CONSTITUTION AND BYLAWS
OF THE
CLEMENTS BAND AND COLOR GUARD BOOSTER CLUB

September, 1993
(Amended September 2008)
(Amended February 2012)
(Amended March 2013)
(Revised March 2016)

CONSTITUTION AND BYLAWS OF THE
CLEMENTS BAND AND COLOR GUARD BOOSTER CLUB
SECTION I – CONSTITUTION

Article I – Name

The name of this club shall be "The Clements Band and Color Guard Booster Club" (hereinafter referred to as the "Club")

Article II – Purpose

Section 1 – The purpose of this organization is to promote and encourage the support of all functions and activities of the Band and Color Guard at Clements High School.

Section 2 – Said Club is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under sections 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Section 3 – The activities of the Club shall not conflict with the policies of the Fort Bend Independent School District (FBISD), shall be sanctioned by school authorities, and shall conform to UIL Guidelines.

Section 4 – The Club shall furnish personnel to assist in functions of the Band and/or Color Guard at the request of the Senior Band Director and/or Senior Color Guard Director.

Section 5 – The members of the Club will assist in the raising of the necessary funds by the Band and Color Guard for their various activities both operational and social.

Article III- Membership

Section 1 – The voting membership of this Club shall consist of parents and legal guardians of students currently enrolled in the band and guard who have paid their dues. Dues shall be established annually by the Club officers and are payable at the beginning of each fiscal year.

Section 2 – The Band Directors, Color Guard Directors, and building Principal shall be members of the Club but shall be exempt from paying dues. They shall have the rights and privileges of dues-paying members.

Article IV – Meetings of the Membership

Section 1 – Regular meetings shall be held within the first 15 days of each month of the academic school year.

Section 2 – Called meetings and/or rescheduled meetings may be held at the discretion of the Senior Directors or officers of the Club, to be called officially by the President(s), 3 days' notice having been given to the membership via the website.

Section 3 – A quorum of the membership shall be constituted by the members present at a stated or called meeting.

Article V – Officers

Section 1 – The elected officers of this Club shall constitute the Executive Board and be:

1. President(s)
2. Vice-President – Band
3. Vice-President – Color Guard
4. Secretary
5. Treasurer

SECTION II – BYLAWS

Article I – Duties of Officers and Standing Committees

Section 1 – The President(s) shall preside at all meetings of the Club and of the Executive Committee, and shall be a member ex-officio of all committees and shall perform other duties usually pertaining to the office. The President(s) shall maintain parliamentary procedure according to Roberts Rules of Order, Revised, at all regular and special meetings of the Club. The President(s) shall appoint and remove members to the standing committees of the Club which shall be Membership, Historian, and Publicity. The President(s) shall further have the authority to create any ad hoc committees, and appoint members to those committees. The President(s) shall be responsible for notifying Club members of events. This may consist of an email and/or website updates.

Section 2 - The Vice-Presidents shall act as aides to the President(s) and shall perform duties of the President(s) in the absence of that office as well as supervising chairmen of all standing committees. The Vice-Presidents will be responsible for the coordination of volunteers from the Club membership as needed by the Club and/or the Band and Color Guard directors.

Section 3 – The Secretary shall keep a correct record of all meetings of the Club and of the Executive Board and Committee meetings, and conduct all correspondence of the Club.

Section 4 – The Treasurer shall be custodian of the Club funds. All disbursements of these funds must be verified by original receipts to the Treasurer. The Treasurer shall present a current financial statement at all regular meetings. The Treasurer, President(s), Vice-Presidents (and Secretary if space remains) shall have the authority to sign checks, and any two of these signatures will be necessary to withdraw funds. Disbursements that exceed approved budgeted amounts will require approval of the membership.

Section 5 – The Membership Committee shall consist of one or more appointed members of the Club and shall be responsible for all the membership drives and maintenance of the membership list. The Membership Committee shall collect all membership dues, properly documented and turned in to the Treasurer.

Section 6 – The Historian Committee shall consist of one or more appointed members of the Club, and shall keep a written and/or photographic record of all Band and Guard activities.

Section 7 – The Publicity Committee shall consist of one or more appointed members of the Club and shall be responsible for all publicity regarding the activities of the Club and/or the Band and Color Guard.

Article II – Executive Committee

Section 1 – The Executive Committee shall consist of the President(s), Vice-Presidents, Secretary, Treasurer, Senior Band and Color Guard Directors, and the Chairmen of the Standing Committees. Its duties shall be to transact necessary business between club meetings and such other business as may be referred to it by the Club or Executive Board, and to present reports at the regular meetings. Necessary business, as determined by the Senior Band and Color Guard Director(s), must be voted on by a majority of the Executive Committee, consisting of half of the Committee plus one.

Section 2 – The Executive Committee shall meet a minimum of 3 times per year. A majority of the Executive Committee shall constitute a quorum.

Section 3 – The Executive Committee shall prepare and submit a budget for the subsequent fiscal year to be presented to the membership at the May Club meeting.

Article III – Election of Officers

Section 1 – The officers shall be elected by ballot at the last general meeting of the school year if there is more than one candidate for any office; otherwise, the election may be by voice vote of individual candidates or a presented slate of candidates. Officers shall serve for a term of one year and shall remain in office until their term ends.

Section 2 – Nominations for officers shall be made by a Nominating Committee and reported to the Club at the April Club meeting, and the election of officers will occur at the May Club meeting. The Nominating Committee shall consist of five members: one elected by and from the Executive Committee, who will serve as Chairman, two from the Club at large, who shall not be members of the Executive Committee, the Senior Band Director, and an additional member appointed by the Senior Band Director.

A candidate for an officer position may be considered qualified if the following criteria are met: To be considered for the position of Vice-President, Treasurer, or Secretary, the candidate must be a member in good standing of the Club for a minimum of one year and have been actively involved in the business of at least one Committee or Sub-Committee. A candidate for President(s) must have already occupied a position on the Executive Board, preferably Vice-President. The consent of each candidate must be obtained before his/her name is placed in nomination. Additional nominations may be made up to two weeks prior to the election at the consent of the membership, provided the consent of that candidate has been obtained. All candidates for an officer position must meet with the approval of the Senior Band and Color Guard Directors.

Section 3 – In the event of a vacancy in the office of the President(s), one of the Vice-Presidents shall become President with proper title and all duties of the office for the remainder of the term in which the vacancy occurs.

Section 4 – Should a vacancy occur in any other office, the President(s) shall have the power to forthwith fill the vacancy by appointment and approved at the next Club meeting, and the person appointed shall assume the title and duties of said office for the remainder of the term in which the vacancy occurs.

Article IV – Fiscal Year

Section 1 – The fiscal year shall be June 1 – May 31 of the following year, pursuant to FBISD Booster Club Guidelines.

Section 2 – The Financial Review/Audit Committee shall be appointed by the Executive Committee at least 30 days prior to the last meeting of the fiscal year, and shall consist of not less than three members, two of which must be current members of the Club. The

Financial Review Committee shall conduct its business following the end of the fiscal year, and report its findings to the Club at the first regular meeting of the next school year.

Article V – Scholarship Committee

Section 1 – A scholarship committee shall be appointed annually by the President(s) and is to be comprised of one Executive Board member to act as Chairman, the Senior Band and/or Color Guard Director(s), and two additional members from the Club.

Section 2 – Scholarships may be awarded by the Club annually in number and amounts as determined by the Scholarship Committee. Criteria for eligibility for these scholarships are:

A. Band students with senior status planning to major or minor in music at an accredited institution of higher learning.
B. An Outstanding Band or Color Guard student with senior status planning to attend an accredited institution of higher learning.
C. Completed application form accompanied by two recommendation forms (excluding Band and Color Guard Directors and relatives), letter from student stating educational goals, reasons for applying for scholarship, and any other information pertinent to this scholarship, and copy of the student's transcripts. Any one or more of these requirements may be waived by the Scholarship Committee.
D. Completed scholarship applications and ballots will be distributed to the Committee Chairman by the President(s). Each Committee member will review the applications and return the completed ballot to the Chairman. The Chairman shall be responsible for tallying the ballots and reporting the results to the President(s). The Senior Band and/or Color Guard Director(s) have the final confirmation of a candidate.
E. Scholarships will be awarded to be used toward tuition, fees, or books, and will be made payable to the student.

Article VI – Amendments

These Bylaws can be amended and changed by a recommendation of the Executive Board and presented to the Club at any regular meeting by a two-thirds vote of the members present. The amendment must have been presented eight days prior to the meeting and read at the regular meeting prior to the vote.

Article VII – Dissolution

The Club may be dissolved by the same process as amending the Bylaws. Upon the dissolution of the Club, assets shall be distributed for one or more exempt purposes within the meaning of the section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.