

CONSTITUTION AND BYLAWS  
SPACE CENTER BAND BOOSTER CLUB

Section 1 - CONSTITUTION

ARTICLE 1 - Name

The name of this club shall be: "The Space Center Band Booster Club," hereafter called the Club or the Corporation.

ARTICLE 2 - Non-profit Corporation

This club is a non-profit corporation, incorporated under the laws of the State of Texas.

ARTICLE 3 - Purpose

The purposes for which the Corporation is organized are exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue code of 1986 or the corresponding provision of any future United State Internal Revenue Law.

ARTICLE 4 - Membership

The membership of this club shall be limited to parents and legal guardians of students participating in the band program for the current year and others interested in assisting the Space Center Intermediate School band program, having paid their annual dues.

ARTICLE 5 - Officers

The elected officers of this club shall be a President, a Vice-President, a Secretary, and a Treasurer. This group constitutes the Executive Board, hereinafter called the Board.

## Section 2 - BY-LAWS

### ARTICLE 1 - Duties of Officers

#### A. President

1. The President shall preside at all meetings of the Club.
2. The president shall see that the Constitution and By-Laws are enforced and shall perform such duties as usually pertain to this office.
3. The President shall act as ex-officio member of all committees except the Nominating Committee.

#### B. Vice-President

1. The Vice-President shall perform the duties of the President in his/her absence or at his/her request.
2. The Vice-President shall perform other duties as assigned by the Board.

#### C. Secretary

1. The Secretary shall record the minutes of each meeting and make them available at the next appropriate meeting, i.e., Board Minutes at Board meetings and General Minutes at General meetings.
2. The Secretary shall attend to all notices to the press and handle all correspondence of the Club.

A copy of the minutes of the meetings and monthly financial reports shall be kept on file at Space Center Intermediate School.

#### D. Treasurer

1. It shall be the duty of all members to deposit with the Treasurer the gross amount of all moneys received on behalf of the Club or from any of its activities, and the Treasurer shall accept and record all funds received.
2. The Treasurer shall disburse funds in accordance with the approved budget. Additional disbursements shall be as directed and approved by a simple majority of the Board. Checks will require two of three authorized signatures. The Treasurer, the President and one other elected officer shall be authorized to sign on the bank account.

3. The Treasurer shall submit a report of funds at regular Board and General meetings.
4. The Treasurer shall submit all appropriate State and Federal tax and reporting forms.
5. The Treasurer shall present the financial books to an Audit Committee on the last day of the fiscal year or upon departure of the Treasurer from office for any cause. The Audit committee Chairman shall be appointed by the President. The audit shall be completed prior to the next Treasurer receiving the club records.

E. Executive Board

1. No person shall assume an obligation or commit the organization to any further expenditure or engage in any fund raising effort on behalf of or in the name of the Club, without prior approval of the Board.

ARTICLE 2 - Fiscal Year

The fiscal year shall be from June 1 through May 31.

REV 5/02

ARTICLE 3 - Dues

- A. Annual membership dues shall be \$15 per family per year.
- B. Other levels of membership or sponsorship shall be as follows: Patron - \$25; Friend of the Band - \$50; Century Club - \$100. Club membership shall not entitle members to free admission to band activities.

ARTICLE 4 - Election of Officers

- A. All officers and committee chairpersons shall be nominated by a Nominating Committee consisting of three or five persons. The chairman of the Nominating Committee shall be appointed by the President. The remaining Nominating Committee members will be selected by the Nominating committee chairperson. A slate of officer candidates shall be presented to the Board no later than the 4th quarterly Board meeting.
- B. The election of officers and committee chairpersons shall be held at the May General meeting and the newly elected officers shall assume said office at the end of the fiscal year. The exiting officers and committee chairpersons shall remain active until an orderly transition of responsibilities is made with the new officers and committee chairpersons.

- C. Additional nominations may be made from the floor of the General meeting provided the consent of such nominated candidate has been obtained before their name is placed in nomination.

#### ARTICLE 5 - Filling Vacancies of Office

- A. In the event that any office on the Board is vacated for any cause, the remaining members of the Board shall elect a replacement for that office for the balance of the term.
- B. The Board may create such standing committees as it may deem necessary to promote the objectives and carry on the work of the Club. The term of each chairman shall be one (1) year or until the selection of a successor.
- C. No chairman shall serve in the same office for more than two (2) consecutive terms. Anyone who has served more than one-half of a term shall be credited with having served that term.
- D. No committee work shall be undertaken without the consent of the Board.
- E. The President shall have the power to appoint special committees subject to the approval of the Board.
- G. Committees shall include at least the following:
  - 1. Membership - The committee shall collect dues and keep an accurate record of paid members. The committee shall make all necessary arrangements for the annual membership drive. The committee will help type and publish a directory of membership.
  - 2. Fund Raising - The committee shall organize fund raising projects at the direction of the Board. All projects will follow all Clear Creek ISD guidelines.
  - 3. Chaperone - The committee will keep a list of eligible chaperones and provide chaperones as requested.
  - 4. Activities - The committee will assist the band in activities planned by the Board or the Band Director.
  - 5. Newsletter/Publicity - The committee shall publish a monthly newsletter with the Band Director's approval. The committee will help publicize band activities and accomplishments.

## ARTICLE 6 - Meetings

- A. Board meetings shall be held at least quarterly and shall be open to all members of the Club. All officers of the Club and all elected committee chairpersons shall be allowed to make motions from the floor and vote on all matters at Board meetings.
- B. General meetings shall be held at least twice yearly. All current Club members shall be allowed to make motions from the floor and vote on all matters at General meetings.
- C. Additional meetings may be called by the President.

## ARTICLE 7 - Quorum

- A. General Meeting - Not less than 15 of the regular membership, in addition to a quorum of the Board, shall constitute a quorum.
- B. Board Meeting - A majority of the officers and committee chairpersons shall constitute a quorum.

## ARTICLE 8 - Amendments

- A. The Constitution and By-Laws may be amended by two-thirds vote of the members present at any General meeting.
- B. The proposed amendments must have been submitted to the Membership at least 15 days prior to the General meeting where they are to be approved.