

BY-LAWS of BRYAN VIKING BAND BOOSTERS, INC.

ARTICLE I: Name of Organization

The name of this non-profit corporation shall be Bryan Viking Band Boosters, Inc. (hereinafter "BVBB").

ARTICLE II: Membership

The membership in BVBB shall consist of:

1. The parents or guardians of a child participating the Bryan Viking Band or in any of the band programs supported by the Bryan Independent School District who have expressed an interest in membership;
2. Band students; and
3. Any other individual who has an interest in and wishes to support the band program in any Bryan Independent School District school.

ARTICLE III: Purpose and Objectives

Section 1. The objectives of BVBB shall be:

- A. To render financial, moral and any other reasonable support to the band program and Bryan Independent School District.
- B. To enhance the band program through encouragement and support to the students, schools and Band Directors so that the community will maintain pride in its school system and band programs.
- C. To promote and encourage instrumental music in the Bryan Independent School District.
- D. To provide supplemental resources not otherwise provided or funded by Bryan Independent School District to enhance the learning experience of the students in the band program.

Section 2. The bands are school organizations under the direction of Band Directors. It shall not be the object of BVBB at any time to serve as a pressure group to obtain support of the band programs over and above that deemed healthy and reasonable by the school administration. BVBB shall be out of order when pursuing a program or project not previously approved by the Band Directors and their respective principals.

Section 3. BVBB 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 By-Laws, the corporation shall not take any action that would be inconsistent with the requirements for a tax exemption under Internal Revenue Code Section 501(c)(3) and related regulations, rulings, and procedures nor may it take any action that would be inconsistent with the requirements of tax-deductible charitable contributions under Internal Revenue Code Section 170(c)(2) and related regulations, rulings, and procedures.

ARTICLE IV: Officers and Duties

Section 1. Officers of BVBB shall be a president (or president and co-president, when feasible), vice-president, secretary, and treasurer. The president, vice-president, treasurer, and secretary shall serve as the **Executive Board**.

Section 2. These officers, the immediate past president, and an official school representative shall comprise the **Board of Directors** of this Organization.

Section 3. The Band Directors and heads of appointed committees shall be ex-officio members of the **Board of Directors**. Ex-officio members of the Board of Directors shall not vote.

Section 4. The duties of the officers shall be:

A. President/Co-Presidents:

The president or co-presidents shall be responsible for the conduct of the organization, including but not limited to calling business meetings and Executive Board meetings. The president's duties shall include presiding over all meetings of the Organization and of the Executive Board, appointing committees and committee chairpersons as set forth in these By-Laws, signing and executing contracts or other instruments in the name of the BVBB which have been authorized by the Executive Board, except in cases where the Executive Board expressly delegates its execution to some other officer or agent of the organization, and assuming all reasonable obligations and duties expected of a president of an organization. The president shall also be authorized to counter-sign checks with the Treasurer. The president shall decide matters of parliamentary procedure.

B. Vice-President:

The vice-president shall preside over meetings in the absence of the president, attend all meetings pertaining to fund-raising events, and be available to the president for assistance with organizational duties. The vice-president assumes the presidency in case of serious illness or death of the president, or if the president fails to function or resigns. The vice-president shall also be authorized to sign checks.

C. Secretary:

The secretary shall keep minutes of all meetings, maintain a roster of the membership, and perform the usual duties of the office of secretary. The minutes of all meetings shall be kept on file and shall be available on request. The secretary shall also be authorized to sign checks.

D. Treasurer:

The treasurer shall be custodian of all funds. The treasurer shall pay all bills as authorized by the Executive Board and sign all checks with one of two other persons (president or vice-president). The treasurer shall keep a permanent record book of receipts and expenditures. The treasurer's accounts shall be subject to examination at any time. The treasurer will annually submit the financial information required in the annual federal tax return (Form 990) filing on or before the due date of the return. A copy of said return shall be incorporated into the minutes of the Officers' Meeting prior to being filed with the Internal Revenue Service.

ARTICLE V: Meetings

Section 1. The Executive Board and the Board of Directors shall meet at the call of the president.

Section 2. The BVBB shall meet as an organization at the request of the president and/or the Executive Board and/or the Board of Directors.

Section 3. The nomination of officers for the following school year will take place at the March BVBB meeting. The election of the officers for the next school year will take place at the April BVBB meeting.

Section 4. All meetings shall be conducted according to the latest revision of Robert's Rules of Order. In cases where there is inconsistency within the by-laws and other guidelines before the Organization, the guidelines of the Texas University Interscholastic League will apply.

ARTICLE VI: Quorums

Section 1. Eleven (11) members shall be a quorum at a legally called meeting of BVBB.

Section 2. Three (3) members shall be a quorum at a meeting of the Board of Directors.

ARTICLE VII: Elections

Section 1. An election of officers shall be held annually at the April BVBB meeting. A nominating committee of three members, at least one being from the Executive Board, shall be appointed by the president at least 30 days prior to nomination of officers at the March BVBB meeting. Nominations from the floor may be made and the individual with the greatest number of votes for the office in question shall be considered elected.

Section 2. The offices of president and secretary shall each be elected for a two-year term to begin on June 1 of each even-numbered year.

Section 3. The offices of vice-president and treasurer shall each be elected for a two-year term to begin on June 1 of each odd-numbered year.

Section 4. No person shall be elected to any one office for more than two terms.

Section 5. Vacancies on the elected offices may be filled by presidential appointment with the approval of the remaining members of the Executive Board.

ARTICLE VIII: Committees

Section 1. The president shall appoint a committee whose responsibility it shall be to investigate and develop worthy fund-raising projects for BVBB. The president shall appoint such standing committees as are deemed necessary. All committees are responsible to the president of BVBB and the Band Directors.

Section 2. The president shall appoint ad hoc committees as are necessary to accomplish the objectives of BVBB.

Section 3. All committee appointments shall terminate on May 31.

Section 4. The president shall appoint an auditing committee to audit the treasurer's records.

ARTICLE IX: Financing

Section 1. All money collected by the treasurer shall be deposited in a legal bank in the City of Bryan, Texas. The Executive Board shall declare such bank the official depository for BVBB.

- Section 2. All monies collected from projects sponsored by BVBB must be placed in the official depository of BVBB and the amounts recorded in the financial records maintained by the treasurer.
- Section 3. When presenting new fund-raising opportunities, to the extent possible, committees, through committee chairpersons, should present budgets indicating financial needs for projects and expected returns from projects for budgetary purposes and consideration by the Executive Board.
- Section 4. Band directors should submit their annual request for funding in the spring in time for it to be approved at the May Band Booster meeting.
- Section 5. BVBB shall not place obligations on financial contributions made to the band programs of Bryan Independent School District, except that such contributions shall be used to enhance the said band program.
- Section 6. The annual budget shall be duly voted on and approved by the Executive Board and membership of BVBB, and apart from that, any request for additional expenditure of monies from the official depository of BVBB shall be submitted using the form attached as Addendum 1, and must be voted on by a quorum of the membership as defined in these By-Laws, save and except for the following:
1. expenditures whose purposes are included within a line item set forth in the annual budget, provided that the expenditure is not one for which funding exists from Bryan Independent School District or some other source;
 2. expenditures needed to conduct the mission and administrative duties of BVBB;
 3. expenditures needed to fulfill requirements and obligations as required by Bryan Independent School District, University Interscholastic League, or Texas Education Agency; and
 4. expenditures up to \$200 whose purpose is not included within a line item set forth in the annual budget shall be approved by the Executive Board.
- Section 7. Upon dissolution of BVBB whether by agreement, by failure of the Executive Board to function, or by inactivity, all funds and property of said BVBB shall be transferred to the Bryan Independent School District for use in the band program. In this event, it shall be the duty of the treasurer, upon receiving authority from the Executive Board if existing, to make final accounting of said funds in the treasurer's possession and after the payments of all obligations, debts, and bills, to transfer the balance of the accounts to the accounts of the Bryan Independent School District. "Inactivity" shall be defined as failure of the organization to meet for a period of 18 months or longer.

Section 8. The amount set for annual membership dues shall be agreed upon by the Executive Board at the first meeting of the school year. The Executive Board has the authority to grant waivers of dues to members for whom payment of dues would cause hardship.

ARTICLE X: Amendments

These By-Laws may be amended at any regular meeting of BVBB provided the amendment has been submitted at a previous regular meeting of BVBB. At least 30 days must elapse between the time the amendment is presented and is voted upon. An amendment shall be passed when two-thirds of those present at a legally called quorum vote in favor of the amendment.

ARTICLE XI: Adoption

These By-Laws become effective when approved by the membership of BVBB at a legally called meeting after 30 days' advance notice of intent to vote.

John Buchanan, President

**ADDENDUM 1
REQUEST FOR EXPENDITURE**

Who is making request?

What is the purpose of expenditure?

Who will benefit from expenditure?

What is amount of request?

When are the requested monies needed?

Is the request funded through any other source?

What is the anticipated length of use?

**Please attach any estimates obtained when submitting this request.