

Bylaws
of
Clear Creek High School Band Boosters Club
(A Non-Profit Corporation)

Article One
Name and Location

Section 1. The name of the organization shall be **Clear Creek High School Band Boosters**. The address of the Booster Club is: PO Box 1892, League City, TX 77574.

Section 2. All club meetings may be held at such places within the Clear Creek Independent School District (CCISD) as designated by CCISD Administration and club officers.

Article Two
Purposes and Structure

Section 1. Purposes. This corporation is organized exclusively for charitable, literary, and educational purposes as defined in Section 501(c)(3) of the Internal Revenue Code. The purposes of the Corporation include raising funds and purchasing personal property and services to be used by students and faculty at **Clear Creek High School Band Booster Club** providing volunteers for educational and / extracurricular activities that will contribute to the public education of the community; engaging in other charitable, civic, or educational activities that will contribute to the public education of the community; and exercising other powers conferred by the laws of Texas on nonprofit corporations.

This Corporation shall be self-governing, self-supporting, non-commercial, non-sectarian, nonprofit and nonpartisan, and shall seek neither to direct the administrative activities of the Clear Creek Independent School District nor to control its policies. The Clear Creek High School Band Boosters Club will collaborate with the Clear Creek Administration and High School Director of Bands regarding all interests and activities of the organization.

No part of the net earnings of the Corporation shall inure to the benefit of any director of the Corporation, officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation affecting one or more of its purposes); and no director, officer or and private individual shall be entitled to share in the distribution of any of the corporate assets on the dissolution of the Corporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publication of statements) any political campaign on behalf of any candidate for public office.

The Corporation shall not conduct or carry on any activities not permitted to be Conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue code and Regulations as they now exists or as they may be amended.

The Corporation shall observe the following regulations: Clear Creek Independent School District Booster Club Guidelines, University Interscholastic League Booster Club Guidelines and all local, state and federal laws, which apply to nonprofit organizations.

Upon dissolution of the Corporation or the winding up of its affairs, the assets of the Corporation shall be distributed exclusively to charitable organizations, which would then qualify under the provisions of Section (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be amended.

The Corporation is organized pursuant to the Texas Nonprofit Corporation Act and does not contemplate pecuniary gain or profit and is organized for nonprofit purposes which are consistent with the provisions of Section 501 (c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may be hereafter amended.

Article Three

Membership

Section 1. Membership. Membership in this organization is open to any person who is a parent, guardian, or adult relative of a child or children who participate in the **Clear Creek High School Band**, and who will uphold the policies of this organization and agree to its Bylaws. A maximum of one membership shall be granted to each family unit.

Section 2. Qualification. Eligible persons shall become members by paying the prescribed membership dues per family per school year. Upon payment of such dues, a member shall be considered in good standing and be entitled to all rights and privileges of membership.

Section 3. Membership Drive. An annual membership drive shall be conducted as early in the fiscal year as possible, with additional members accepted at any time.

Section 4. Dues. Annual dues shall be assessed in such amounts as determined by a 2/3 majority of the members present at the last meeting of the fiscal year. Dues shall be payable at the beginning of the next fiscal year.

Article Four

Board of Directors

Section 1. Qualification. Any member in good standing is eligible to serve on the Board of Directors. The Board of Directors includes all members and officers as defined in Section 4.

Section 2. Powers. The Board shall be the governing body of the organization and shall manage, control, and direct the affairs and property of the organization.

Section 3. Compensation. No Director shall receive compensation for any service he or she may render to the organization. Board members may be reimbursed for actual expenses incurred in the performance of their duties.

Section 4. Officers. Officers shall be elected in April and will take office immediately. The nominating committee will name a slate of officers in March and the floor will also be open for nominations. Simple

majority of the membership present will elect the officers. Vacancies of offices of unexpired terms shall be filled by appointment by a majority of the remaining officers. The officers and their respective duties are as follows:

a. **The President shall:**

- Regularly meet with the CCHS Director of Bands regarding booster activities;
- Preside at all meetings of the organization;
- Resolve problems in the membership;
- Regularly meet with the treasurer of the organization to review the organization's financial position;
- Schedule annual audit of records or request an audit if the need should arise during the year;
- Perform any other specific duties as outlined in the bylaws of the organization.

b. **The Vice President shall:**

- Preside at meetings in the absence or inability of the president to serve;
- Perform administrative functions delegated by the president;
- Perform other specific duties as outlined in the bylaws of the organization.

c. **The Secretary shall:**

- Maintain the records of the minutes, approved bylaws and any standing committee rules, current membership and committee listing;
- Record all business transacted at each meeting of the association as well as meetings of any executive board meetings in a prescribed format;
- Maintain records of attendance of each member;
- Conduct and report on all correspondence on behalf of the organization;
- Other specific duties as outlined in the bylaws of the organization.

d. **The Treasurer shall:**

- Issue a receipt for all monies received and deposit said amounts on a weekly basis;
- Present financial reports to the Executive Board, Members, and Director of Bands on a monthly basis;
- Maintain an accurate and detailed account of all monies received and disbursed;
- Maintain a process for documentation and reimbursement of authorized expenditures for members.
- Reconcile all bank statements as received and resolve any discrepancies with the bank immediately;
- File sales tax reports as required by the comptroller's office (monthly, quarterly, or annually);
- File annual IRS form 990 in a timely manner;
- Ensure that the bank account signature card for the Clear Creek High School Band Boosters Club has at least two officers authorized as signers on the bank account. Checks from this account require two signatures for disbursement.

- Submit records to audit committee appointed by the organization upon request or at the end of the fiscal year;
- Other specific duties as outlined in the bylaws of the organization.

Section 5. Term. Each elected officer shall serve a term of one (1) year or until a successor has been duly elected or appointed.

Section 6. Meetings. The Board of Directors shall provide for by resolution the time and place for the holding of at least one annual meeting of the Board, and of the additional regular meetings of the Board, without other notice than such resolution.

Section 7. Notice. Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by oral or written notice delivered personally or sent by mail or email to each Director at his or her business address. Any Director may waive notice of any meeting, and the attendance of a Director at any meeting shall constitute a waiver or notice of such meeting.

Section 8. Quorum. A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a quorum of the Directors is present at said meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 9. Voting. Each qualified family unit, as described in Article 3, Section 2 of these Bylaws, shall have the right to cast one vote at any matter at any particular meeting. The decision of a majority of the voting members present at a meeting at which a quorum is established will be binding on the organization, unless provisions of these Bylaws require greater vote.

Section 10. Proxy. No voting by proxy will be allowed.

Section 11. Executive Board. The Executive Board shall consist of the officers and the CCHS Director of Bands.

Article Five **General Provisions**

Section 1. Fiscal Year. The fiscal year of this organization shall be July 1 through June 30 of the following calendar year.

Section 2. Operating Funds. Operating funds shall be maintained in a general fund, and an accounting of such funds shall be presented at all meetings.

Section 3. Fiscal Responsibility. All directors having fiscal responsibility shall be bonded.

Section 4. Annual Statement. The directors shall present at each annual meeting, or when called by vote of the members at any meeting, a full and clear statement of the condition of the organization.

Section 5. Group Exemption. This nonprofit organization will qualify as a tax-exempt organization under the provisions of Section 501(c)(3) of the Internal Revenue code and its Regulations as they now exist.

Section 6. Scholarship Awards. Scholarships may be awarded to seniors who qualify based on need or merit. The Scholarship Committee establishes the deadline for the submission of scholarship applications.

Article Six Committees

Chairpersons will be appointed by the President. Chairpersons will form committees to assist in the completion of duties.

Section 1. Nominating Committee. Meet to receive nominations for the elected offices of the organization and to prepare a slate of nominees and a ballot for the election of officers. The committee shall be made up of the President, the CCHS Director of Bands, and one at-large person appointed by the President.

Section 2. Banquet Committee. Responsible for organizing and coordinating the planning and implementation of all activities associated with the annual awards banquet.

Section 3. Fundraising Committee. Responsible for developing and managing student-led and parent-led fundraising projects.

Section 4. Registration Committee. Responsible for coordination with CCHS Director of Bands on registration forms. Responsible for getting registration packet contents printed and packets prepared. Responsible for coordination and setup of registration stations and shifts of volunteers to support registration day. Assist in the tallying and placement of all items to be ordered. When received, sort, distribute, and record delivery of items to students.

Section 5. Props, Trailer, and Pit Crew Committee. Responsible for obtaining truck and/or trailer transportation and drivers for all events identified by the CCHS Director of Bands. The committee also assists the students in loading and unloading the instrument trucks and moving instruments on and off the field during football games, competitions, and interscholastic competitions. Responsible for building marching band props under the direction of the CCHS Director of Bands.

Section 6. Meals Committee. Responsible for coordination of all meals supporting the band throughout the year.

Section 7. Reception Committee. Responsible for coordination of refreshments for all post performance receptions throughout the year.

Section 8. Uniforms Committee. Responsible for issue, alteration, collection, and maintenance of the uniforms.

Section 9. Chaperones, Plumes, and Halftime Help Committee. Responsible for assigning chaperones to buses, obtaining bus lists from the CCHS Director of Bands, and distributing bus lists to chaperones. Coordination of pluming and depluming of band members at all marching events. Support the half time show as requested by the CCHS Director of Bands.

Section 10. Senior Recognition Committee. Responsible for coordination of senior recognition at the senior day football game as well as in the CCHS yearbook. Duties include coordinating information for the senior

program, coordinating escort and student names for announcement, selecting a senior recognition item to be worn with the uniform, and coordinating senior band pictures. Support seniors in the development of the senior pictures and collage to be presented at the Spring Concert. Coordinate senior slide show for Band Banquet.

Section 11. Audit Committee. Responsible for the annual audit of the corporation's financial records. The committee will consist of the three (3) members, none of which can be signers on the account being audited. The Committee shall file an audit report with the CCISD Internal Auditor and furnish a copy for the permanent records of the Booster Club by August 1st.

Section 12. The president will appoint chairpersons to the following positions: First Aid, Video and Photography, Scholarships, Popsicles, Publicity, and Football Program Ads.

Article Seven Amendments

Section 1. Amendments to Bylaws. These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the Directors, provided that such alterations, amendments, or proposed substitute Bylaws have been read or distributed to all Directors present at the previous regular meeting or such action may be made at a special meeting held at least ten days after the regular meeting at which the reading or distribution was made.

Section 2. Amendments to the Articles of Incorporation. The Directors shall adopt a resolution setting forth any proposed amendment of the Articles of Incorporation, which, if approved by a majority of the Directors, shall be again submitted for a voted at the next regular meeting of the Directors.

Contact Information of Officers for the (2023-2024) school year:

Office	Name	Email	Phone
President	Marie Boykin	mrobinson001@hotmail.com	281-455-3239
Vice President	Lela Rutherford	larutherford@comcast.net	832-221-4024
Treasurer	Linda Leighton	lindadleighton@verizon.net	832-221-3726
	Cortney Freeman	cortneyfreeman@gmail.com	417-724-9107
Secretary	Megan Millican	meganskala@hotmail.com	254-541-0535

SIGNATURE OF OFFICERS

Two officers of the organization are required to sign bylaws or amendments each year.

Marie Boykin
Signature of Officer 1

4/19/23
Date

MARIE BOYKIN
Printed Name of Officer 1

Megan Millican
Signature of Officer 2

4/19/23
Date

Megan Millican
Printed Name of Officer 2+