of KBBC must be executed by an Officer and are subject to the following approval requirements:
- a. If the total commitment is for expenditure within the current year's budget, it must have documented approval of the President and Treasurer.
 - b. If the total commitment relies on future budget years, it must have documented approval of the Board.
 - c. Approval documentation shall be maintained in the Treasurer's files for audit.
5. Expenses above the budgeted level and non-budgeted items exceeding \$500 shall require approval of the Board prior to incurring the obligation.
6. Non-budgeted items \$500 and lower may be approved by the agreement of three Officers.
7. The financial records of KBBC shall be audited annually.
- a. The audit shall be executed by a committee of KBBC members or an outside party such as a CPA or Accountant as appointed by the President.
 - b. The auditor or audit committee members may not include or be related to an Officer.
 - c. Results of the audit shall be reported at the first regular meeting of the Board following completion of the audit.
8. Refunds of excess trip funds, as generated through fundraising and student payments, shall be decided by a vote of the Board with input from the Trip Coordinator and associated Band Director.
- a. Approved refunds shall be distributed proportionately to all eligible recipients upon finalization of trip expenditures as determined by the Treasurer in consultation with the President.

Article VIII – Scholarships

1. Scholarships shall be granted annually to graduating seniors pursuing higher education.
 - a. Membership in KBBC is a requirement for scholarship eligibility.
2. The Scholarship Committee shall be comprised of at least four members of KBBC. Family or legal guardians of students applying for a scholarship may not serve on the Scholarship Committee.
3. Prior to the selection process, the Board shall specify the maximum budget allowance for scholarships.

4. The awarded scholarships are:
 - a. The Linda Tiner Scholarship, so named in honor of the first Band Director at Kingwood High School.
 - b. Music Scholarship(s).
 - c. Service and Leadership Scholarship(s).

5. Scholarships shall be awarded by criteria including, but not limited to, ranking by the high school Band Directors, achievement evaluations and committee evaluations.

Article IX – Parliamentary Authority

1. The proceedings of this organization shall be governed by these bylaws and by “Robert’s Rules of Order”, where applicable.

Article X – Amendments

1. The bylaws of KBBC may be amended at a meeting of the Board by approval of two thirds of the Board.
 - a. Proposed amendments must be made available to members of KBBC at least twenty days prior to the scheduled vote.